

**REVISED CURRICULUM
OF
SOCIAL WORK**

Curriculum Development Project
Sponsored by
Ministry of Education
Islamabad



HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD
2003

**REVISED CURRICULUM
OF
SOCIAL WORK**

Curriculum Development Project
Sponsored by
Ministry of Education
Islamabad



HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD
2003

CURRICULUM DIVISION, HEC

Prof. Dr. Altaf Ali G. Shaikh	Director General (C)
Mr. Muhammad Younus	Director Curriculum
Malik Ghulam Abbas	Deputy Director
Miss Ghayyur Fatima	Research Associate
Mrs. Noshaba Awais	Assistant Director
Mr. M. Tahir Ali Shah	Assistant Director

Composed by **Mr. Zulfiqar Ali**, HEC, Head Office, Islamabad

CONTENTS

i)	INTRODUCTION	6 – 8
ii)	CURRICULUM FOR BA LEVEL	9 – 15
iii)	SCHEME OF STUDIES FOR MA LEVEL	16
iv)	MA SOCIAL WORK COURSES	17 – 82
v)	RECOMMENDATIONS	83 – 85

PREFACE

Curriculum of a subject is said to be the throbbing pulse of a nation. By looking at the curriculum of a subject, one can judge the state of intellectual development and the state of progress of a nation. The world has turned into a global village, new ideas and information are pouring in a constant stream. It is, therefore, imperative to update our curricula by introducing the recent developments in the relevant fields of knowledge.

In exercise of the powers conferred by Sub-section (1) of section 3 of the Federal Supervision of Curricula Textbooks and Maintenance of Standards of Education Act 1976, the Federal Government vide Notification No.D773/76-JEA (Cur.), dated December 4, 1976, appointed Higher Education Commission as the Competent Authority to look after the Curriculum Revision Work beyond Class XII at Bachelor level and onwards to all Degrees, Certificates and Diplomas awarded by Degree Colleges, Universities and other Institutions of higher education.

In pursuance of the above decisions and directives, the Commission is continually performing curriculum revision in collaboration with the Universities. According to the decision of the 44th Vice-Chancellors' Committee, curriculum of a subject must be reviewed after every 3 years. For the purpose, various Committees are constituted at the national level comprising senior teachers nominated by the Universities. Teachers from local degree colleges and experts from user organizations, where required, are also included in these Committees.

The National Curriculum Revision Committee on Social Work in its meeting February 18-20, 2003 at HEC Islamabad finalized the draft curriculum after due consideration of the comments and suggestions received from the Universities and Colleges where the subject under consideration is taught.

The Final draft prepared by the Curriculum Revision Committee duly approved by competent authority is being circulated for implementation by the Universities.

(PROF. DR. ALTAF ALI G. SHAIKH)
DIRECTOR GENERAL (CURRICULUM)

March 2003

INTRODUCTION

A meeting of the National Curriculum Revision Committee on “Social Work” was held from 18 – 20, February 2003 at HEC Islamabad to finalize the draft curriculum for B.A and M.A (Graduate and Post Graduate level) in Social Work, prepared at a meeting held on 6 – 8th August 2002 at Islamabad. Following experts attended the meeting:

1. Prof. Dr. Mrs. Sara Safdar, Convener
Chairperson,
Department of Social Work,
University of Peshawar,
Peshawar.
2. Mr. Ghulam Rasool Dahri,
Assistant Professor,
Department of Social Work,
University of Sindh, Jamshoro.
3. Mr. Tahir Riaz Ch.,
Department of Social Work,
University of the Punjab,
Lahore.
4. Mr. Mohammad Fakhrul Hoda Siddiqui,
Assistant Professor,
Department of Social Work,
University of Karachi, Karachi.
5. Mrs. Farhana Khattak,
Lecturer,
Department of Sociology,
Allama Iqbal Open University,
Islamabad.
6. Haji Akbar,
Social Welfare Officer,
Ministry of Social Welfare,
Rizwan Plaza, Blue Area, Islamabad
7. Mr. Muhammad Arshad,
Asstt. Director,
Social Welfare Training Institute,
Ministry of Women Development & Social Welfare,
G-7/2, Islamabad

8. Prof. Gheyas ud Din Siddiqui, Secretary
Chairman,
Department of Social Work,
University of Balochistan,
Quetta.

Some of the members could not make their presence possible in the final meeting due to weather condition of country. They are as follows:

1. Mrs. Zahida Javed,
Assistant Professor,
Govt. College for Women,
Bahawalpur.
2. Mrs. Iram Shahid,
Assistant Professor,
Department of Social Work,
Lahore College for Women, Lahore.
3. Mr. Iftikhar Khan,
Project Officer,
Rural Development Foundation,
RDF Centre Mouve Area, G-9/1, P.O. BOX:1170,
Islamabad.
4. Prof. Dr. Hayat M. Awan,
Director, Institute of Management Sciences,
Bahauddin Zakariya University,
Multan
5. Mr. Naseer-ud-Din,
Head, Department of Social Work,
Govt. College Asghar Mall,
Rawalpindi.

The meeting started with recitation from the Holy Quran followed by formal introduction of the participants. Prof. Dr. Altaf Ali G. Shaikh, Director General (C&T) HEC formally welcomed the participants and highlighted the objectives of the NCRC meeting which was a follow-up of the preliminary meeting, and the rational for revising the curriculum of social work at the public/private universities in Pakistan. For the further improvement of the curricula he said that the preliminary draft of the syllabi needs some more

exercise and revision, realizing the changing needs & requirements of the profession & society and the world at large.

Dr. Shaikh asked the members to select a member as a convener and the secretary for the proceedings of the meeting. The committee selected Prof. Dr. Sara Safdar as a convener and Prof. Gheyasuddin Siddiqui as a secretary.

The Committee reemphasized that subject of Social Work should be introduced in all degree colleges of the country. After a detail deliberations the curriculum of B.A and M.A was revised according to the changing needs of social work profession and society, these are attached.

**REVISED CURRICULUM (SYLLABI AND COURSES
OF READING OF SOCIAL WORK)
B.A.**

SOCIAL WORK (Elective)

The following syllabi and Courses of Reading in the subject of Social Work (Elective) for the B.A. Examination are hereby proposed.

SCHEME OF STUDIES:

<u>Paper 'A':</u>	<u>Pakistan Society – Its needs and Problems</u>	: 75 marks
<u>Paper 'B' :</u>	<u>Social Work - Theory and Practical</u>	: 75 marks
<u>Practical :</u>	<u>(Field Work Practical Evaluation)</u>	: 50 marks
Total:		<u>200 marks</u>

GENERAL OBJECTIVES

The objective of the B.A. course in Social Work is as under:-

Impart knowledge about the basic concepts. Social Work profession (Social Development), inculcate skills and attitudes to go to become a change agent for self help sustainable, developed society in Pakistan and Allied Society.

SPECIFIC OBJECTIVES

1. To impart knowledge to the students about the basic concepts and to prepare them for various fields of social work with reference to Pakistan.
2. To frame/enable the students for higher education of Social Work programme.
3. To prepare the students to assume responsibilities in the field/area of Social Welfare (when & where needed).

Chapter No.1

1. INTRODUCTION TO SOCIAL WELFARE

- a) Definition and Scope
- b) Historical Perspective of Social Welfare in Pakistan

Chapter No.2: Pakistani Society

- a) Definition and description of the term “Society”.
- b) Characteristics of Pakistani Society.
- c) Comparison of Rural and Urban Communities

Chapter No. 3: Culture

- a) Definition and description of the term “Culture” and its importance.
- b) Characteristics of Pakistani culture.
- c) Influence of allied cultures on Pakistani Culture.
- d) Social norms-definition and stages (i.e. folkways, mores and laws)
- e) Socialization – definition and description and factors of socialization (i.e. Family, Neighbourhood, Peer group, Religious Institute. Educational Institutions, Mass Media and Communication.

Chapter No.4: Social Institutions

- a) Definition and description of “Social Institutions”.
- b) Types of Social Institutions: Primary, Secondary.
- c) Functions of the following:
 - Family Institution - Religious Institution
 - Political institution- Economic Institution
 - Educational institution
- d) Importance of Social Institutions. Recreational Institution.

Chapter No.5: Social Change

- a) Definition and area of “Social Change”.
- b) Process and effects of social change on Society.
- c) Factors which promote and hinder social change.

Chapter No.6: Socio-Economic Needs of Pakistan

- a) Agricultural development – its importance and hurdles involved – Remedies.
- b) Industrial development – its importance, hurdles involved – Remedies – Village Aid, IRDP.
- c) Problems arising out of industrialization and urbanization – Remedies.

Chapter No. 7: Needs of Special Groups

- I. Introduction to the needs, problems and remedial measures of:
 - a) Physical Disability:
 - b) Sensorial Disability
 - c) Mental Retardation
 - d) Social disadvantaged (orphans, widows and destitute women and criminals).

Chapter No. 8: Social Problems of Pakistan

- a) Major and explanation of Social problems
- b) General causes of social problems
- c) Major social problems of Pakistan: (An orientation).
 - Drug addiction - Illiteracy
 - Over population - Beggary
 - Juvenile delinquency - Environment
 - Crime - Violence
 - Child labour
 - Child abuse and neglect
 - Bonded labour
 - Poverty
 - Unemployment

Paper B: **Social Work Theory and Practice:** 75 marks

Chapter No. 1: Nature and Philosophy of Professional Social Work

- a) Definition and philosophical base of social work
- b) Objectives of social work practice.
- c) Basic principles of social work
- d) Professional and voluntary social work

Chapter No. 2: Islam and Social Work

- a) Islamic concept of social welfare and professional social work.
- b) Worth and dignity of individual
- c) Rights and responsibilities of individuals in Islamic Society
- d) Social relationships in Islam i.e. Family, Neighbourhood, Mosque.

Chapter No. 3: Methods of Social Work

A. Primary Methods

I Social Case Work

- a) Definition and description of social case work
- b) Elements/Components of social case work (person, problem, place, professional person and process).
- c) Worker client relationship in social case work.
- d) Principles of social case work
- e) Phases/steps in social case work
- f) Fields of application of social case work practice
- g) Role of professional worker in case work practice

II. Social Group Work

- a) Definition and description of social group
- b) Types of social groups (primary and secondary, formal and informal groups).

- c) Stages of group development.
- d) Definition of social group work and its philosophy
- e) Objectives of social group work
- f) Components of social group work (group, agency and group worker).
- g) Principles of social group work
- h) Fields of application of group work practice
- i) Role of professional worker in-group work practice.

III. Community Development

- a) Definition and description of community
- b) Definition of community organization and development
- c) Objectives of Community Development
- d) Phases/steps in community development (study of the community, planning, implementation, monitoring and evaluation)
- e) Principles of community development
- f) Role of professional worker in community development

B. SECONDARY METHODS

I. Social Research

- a) Definition and description of social research
- b) Phases/steps in social research
- c) Tools of data collection (questionnaire, interviewing schedule, interview guide and observation).
- d) Importance of social research in social work.

II. Social Welfare Administration

- a) Definition and description of social welfare administration
- b) Importance of social welfare administration in social work

III. Social Action

- a) Definition and description of social action.
- b) Importance of social action in social welfare.

Chapter No. 4: Fields/Areas of Social Work

- 1. School social work
- 2. Medical social work
- 3. Community development
- 4. Child welfare
- 5. Youth welfare
- 6. Women welfare
- 7. Welfare of the physically disabled.
- 8. Welfare of the mental retarded.
- 9. Welfare of the socially dis-advantaged
- 10. Welfare of the Juvenile Delinquents and Adult Criminals

Chapter No.5: Social Welfare Agencies

- a) Definition and description of social welfare agency
- b) Types of social welfare agencies (government, semi-government, voluntary/NGOs)
- c) Role of the voluntary social welfare agencies in socio-economic development.

PRACTICALS (FIELD WORK PRACTICE) 50 MARKS

PART 'A'

- i) Students will make observational visit to different social welfare agencies. They will be provided guidelines for observations before each visit.
- ii) They will write reports about these visits (6-8 visits)

PART 'B'

Students will be assigned to work for two (one each year) of the following activities and shall submit a comprehensive report.

1. Organizing a group activity.
2. Social Survey on any social problem of the area.

WORK TO BE EXAMINED BY THE INTERNAL AND EXTERNAL EXAMINERS UNIVERSITY AND COLLEGES).

The recommended break up of marks for the examination is as under:-

- | | | |
|---|--|-----------------|
| - | <u>Reports on field work</u> | <u>20 marks</u> |
| - | <u>Viva-voce</u> | <u>30 marks</u> |
| - | The candidates failing to produce their note books containing Practicals will not be eligible for Viva-Voce. | |

The criteria of evaluation in the Viva-Voce would:-

- a) Understanding about the objectives, structure and functions (services and programmes) of the agencies visited and role of professional social workers therein.
- b) Ability to relate theory with practice
- c) Ability to communicate and express

**REVISED SOCIAL WORK CURRICULUM
FOR MASTER'S LEVEL
Scheme of Studies**

BASIC COURSES

1. Contemporary Social Work.
2. Human growth and Personality Development
3. Sociology of Society and Social Institutions
4. Social Problems

CORE

1. Social case work
2. Social Group work
3. Community organization and Development
4. Social Research
5. Social Welfare Policy and Administration.
6. Social legislation.
7. Statistics & Fundamentals of computer.

OPTIONALS

Three Courses to be opted from the following:

1. Medical and Psychiatric Social Work
2. Child Rights
3. Population Welfare/Demography
4. Community, Environment and Basic Health Care
5. Labour Welfare and Industrial Relations
6. Social Services for Special Groups
7. Rural Development and Local Government
8. Social Defence and Correctional Services (Criminology)
9. School Social Work
10. Women in Development
11. Social Services for the senior citizens.
12. Drug Abuse: Prevention, Treatment and Rehabilitation.
13. Human Resource Development and Management
14. Human Rights

Field work Training (12 credits)

2 days per week

Block Placement/Internship

Thesis: 6 credits (Compulsory)

M.A. SOCIAL WORK COURSES

PAPER-1 CONTEMPORARY SOCIAL WORK

OBJECTIVE:

The course is designed to enable the students to review the historical development of Social Work and to see the current issues with implications for welfare and development. It involves and analyze various periods of social work history, in terms of the socio-economic political and cultural conditions of the periods to the stage of development of Social Work as developing profession with a body of knowledge and its own methods. The course is further aimed to impart knowledge about modern issues and trends in Social Work at national as well as international level; Social Work Ethics; the role and place of Social Work profession in promotion of Social Welfare in Pakistan; and integration of Islamic concept and Social Work practice in contemporary Social Welfare programmes of Pakistan.

CONTENTS:

I. INTRODUCTION:

1. Related Concepts: Social Welfare, Social Work, Social Services and Social Security.
2. History and Philosophy of Social Work. Development of Social Welfare in Western world and in Sub-Continent.
3. Analysis of Social Welfare as a Society's institutionalized response to individual, group and community needs.
4. Need of Social Work in developed, developing and under developed countries.

II. CONCEPT OF SOCIAL WELFARE IN ISLAM

1. The individual, group and community in Islam.
2. Islamic Welfare Institutions: Zakat, Usher, Fitrana, Sadaqa, Khums, Waqf, and Baitulmal.
3. Role and importance of Mosque
4. Rights and obligations of the citizens in Islamic State
5. Muslim Brotherhood: Haqooq ul Allah and Haqooq ul Abad

III. WORKING DEFINITION OF SOCIAL WORK:

1. The nature and Characteristics
2. Essential values and philosophical base
3. Aims, Goals and purposes

4. Fields of Practice
5. Scope and Limitations
6. Sanctions.
7. Knowledge, Skills and attitudes
8. Principles, Processes and Stages of Social Work
9. Methods and Techniques

III. SOCIAL WORK AS A PROFESSION

1. The need and emergence of Social Work as a Profession.
2. Development of Social Work Profession in Pakistan.
3. Ethics in Social Work Profession.
4. Social Work Education in Pakistan

V. SOCIAL WORK AND OTHER DISCIPLINES

1. Relationship of Social work with social Sciences: Sociology, Psychology, Anthropology, Economics and others
2. Social Work in public and private sector: National/Provincial Council of Social Welfare, National Commission for Child Welfare, Directorate General of Special Education and Directorate of Social Welfare.

VI. COMPONENTS OF SOCIAL WORK:

SOCIETY, AGENCY, SOCIAL WORKER, BENEFICIARIES AND METHODS as a components of Social Work, Interaction of the components for the effective provision of social service.

1. THE SOCIETY AS A COMPONENT OF SOCIAL WORK: Meaning and significance of the society, Society as the primary source of authority and resources, social sanctions and their provisions. Social services expression of the progress and Development of Society.
2. AGENCY AS A COMPONENT OF SOCIAL WORK: Definition of Social Service Agency. Its significance in the provision of services. Social Welfare agencies as the means of Society's expression of its concern for the Welfare of its members. Relationship of the agency with the society. Responsibilities of the agency toward Society. Social Welfare agency as provider of Services; and as an employer. Factors which effect upon the functioning of the e Agencies; Purposes; Auspices; Geographical area of coverage; Size and the Setting; Social Welfare programmes effected by the agencies their nature and extent. Relational

of services. Nature and type of agencies. Interrelationship between voluntary and Government Agencies.

3. SOCIAL WORKER AS A COMPONENT OF SOCIAL WORK: Need and significance of social worker. Knowledge skills and attitudes of social worker. Role and functions of Social Workers; An agency of social change; provider of service; a guide; helper; enabler; therapist; and a member of a helping profession. Relationship of social worker with Society; Agency, Client, Volunteers and his fellow Social Workers. Social Worker and the profession.
4. BENEFICIARIES (CLIENT) AS A COMPONENT OF SOCIAL WORK: Defining of a client; an individual, group or community; Importance of client in the field of social welfare. Relationship between Client, Society, Agency and the Worker. Rights and responsibilities of the client.
5. PROCESSES AND METHODS AS COMPONENT OF SOCIAL WORK: Process of providing social services to the beneficiaries in different settings of Social Work Practice.

VII. ISSUES IN SOCIAL WORK

1. Recognition, Sanctions and Training of Social Work Practice
2. Status of Social Worker: Knowledge, Skill and experience.
3. Evaluation of Welfare Services.

VIII. TRENDS IN SOCIAL WORK AND ITS FUTURE PROSPECTS:

BOOKS RECOMMENDED:

1. W.A. Frindlander, Introduction to Social Welfare. Prentice-Hall, Englewood Cliffs, U.S.A.
2. A.S. Livingston, Social Work in Pakistan. Lahore, West Pakistan Social Welfare Council.
3. Arthur C. Fink, The field of Social Work. New York, Holt, Rinehart, 6th Ed. 1974.
4. Skidmore Thackery, Introduction to Social Work. New Jersey, Prentice-Hall, 1964.
5. Pall E. Weinberger, Perspectives on Social Welfare. London, MacMillan, 1969.
6. Elizabeth A. Ferguson, Social Work, an Introduction. New York, Lippinco H. 1969.
8. M. Khalid, Social Work Methods and Practical, Kifayat Academy Karachi, 1995.

9. Russell, Bertrand. Principles of Social Science Reconstruction London Unwin Paper back, 1916
10. Pat Young: Mastering Social Welfare 3rd Ed. Macmillan Press Ltd. London. 1995.
11. Robert Adams et. al. Social Work Themes, Issues and Critical Debates Palgrave Houndmills, Basingstoke,, Hampshire New York, 1998.
12. Robert Adams, et.al. Critical Practice in Social Work Palgrave Houndmills, Basingstoke, Hampshire, New York, 2002.
13. David, How. Attachment Theory for Social Work Practice, Macmillan Press Ltd. 1995.
14. Alain Degenne and Michel Forse: Introducing Social Networks SAGE Publications Ltd. London 1999.
15. Mohammad Khalid Social Work Theory and Practice With Special Reference to Pakistan (3rd Edition) Kifayat Academy Educational Publishers. Karachi 2001.
16. Keith F. Otterdei, Feuding and Warfare (Volume I) Emmaplein 5 1075 AW Amsterdam Netherlands, 1994.
17. Sarah Bemks, Ethics and Values in Social Work (Second Edition) Palgrave Houndmills, Basingstoke, Hampshire RG21 6Xsand 175 Fifth Avenue, New York, NY 10010
18. Sarah Banks, Ethics and Values in Social Work First Published 1995.
19. E. Fink: The field of Social Work (Seventh Edition 1978).
20. Verenica Coulshed: Social Work Practice (Third Ed.1998)
21. Rober W. Klenk: The Practice of Social Works (Second Ed.1974)

PAPER 2. **HUMAN GROWTH AND PERSONALITY DEVELOPMENT**

OBJECTIVES:-

- 1 To give the students background knowledge about the stages of normal growth of the individual.
- 2 To study the concept of psycho social development and the dynamics that influence his/her life pattern.
- 3 To give insight about the psycho-dynamics of problems at different age levels.
4. To give the students knowledge about personality, views of different psychologists and pattern of normal and abnormal behaviour.

CONTENTS:-

I. INTRODUCTION:

Meaning and significance of the study of human growth for effective social work practice.

II. BASIC ASSUMPTIONS OF HUMAN BEHAVIOUR

1. Approaches to the study of human development.
2. Principles of Human Development.
3. Fundamental Influences; Family, Peers, School and Society.

III. THE BIOLOGICAL AND PSYCHOLOGICAL DEVELOPMENT OF THE INDIVIDUAL:

1. Pre-natal AND post natal development
2. Infancy
3. Pre-School Child
4. School Child
5. Puberty
6. Adulthood
7. Old Age

IV. THEORIES OF PERSONALITY DEVELOPMENT:

1. Freud's Psycho Analytic Theory
2. Jung's Analytical Theory
3. Social Psychological Theory of Adler
4. Erik Erikson's Psychoanalysis and the life cycle

V. CONCEPT OF ABNORMAL BEHAVIOUR:

1. Psychotic Disorder
2. Neurotic Disorder
3. Psychosomatic Disorder

VI. DEFENCE MECHANISM:

1. Concepts, utilities and various defence mechanisms

BOOKS RECOMMENDED:

1. Justin Pikunas, Human Development, New York, MacGraw Hill Book and Company, 1970.
2. Fink Arthur E, The field of Social Work, New York; Holf Reinhort and Winston Inc. 1974.

3. Hurlock Elizabeth B, Child Development, New York; MacGraw Hill Book Company, 1972.
4. Skindmore Rex A. Milton A. Theckeray, Introduction to Social Work, New Jersey; Printice Hall Inc. 1964.
5. Lovell K, The introduction to Human Development, London, Scoth Foresman Inc. 1971.
6. Eric Ryner, Human Development, London; Gorge Allen And Union Ltd, 1975.
7. Fitch Standley K, Insights into Human Behaviour, Boston, Hollrook Press, 1970.
8. Hawkes Glenn R, Behaviour and Development from 5 to 12. London; Harper and Row, 1969.
9. Hurlock Elizabeth B, Adolescent Development, New York; MacGraw Hill Book Company, 1978.
10. Rapila Diance E. and Sally Wendkos Olds, Human Development, New York, MacGraw Hill Book Company, 1978.
11. Barbara Englen, Personality Theories, Boston; Houghton Mijjlin Company, 1985.
12. Hall Calvin, A Premier of Freudian Psychology New York, New American Library, 1973.
13. Harold C. Wallach, Approaches to Child and Family Policy Colorado; West View Press, 1981.
14. Richard S. Sharf : Life's Choices Problems and Solutions Wadsworth/Thomson Learning 10 Davis Drive Belmont, CA 64002-3098 USA, Brooks/Cole Thomson Learning TM Australia, 2001.
15. Gun R. Semin & Klaus Fiedler : Applied Social Psychology SAGE Publications Ltd. London 1996.
16. Philp Bean, Mental Disorder and Community Safety, Palgrave Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York, N.Y. 10010
17. Michael Kerfoot: Problems of Child hood and Adolescence (Macmillan 1988).

PAPER 3. **SOCIOLOGY OF SOCIETY AND SOCIAL INSTITUTIONS**

OBJECTIVES:

1. To help the students understand the society, Social Institution and important Sociological Concepts.

CONTENTS:

CHAPTER I SOCIOLOGICAL CONCEPTS

- a) Definition and description of the term “Society”

- b) Characteristics of Pakistani Society.
- c) Comparison of Rural and Urban society
- d) Factors which promote and hinder social development.

CHAPTER II

CULTURE

- a) Definition and description of the term” Culture”.
- b) Influence of various cultures on Pakistani Culture.
- c) Characteristics of Pakistani Culture.
- d) Social norms: definition importance and types
- e) Importance of the study of culture for a social worker.
- f) Impact of culture on welfare services.

CHAPTER III:

SOCIAL INSTITUTIONS

- a) Definition and description of Social Institutions
- b) General characteristics of Social Institutions
- c) Types of Social Institutions: Primary and Secondary
- d) Functions of the following social institutions
 - i. Family
 - ii. Religion
 - iii. Political
 - iv. Economic
 - v. Educational
 - vi. Recreational

CHAPTER IV

SOCIAL PROBLEMS OF THE SOCIETY

- a) Social Problems and Social Evils: Definition, explanation and their causative Factors and remedies.
- b) Major Social Problems of Pakistan.

CHAPTER V:

SOCIAL CHANGE

- a) Definition and description of Social Change
- b) Factors of Social Change
- c) Strategies for Social change.

CHAPTER VI : SOCIAL PROCESSES

- a) Competition, Co-operation, Accommodation, Assimilation and Conflict
- b) Ethnocentrism.
- c) Social interaction
- d) Norms, folkways, mores, customs and values.

BOOKS RECOMMENDED:

1. Dr. Jamil Jalbi, Pakistan-The Identity of Culture, 1984.
2. Dr. A.Z. Khan, History and Culture of Sindh, 1980.
3. Dr. M. Ahmed, Contemporary Pakistan-Policies, Economy and Society, 1982.
3. Ch. Iqbal, Pakistani Society, Lahore. Aziz Book Depot.
4. Ch. Iqbal, Sociology, Lahore Aziz Book Dept.
5. Ogburn Nimkoff, Hand book of Sociology, LondonRoutledge and Kegan Paim.
6. Bromm, Leonard and Philip Selznk, Sociology, A text with adopted reading New York.
7. Subrata K. Mitra & V.B. singh: Democracy and Social Change in India SAGE Publications Ltd. London, 1999.
8. Robert, Griffith Turner. Jr. Society in Focus, 3rd ed, Addison Wesley, Longman Inc. USA. 1999.
9. Tepperman, Lorne and Rosenberg Michael, "Macro/Micro: A Brief Introduction to Sociology" Prentice – Hall Canada Inch, 1998.
10. Society the Basics (fourth Edition) John. J. Macionis Prentice-Hall, Inc. Simon & Schuster/A Viacom Company Upper Saddle River, New Jersey 07458.
11. Sociology and Social Change, Amanda Coffey, Open University Press, Celtic Court 22 Ballmoor Buckingham MK 18 IXW
12. Akber S. Ahmed Pakistan Society (First Edition 1989)
13. Safdar Sarah. "Kinship and Marriage in Pukhtoon Society", 1997. Pak Book Empire, Shahbad Centre, 65-Temple Road, Lahore, Pakistan.
14. Alam Anwar, "Principles of Sociology 2002. Printed at Saif Printing Press, Peshawar.

CHAPTER – VI EMERGENCE OF SOCIAL PROBLEMS IN DIFFERENT SITUATION

- i. EMERGENCY: Poverty, the profound and fundamental. Conceptual approaches to the definition of poverty; sources and measurement. Ignorance and illiteracy. Diseases and malnutrition. Drug dependency.
- ii. DEMOGRAPHIC: High population growth, migration: rural and urban and immigration.
- iii. ECONOMIC: Low agricultural and industrial out put causes and effects. Unemployment and under employment.
- iv. SOCIAL STRATIFICATION: Class and caste differentials. Social and occupational prejudices. Tribal and communal conflicts.
- v. INDUSTRIALIZATION AND URBANIZATION. Slums and sub-standard housing. Mental and emotional disorders. Delinquency and crime, Drug addiction. Family conflicts and weakening of family ties. Communal conflicts, Neglected and deprived children and aged. Human isolation, lack of civic and moral consciousness. Cultural decline and human degradation. Beggary, prostitution.

BOOKS RECOMMENDED:

1. Paul.B. Horton, The Sociology of Social Problems, New York Prentice Hall.
2. Sabihuddin Baqai, Social Problems of Pakistan, Karachi Kafayat Academy.
3. Kenneth J. Meubech, Social Problems: A critical approach 3rd edition, McGraw Hill, 1991.
4. Mohammad Khalid D. Samaji Behbood, Karachi Kafayat Academy, 2002.
5. Cracknell Basil Edward. Evaluating Development Aid. Issues, Problems and Solution, New Delhi: Sage Publication.2000.
6. Bradley, R. Schiller: The Economic of Poverty and Discrimination, 7th ed. A Simon & Griffith Turner. Jr. Society in Focus, 3rd ed. Addison Wesley, Longman Inc. USA 1999.
7. Dr. Probhat Chandra Tripathy: Contemporary Social Problems and the Law A.P.H. Publishing Corporation New Delhi-2000.
8. John Stimson Artyth Stimson, contemporary Social Problems, Allyn & Bacon A. Viacom Company Needham Heights, Massachusetts 02194, USA, 1999.

9. David Gordan & Paul Spicker, The International Glossary on Poverty, 1999, Oxford University, Press.
10. Dr. Sunil K. Bhattacharyya: Juvenile Justice (2002).
11. Dr. Akmal Hussain: Poverty Alleviation in Pakistan (1994)

CORE COURSES

Core Course – 1 SOCIAL CASE WORK

The course is designed to give the students information on Social Case Work process, basic concepts involved and its scientific basis. There will be discussion on client-case workers relationship, diagnosis and treatment process, interviewing techniques and tools like recording and its types. It also involves discussion on authority and its use in Social Case Work, the phenomena of transference and types of treatment etc.

Contents

1. Definition and description of casework.
2. Basic concepts in Social Work and the general principles of Social Case Work practice.
3. Components of Social Case Work: person, problem, place, process and the professional worker.
4. Processes and techniques of social case work: Social Study, Diagnosis, Treatment Strategies and intervention techniques, termination and evaluation of treatment.
5. Identification of Social, economic and behavioural factors influencing the client.
6. Management of worker-client relationship
7. Counseling & Guidance: Concepts, principals , technique and skills.
8. Recording in Social Case Work, types of recording, essential of recording.
9. Role of Social Case Worker in different fields of practice and in various settings.
 1. Medical Social Work
 2. School Social Work
 3. Social Work and Mental Health
 4. Social Work with drug addicts
 5. Social Work with Aged
 6. Social Work with Migrants
 7. Social Work with disabled
 8. Social Work with Prisoners
 9. Trends and Issues in Social Case Work in Pakistan.

Interviewing in Social Case Work

1. Definition, meaning and scope of interview in Social Case Work
2. Interviewing Techniques.
3. Essential Conditions of Interviewing.

CHAPTER-11

Communication Skills in Social Case Work.

BOOKS RECOMMENDED:

1. Apterar, Herbert, Basic Concepts in Social Case Work, Chapel Hill University of North Carolina Press.
2. Fridlender M. Der. Concepts and Methods of Social Work, Prentice-Hall, N.W. Jersey.
3. Garrett, Anneto, Interviewing, Principles and Practice, Family Welfare Association of America.
4. Hamilton, Gordon, Principles of Case, Recording, New York, Columbia University Press.
5. Hamilton, Gordon, Theory and Practice of Social Case Work, Columbia University Press.
6. Perlmen, Helen, Social Case Work, A problem solving Process, Chicago, The University of Chicago Press.
7. Richard, Mary, E., Social Diagnosis, New York: Russell Foundation.
8. Timnes Cel., The Language of Social Case Work, London Poutledge and Kegan Paul.
9. Safdar Sarah, Introduction to Social Work, 1999. Wahdat Printing Press, Khyber Bazar, Peshawar, Pakistan.
10. Beulah R. Compton & Burt Galaway, Social Work Processes, 1994 by Wadsworth, Inc., Belmont, California, USA.
11. David L. Decker, Social Gerontology, 1980, Little Brown & Press company, Boston, Toronto.
12. Judith Milner, women and social Work, 2001 by PAEGRIVE, Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York, N.Y, 10010.
13. Bob Pease and Jan Fook, Transforming Social Work Practice, 1996 by Jessica Kingsley Publishers Ltd, London N19JB, England.
14. Marianne Hester, Liz Kelly and Jill Radford, Women, Violence and Male Power, 1996 Open University Press, Buckingham Philadelphia.
15. Veronica Coulshed and Joan Orme, social Work Practice, An Introduction, 1988, 1991, 1998 by Macmillan Press Ltd. Houndmills, Basingstoke, Hampshire RG21 6XS, London.
16. Steven M. Shardlow and Mark Doel, Learning to Practice Social Work, 2002, Jessica Kingsley Publishers Ltd, 116 Pentonville Road, London.

17. Malcolm Payne, Modern Social Work Theory, 1997 by Macmillan Press Ltd, London.
18. Kieran O'Hagan "Competence in Social Work Practice by Sessica Kingley Publishers Ltd. London NI
19. Using methods in Field. A Practical Introduction and Case Book Edited by C.De Munch, Victor and J. Sobo, Elisa, London: Altamire Press, 1998.
20. What is a Case? Exploring the Foundations of Social Inquiry. Edited by C. Ragin, Charles & S. Beaker, and Howard America: Cambridge University Press. 1992.
21. Judith Milner and Patrick O' byrne: Brief Counselling Narratives and Solutions Palgrave Houndmills, Basingstoke, Hampshire New York, 2002.

Core Course - 2

SOCIAL GROUP WORK

OBJECTIVES:

1. To help the students to understand the workers and group relationship and dynamics of group life.
2. To help the students to understand the techniques and skills to meet the needs of individuals and groups and apply their knowledge in-group situations.

CONTENTS:

1. Definition, characteristics and objective of group work.
2. History, Nature and types, aims and goals of groups.
3. Need and importance of social group work.
4. Importance of group life in Islam and planned group experience. Significance of group life, its Social and psychological implications.
5. Stages of group development, (i.) Forming, (ii) Storming, (iii) Norming (iv) Performing, (v) Adjourning
6. Group Structure i. Formal leadership ii. Roles (a). Role identity, (b) Role perception, (c) Role expectation (d) Role conflict iii. Norms (a) commonclass of norms (b) conformity (iv) status (a) Status & norms (b) status equity (c) status & culture, v. size, vi, composition vii. Coherences. Functions of Social Group Work: Preventive, curative, rehabilitative, educational, promotional and developmental situation.
7. Theories, Principles and processes of Social Group Work.
8. Group Work Process : Diagnosis, treatment plan and evaluation.

9. Programme planning in social group work. Elements and techniques of programme planning. Role of Social Worker in programme planning.
10. Social Group work agencies and group work practice within various fields and settings, such as institutions for children, aged, prisoners, delinquents, medical and psychiatric settings.
11. Group decision making: i. Strengths of group decision making, ii Weaknesses of group decision making, iii. Group vs the individual decision-making, iv. Group decision making techniques (a) Interacting groups (b) Brain Storming (c), Committee meeting.

Group Work Counseling Services with family: adoption, separation, divorce, broken families and with disabilities.
12. Role and functions of Social Group Worker..
13. Recording in Social Group Work.
14. Leadership in Group Work.
15. Issues and trends in Social Group Work in Pakistan.

BOOKS RECOMMENDED:

1. Douglas Tom, Group Work Practice, Vambridge, Tavistock Publications, 1976.
2. Balgopal, Pallassana R. & Thomas V. Vassil, Groups in social Work, An Ecological Perspective, New York, McMillan Publishing co., Inc. 1983.
3. Mc Caughan Nano, Group Work Learning and Practice, London, George Allen & Unwin, Publishers, Ltd, 1978.
4. Garvin, Charles D, Contemporary Group Work, New Jersey, Prentice Hall, Inc. Englewood Cliffs, 1981.
5. Davies Dernard, The Use of Groups in Social Work Practice, London: Routledge and Kegan Paul Publishers, 1975.
6. Mc Cullough M. K. & P.J. Ely, Social Work with Groups, London, Routledge & Kegan Paul Publishers.
7. Gouran, Dennis S, The Process of Group Decision – Making, New York, Harper and Row, Publishers, 1974.
8. Stephen P. Robbins, organizational behaviour 9th Edition, Prentice Hall Inc.2000

Note: For keeping up-to-date knowledge about the subject the students are advised to consult professional Journals and latest books.

Core Course - 3

**COMMUNITY ORGANIZATION &
DEVELOPMENT**

OBJECTIVES:

1. The course is aimed to help the students critically analyze the socio-economic and cultural set up of the community.
2. To help the students to develop the ability to identify problem areas and work approaches best suited to local conditions.

CONTENTS:

1. Definition, meaning of Community, Sociological Criteria of a good community.
2. Types of Communities and Characteristics of each.
3. Nature and characteristics of developed and developing communities.

Part-I

COMMUNITY ORGANIZATION

A. CONCEPT OF COMMUNITY ORGANIZATION

1. Definition, Scope and Purpose of Community Organization.
2. Goals of community Organization.
3. Related Concepts.

- a) Community Development.
- b) Community Development Planning
- c) Social Policy and action.
- d) Social reforms and Social Controls.

B. HUMAN FACTORS IN COMMUNITY ORGANIZATION

1. Motivation for Social Change.
2. Basic Human needs, their satisfaction and frustration.
3. Personality, leadership and its role in community.
4. Characteristics of Rural and Urban Communities.
5. COMMUNITY ORGANIZATION AT LOCAL, AND NATIONAL LEVEL.
 - i) Role of Provincial and National Council of Social Welfare.
 - ii) Non governmental organizations, their structure and functions.
 - iii) Rural Community development programmes in Pakistan.

Part-II COMMUNITY DEVELOPMENT

1. Definition and scope of community development.
 2. Community organization and development : similarities and differences.
 3. Working definition of community development.
 - a) Community Services
 - b) Community participation.
- A. PRINCIPLES AND TECHNIQUES OF COMMUNITY DEVELOPMENT.
1. Steps initiating community development through project planning and implementing programmes.
 2. Participatory approaches to Community Development: Definition, methods, types, meaning, initiative, mode of recruitment and function of each and critical analysis of participatory component.
 3. Committee, types, functions principles and importance of working with committees.
- B. COMMUNITY PLANNING FOR SOCIAL WELFARE.
1. Study of Needs and resources.
 2. Fixation of Priorities.
 3. Utilization of Resources.
 4. Improving Agriculture and Industrial Activities
 5. Establishment of self help project.
- C. PRACTICE OF COMMUNITY DEVELOPMENT
1. Essential elements in community Development.
 2. Factual basis for Community Development.
 - a) Data for planning community development programmes
 - b) types of data.
 - c) Role of social worker in community development
 - d) Contemporary-issues and trends in community development.
 3. Approaches to sustainable community development.

D. MODEL OF COMMUNITY DEVELOPMENT

- a) Successful model like Orangi Pilot Project, AKRSP, NRSP, PRSP.

BOOKS RECOMMENDED:

1. David W. Minar & Greer Scot, 1969, The Concept of Community Reading with Interpretations, Aldine Publishing company, Chicago, Pp-ixm 140.
2. Popular Oxford English Dictionary, Lahore Oriental Book Society.
3. Arthur Dunham, 1958, Community Welfare Organization Principles & Techniques Practices, Thomas Y. Crowell Company, New York, p-14.
4. Prof. Abdul Hameed Taga, 1999, Sociology & Problems, Abdul Hameed & Sons, Publishers, Lahore.
5. Prof. Abdul Hameed, 1998, An Introduction to Sociology. P.10.
6. Hillary A. George, June 20, 1955, Definitions of community, Areas of Agreement Rural Sociology, USA.
7. Mohammad Khalid, 1996, Social Work Theory & Practice, Published by Kifayat Academy, Karachi, Lahore.
8. Mohammad Iqbal Chaudhry, 1996, Pakistani Society, Published by Kifayat Academy, Karachi, Lahore.
10. Dr. S.Zari Rafiq, 1987, Community Development, Principles and Techniques, Social Work Department, Peshawar University, Peshawar, NWFP.
11. Ali Izzetbegonic Alija, 1984-1994, Islam Between East & West, Printed in USA, 3rd Edition, p-170.
12. Irwil T. Sanders, 1953, Making Good communities Better, Lexington, University of Kentucky Press.
13. Lane E. Hold Croft, 1984, The Rise and Fall of Community Development, 1950-65 in C.K. Excher & JM Staag(Eds), Agricultural Development, in the Third World, Pp.46-56.
14. David L. Sills, 1968, International Encyclopaedia of Social Sciences, The MacMillan Company and the free Press, USA, 3rd Edition.
15. Con Moser, 1989, community Participation in urban Projects in the Third World Progress in Planning, Vol:32.part-2.
16. Arthur Dunham, 1960. Community Development, p.p.178-186, in Social Work Year Book, Edited by Russell H. Kurtz, New York, National Association of Social Workers.
17. Dr. S. Zari Rafiq, Concepts and Practice, Saif Printing Press, Peshawar, 2003.

Core Course - 4

SOCIAL RESEARCH

OBJECTIVES:

1. The Course is designed to impart:
Knowledge about Social research, its scope nature and importance in Social Work Practice.

2. Formulation of research design, conducting research and social surveys, interpreting, analysis and scientific presentation of data.

INTRODUCTION

1. Definition and Scope of social Research.
2. History and Development of Social Research
3. Measurement in Social Sciences, its use and limitation
4. Types of research: Exploratory: descriptive & experimental; operational and action.
5. Social Research & Social Survey.

STEPS IN RESEARCH:

1. Identification and formation of a research problem.
2. Formulation research problem process; Objectives and hypotheses.
3. Sampling Technique: Probability and Non-probability.
4. Data Collection Methods & Techniques: Observation, Interview, Questionnaire, Interview schedule, interview guide. Case study and relevant literature. (Secondary Data)
5. Analysis of data and its interpretation. Categorization, Coding, Tabulation, Qualitative and quantitative interpretation.
6. Scientific generalization of research findings.

III. METHODOLOGY

1. Sampling procedures
2. Types of samples: Stratified and non-Stratified.
3. Measures of Sampling errors.
4. Sample size technique.

IV. RATING SCALES/DEVELOPING QUESTIONNAIRE

1. Social Distance.
2. Socio-metric Scales.
3. Rating Scales.
4. Ranking
5. Internal consistency
6. Scalogram Scales.

V. RESEARCH PRESENTATION:

- a) Style
 - b) Outline
 - c) Executive Summary
 - d) Body of the report:
 - i) Introduction
 - ii) Literature review
 - iii) Methodology
 - iv) Data Analysis
 - v) Findings
 - vi) Recommendation
- Appendix:
- i. Questionnaire
 - ii. References

BOOKS RECOMMENDED:

1. Goode William J. Etal Methods in Social Research, New York. McGraw-Hill Co.
2. Hyman Herbert etal Interviewing in Social Research. Chicago, University of Chicago Press.
3. Jahoda, Edutch etal Research methods in Social Relations.
4. Lazarsfeld, Paul F. the Language of Social Research Glencoe-III Press Free.
5. Parkr Richard Research in Social Work, London, Routledge and Kegan Paul.
6. Philips R.S. Social Research Strategy & Tactics New York, McMillan Group.
7. Polansky, Norman A. Social Work Research. Chicago University Press.
8. C.A. Moser. Survey Methods in Social Investigation London: Heinemann Educational book Ltd.
9. Andrey J. Roth The Research Paper: from and content California: Wordsworth.
10. Dr. Ghulam Hussain, Tehgia Jo Fun, Institute of Sindhiology, University Sindh.
10. Blaikie Norma. Designing Research: the Logic of Anticipation Black Well Publishers Ltd. Oxford 2000.
11. Flick, Uwe. An Introductions to Qualitative Research London: Sage Publication, 1998
12. Bausell A. Barker. A Practical Guide to Conducting Empirical Research. The Author.
13. Ackroyd, Stephen & Huges, John Data Collection in Context. Sedon Edition, London:Longman, 1992.

14. Pratti, Brain & Loizos Peter. Choosing Research Methods. Data Collection for Development Workers. Development Guideline No.7 Oxford : Oxfam, 1992.
15. Races and Ethnicity in Research Methods. Edited by H. Stonfield, John and M. Dennis. Rutledge. A Sage focus edition. London: Sage Publication, 1993.
16. W. Satewart, David & A. Kamins, Michael. Secondary Research Information. Sources and Methods.
17. F. Punch, Keith,. Introduction to Social Research. Quantities and Qualitative Approaches. London: Sage Publication. 1998.
18. Mikkelsen, Briitha. Methods for Development Work and Research. A Guide for Practitioners. New Delhi : Sage Publication 1995.
19. Brands, William an dAnderson, Rosemarie. Transpersonal Research Methods for the Social Science. Honorin Humen Experience, London : Sage Publication 1994.
20. Nalwa, Vanit. The ABC of Research (Behavioral and Social Science). India: Wiely Eastern Limited. 1992.
21. Narrative Research, Reading, Analysis and Interpretation. Applied Social Research Methods Series Volume: 47. Lieblich, Amia and Others. London: Sage Publication. 1998.
22. Herzog, Thomas. Research Methods in the Social Sciences. U.S.A: Harper Collins College Publishers. 1996.
23. J.Goode, William & K. Hatt Paul. Method in Social Research. Singapore: McGraw. Hill International Edition. 1981.
24. Raymond Mark: Research Made Simple A. Handbook for Social Workders SAGE Publication Ltd. London, 1996.
25. Diane Kholos Wysocki: Social Research Methods. Wadsworth/Thomson Learning 10 Davis Drive Belmont, Australia 2001. Web Side.
26. Ernest T. Stringer: Action Research: A Handbook for Parishioners SAGE Publications Ltd. New Delhi. 1996.
27. Fiona devine & Sue heath: Sociological Research Methods in Context" Macmillan Press Ltd. London, 1999.
28. Bryman, Alan and Cramer Duncan, Quantitative data analysis for Social Scientists, SAGE Publication Ltd. 6 Bonhill Street London EC2A 4PU
29. Alan Aldridge, Surfeyng the Social World, Open University Press Celtic Court 22 Ballmoor Buchingham MLK 18 1XW, 2001.
30. K. Chandrakandam, Test and Measurements in Social Research by A.P.H. Publishing Corporation 5, Ansari Road, Darya Gang New Delhi-110002 2001.
31. Martyn Densocomble, The Good Research Guide for Small Scale Social Research Project, Open University Press Buckingham 1998.
32. Thomas R. Black. Understanding Social Science Research, Sage Publicatrion's New Delhi 2002.
33. Therese L. Baker (Doing Social Research) 1994 Mc.Graw-Hill, Inch.
34. Evert Gummesson Forwarded by John Van Haaten, Qualitative Methods in Management Research 2000) Sage Publication.

35. Kenneth S. Bordans: Research Design and Methods Fifth Edition 2002.
36. Gold Publications Hyd Research Methodology (Ed.2002).
37. Nick Morris, How to do Research (Third Ed.2001)
38. Pal Cryer: The Research Student's Guide to success First ed.1999.

Core Course - 5 SOCIALWELFARE POLICY & ADMINISTRATION

OBJECTIVES:

1. To acquaint the student with the concept of Social Welfare Policy Planning and Administration.
2. To familiarize the student with the Government's development plans and with the processes and methods of Social Planning.
3. To provide the students the importance of administration and enable them to learn skills and techniques of administration and supervisory roles.

CONTENTS:

A. SOCIAL WELFARE POLICY

1. Definition, meaning, scope and nature of Social Policy.
2. Social development.
3. Importance of socio-economic and political factors in social policy formation.
4. Social policy and its implementation
5. Trend and issues in Social Policy.

B. SOCIAL WELFARE ADMINISTRATION

1. Definition, meaning and scope of social welfare administration.
2. What is administration
3. Who are administrator
4. Nature and functions of administration.
5. Administration process (planning, organizing leading and co-ordination and controlling. Decision Making

- a. **Planning**
 - i. Why plan
 - ii. Planning process
 - iii. Types of plans
 - iv. Objective setting
 - v. Forecasting
 - vi. Steps in planning
 - vii. Principles of planning

- b. **Organizing**
 - i. Definition, nature and purpose of organizing
 - ii. Process of organizing
 - iii. Steps for organizing
 - iv. Principles of organizing
 - v. What is an organization
 - vi. Characteristics of organization
 - vii. Formal and informal organization
 - viii. Classification of organization
 - ix. Meaning & Definition of authority.
 - x. Sources of authority.
 - xi. Types of authority.
 - xii. Delegation and decentralization of authority.

- c. **Leading**
 - i. Definition, meaning, importance.
 - ii. Administrator versus leader
 - iii. Theories of leadership (Trait Theories, Behavioural Theories, Contingency Theories).

- iv. Supervision (Definitions, goal, aspects and functions of supervisor, supervision vs inspections.
 - v.
 - a. Motivation, definition, motivation theories (hierarchy of needs theory, ERC theory, goal setting theory and reinforcement theory).
 - b. Why motivation
 - c. Motivational techniques.
 - vi. Definition of power, bases of power i.e. coercive power, reward power, legitimate power, expert power and referent power.
- d. **Controlling**
- i. Definition and meaning.
 - ii. Controlling process (Establishment of standard, measurements of performance, analysis of deviation, correction of deviation from standards of plans).
 - iii. Critical control – point techniques i.e. physical standards, cost standards, capital standards revenues standards, programme standards intangible standards.
 - iv. Methods of control i.e. feed forward control, concurrent control system, feedback control system.
 - v. Symptoms of inadequate control.
 - vi. Controlling techniques:
 - a. Conventional control techniques such as traditional budget.

- b. Refined control techniques such as variable or flexible budgeting, zero based budgeting.
- c. Modern control technique such as PERT, programme budgeting and operation research technique etc.

6. Management by objectives (MBO) Definition, advantages and disadvantages.

e. Decision Making

1. Meaning and definition of decision-making.
2. Steps in decision making:
 - a. Ascertain the need for a decision.
 - b. Establish decision criteria
 - c. Allocate weights to criteria
 - d. Develop alternatives.
 - e. Evaluate alternatives
 - f. Select the best alternative.
3. Programmed Decisions.
 - a. Objectives b. Standards
 - c. Procedures d. Methods
 - e. Rules f. Policies.
4. Non programmed decisions:
 - a. Programmes b. Strategies
 - c. Budgets
5. Qualities for effective decision making:
 - a. Experience b. Judgment
 - c. Creativity. d. Quantitative skills.
 - f. Co-ordination

Books Recommended

1. Donnison, D.V. Social Policy and Administration: London Allen & Unwin.
2. Jenkins, s. (ed) Social Security in International perspective. New York, Columbia University Press.
3. Khan, Alfred J. Studies in Social policy and planning, New York. Russell Sage Foundation.
4. Government of Pakistan 5 year Development Plan, Islamabad Planning and Development.
5. Morris Rober, Feasible Planning for Social change; New York, Columbia University.
6. Alcock, P., Social Policy in Britain, London, MacMillan Press.
7. Ali, s. Nation Building, Development & Administration: 3rd World Perspective. Lahore. Aziz Publishers, 1978.
8. Brown, A & Bourne, I. The Social Work Supervisor. Buckingham. Open University Press, 1996.
9. Bulmer, M. Social Science & Social Policy. London. Allen and Unwin Ltd., 1986.
10. Hill, M. Social Policy (5th Edition). Oxford & Blackwell Publications Ltd., 1997.
11. Lepawsky, A. Administration: The Art & Science of organization & Management. New York, Alfred A. Knopf, 1952.
12. Levin, P. Making Social Policy. Buckingham. Open University Press, 1997.
13. The World Bank. World development Report, New York, Oxford Publications.
18. Stephen P. Robbins – The Administrative Process, prentice Hall Inch. Englewood Cliffs, New Jersey.
19. Organizational Behaviour, Stephen P. Robbins San Diego State University
20. Qadir, Ali. Policy Advocacy: A Framework for Social Change in Pakistan. An Exploratory Research Study. Pakistan Lead. 1998.
21. Robert Adams: Social Policy for Social Work Palgrave Houndmills, Basingstoke, Hampshire, New York, 2002.
22. Mohammad Khalid: Social Work Theory and Practice With Special Research to Pakistan (3rd Edition) Kifayat Academy Educational Publishers, Karachi 2001.

Core Course – 6

SOCIAL LEGISLATION

OBJECTIVES OF THE COURSE:

1. The course is designed to bring home to the students the importance of social planning, action and legislation in bringing stability, empowerment and promoting development in the society.

2. To help the students understand the role and functions of social action and legislation in forming the basis for existence and functioning of welfare institutions and organizations.

CONTENTS

A. SOCIAL PLANNING

1. The concepts of social planning, National Development and Social progress.
2. Interdependence of economical, physical and social planning.
3. Processes and methods in Social Planning. The phases of Social Planning; identification of the problems and the setting of objectives; development of the plan implementation and its evaluation.
4. Analysis and measurement of needs, and the assessment of means and resources in social planning.
5. Organizational and Administrative frame work for social planning.
6. Community participation in Social Planning.
7. Inter-disciplinary approach in social planning and the role of social worker.
8. Analysis of five year plans in Social Welfare.

PROJECT PROPOSAL

1. Meaning Nature and Objectives of the Project Planning.
2. Process in Project Planning
 - a) Situation analysis
 - b) Assessment of need and problems
 - c) Assessment of existing internal and external resources
 - d) Planning
 - e) Implementation
 - f) Evaluation
4. Role of Social worker in guiding the community in Project Planning and implementation and evaluation.

B. Social Action

1. Definition, meaning, need and importance.
2. Objectives and purpose of social action.
3. Social Planning:
 - i. Definition, concept & nature of planning.
 - ii. Planning for social National Development.
 - iii. Steps in planning.
 - iv. Principles of planning.
 - v. Types of planning and difference among these plans:
 - a. Objectives
 - b. Strategies
 - c. Policies
 - d. Procedures
 - e. Rules
 - f. Programming
 - g. Project
 - vi. Purpose of planning
4. Social Action regarding implementation of policies, plans, projects.
5. Project proposal:
 - i. Project planning, its nature and types.
 - ii. Project formulation, implementation monitoring and evaluation.
 - a. Situation analysis and area profile/data.
 - b. Assessment and prioritization of needs and problems.
 - c. Identification of existing internal and external resources (Human resources, physical resources, and financial resources).
 - d. Project preparation by using tools like PC-1 and other project proposal proforma.
 - e. Implementation
 - f. Monitoring and
 - g. Evaluation
 - iii. Introduction and illustration of PC-1, PC-II, PC-III, PC-IV and PC-V.
 - iv. Project preparation & implementation through community participation.

C Social Legislation

1. Law, definition and concept of social legislation.
2. Why social legislation is needed and its contribution to social welfare and development.
3. Influence of social institution in shaping social legislation.
4. Social legislation regarding Registration and functioning of CBOS and NGOS.
 - a. Voluntary social welfare agencies registrations and control ordinance 1961.
 - b. Trust Act 1892.
 - c. Societies Registration Act 1860.
 - d. Charitable Endowments Act 1890.
 - e. Companies ordinance 1984 (only relating to Non profit organization.
5. Contract Act 1872
6. Muslim Family Laws Ordinance 1961.
7. Islamic Law.
 - a. Sources of Islamic Law
 - b. Marriage
 - c. Dowry
 - d. Divorce
 - e. Guardianship of person and property
 - f. Wills
 - g. Gifts
 - h. Death bed Gifts and Acknowledgements
 - i. Wakfs
 - j. Maintenance
 - k. Inheritance
8. Guardian and Ward Act 1890.

BOOKS RECOMMENDED:

1. Report on Handicapped – Children. The Handicapped – child by Social welfare Wing, Ministry of health and Social Welfare, Government of Pakistan, 1980.
2. Arkoff Adjustment and mental health.
3. Social work theory and Practice by: Muhammad Khalid, Kifayat Academy, Urdu Bazar Lahore, 1992.
4. Convention on the Rights of the Child – UNICEF.
5. U.N. Publications on Human Rights, Women Rights, Children Rights, UNHCR.

6. Women Issues After Beijing. A Basic Introduction by Friedrich. E. Bert Stiftung – 1997.
7. Muslim Law and Islamic Jurisprudence, by Nazir Ahmad. Islamia Book Agency, Afghan Market Qissa Khwani – Peshawar.
8. C.P.C. Law Publications. (Civil Procedure Code) Pakistan.
9. Acts Regarding Ombudsman in Pakistan.
10. Passow Education of the disadvantaged.
11. Chapman Visually handicapped Children and young people.
12. Men, Gender Divisions and Welfare, Edited by Jennie Papay .. London and new York, 1998.
13. Women and Social Policy. Edited by Clare Ungerson and Mary Kember macMillan Press, Ltd. London, 1997.
14. Encyclopedia of Seerah, Vol-II, the Muslim Schools Trust, London, 1982.
15. Women Violence and Male Power. Edited by: Marianne Hoster, Open University Press, Buckingham, Philadelphia, 1997.
16. Law for Social Workers, 7th Edition. High Brayne... Oxford University Press, 2001.
17. Stephen P. Robbins, the Administrative process, prentice Hall Inc Engleword Cliff, New Jersey.
18. Khan, Alfred J. Studies in Social policy an planning, New York, Russell sage Foundation
19. Qadir, Ali. Policy Advocacy: A Framework for Social Change in Pakistan. An Exploratory Research Study. Pakistan Lead. 1998.
20. Robert L. Barker & Douglas M. Branson: Forensic Social Work Legal Aspects of Professional Practice 2nd Ed. Haworth Press Inch. London, 2000
21. The Law and Social Work Lestey Anne Crlard Jeremy Roche Palgrave Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York, N.Y. 10010

Core Course – 7 STATISTICS AND COMPUTER APPLICATION

Objectives:

To impart knowledge about significance and use of statistical methods and the basic knowledge for the use of Computer in Social Work.

Part-I. STATISTICS

A. Descriptive Statistics

1. Importance of Statistics in Social Research.
2. Summarization and Tabulation of Data.
3. Graphic Presentation
4. Measures of Central Tendency, Variability and quantities.

5. Regression and Correlation
6. The Normal Distribution Curve

B. Inferential Statistics

1. Estimation and Testing of mean, median and mode proportion and variance
2. Comparison of two means, two proportions and two variances.
3. Analysis of variance
4. Contingency table and Chi-square analysis.

PART-II COMPUTERS

1. Introduction of electronic data processing (EDP).
 - i) General Organization of Computer.
 - ii) Computer Languages. Compilation and execution of programme/Input and output devices etc.
2. Component of Computer: Input, Output and CPU.
3. Window Operating System
4. MS office: MS Word. MS Excels, PowerPoint
5. Internet.
6. Statistical Package: SPSS and Minitab.
7. Use of multimedia for presentations.

BOOKS RECOMMENDED:

1. Hubert M. Blalock Social Statistics. New York: McGraw-Hill, 1972.
2. Wayne MacMillan Statistical Methods for Social Workers. The University of Chicago press.
3. M.H. Bhatti Introduction to Statistics, Urdu Bazar Karachi.
4. Al Stevens DOS PBP Publication B-14, Cannaught Place New Delhi.
5. Stultz A. Russel Learn DOS in a day, BPB Publication B-14, Cannaught Place, new Delhi.
6. Gold Jordan Illustrated Work Perfect 5.1 Tech Publications Singapore.
7. Belserence Rita Up and running with Word Perfect 5.1 for Windows, T.P. Tech Publications PTE Ltd., Singapore.

OPTIONAL COURSES

Optional – 1

MEDICAL AND PSYCHIATRIC SOCIAL WORK

OBJECTIVES:-

1. To help the students to understand the importance of Medical and Psychiatric Social Work and analyses its implication as preventive and curative programme.
2. To enable the students to understand the nature and dynamics of illness and get familiar with the different ways in order to help the patients to deal with stress situations.
3. To develop an understanding of multi-disciplinary approach in medical and psychiatric settings.

CONTENTS:-

I. INTRODUCTION:-

- a) Definition, meaning, nature and scope of Medical and Psychiatric Social Work.
- b) The need for Social Work in Medical and Psychiatric settings.

II. HISTORY AND DEVELOPMENT:-

- a) Background of Medical Psychiatric Social Work in Western World.
- b) History and development of Medical and Psychiatric Social Work in Pakistan.

III. ORGANIZATION AND ADMINISTRATION OF MEDICAL PSYCHIATRIC SETTINGS:-

- a) Characteristics of medical and psychiatric setting. Working with various professions and their relationship i.e. medicine and psychology.
- b) The role and functions of Social Workers as a member of the team.

IV. **BIO-PSYCHO-SOCIAL FACTORS OF DISEASES:-**

- a) Definition of Illness and its components: biological, social and emotional.
- b) Study of common prevalent diseases, such as Tuberculosis, Malaria, Typhoid, Cholera, Small pox, Leprosy, Rheumatic and Urinal diseases, Hepatitis, AIDS and others.
- c) Who list approach in treatment of a patient.

V. **MENTAL HEALTH**

- a) Nervous system: Sensory and motor nerves and their functions.
- b) Definition and scope of mental health.
- c) The organic and functional disorders of the mind.
- d) Remedial and preventive aspects of the mental hygiene programme.
- e) Educational elements and implication of the mental hygiene programme.
- f) Social implications of mental illness.

VI. **MENTAL RETARDATION:**

- a) Definition and meaning of mental retardation.
- b) Types and degrees of mental Retardation
- c) Basic management of mental retardation

VI. **REHABILITATION**

- a) Definition and Scope of Rehabilitation.
 - Physically handicapped
 - Mentally Retarded
 - Hearing and speech disability
 - Vision Impairment
 - General Patients
- b) Methods in Rehabilitation
 - Guidance and Counseling: Patient and Care giver.
 - Vocational training
 - Community based approaches.

VIII **METHODS AND PRACTICE**

- a) Use of Social casework, social group work, community development and organization, administration, research methods and social action in Medical and Psychiatric settings.
- b) Social services in Medical and Psychiatric setting, their nature and extent.
- c) Major issues and trends in medical and psychiatric social work.

BOOKS RECOMMENDED:

1. Robinson & Robinson, The mentally retarded child. McGraw Hill Series in Psychology.
2. Bakal A. Donal, Psychology and Medicine, 1987.
3. Gillerpie's & Henderson, Text book of Psychiatry Revised by IVOR R&V Batchelor. Tenth Edition.
4. Hilgard R. Ernest, Introduction to Psychology 3rd Edition.
5. Mar, Del California, Readings in Psychology today, 2nd Edition CRM Books.
6. Butler Alan & Pritchard, Social Work and Mental Illness, 1983.
7. Brechin Ann, Swiam John Liddiar Penny. Rosen Marvin, Clark R. Gerlad Kivitz S. Marvin, Handicap in a Social World, habilitation of the Handicapped. New Dimensions in Programmes for the developmentally disabled.
8. Friedlander A. Walter, concepts and Methods of Social Work. 2nd Edition.
9. Batchelor, Henderson and Gillespie's Text book Psychiatry. Tenth Edition
10. Eskin Frada, Medical notes for social workers.
11. Robinson, the patient as a person a study of the social aspect of illness. New York University Press.
12. Field, Minns, Patients are people. A Medical Social approach to prolonged illness, 2nd Edition.
13. Goldstein, Expanding horizons in Medical Social Work. Chicago, University of Chicago Press.
14. Bartlett, Harriett, M. Fifty years of Social Work in the Medical setting. Post Significance and future outlook. New York National Association of Social Workers 1957.
15. Bartlett H.M., Social Work Practice in the health Field New York, 1961.
20. Bartlett H.M., Social Aspects of S.C.W. in the field of medical social work, New York, NASW 1960.
21. Lois A. Fort Cowles: Social Work in the health Field A Care Perspective Haworth Press, Inc. London, 2000

22. Lucille Rossengarten: Social Work in Geriatric Home Health Care
Haworth Press, Inc, London, 2000.
23. Phip Bean, Mental Disorder and Community Safety, Experience,
Palgrave Houndmills, Basingstoke, Hampshire RG21 6Xsand 175
Fifth Avenue, New York, NY 10010
24. E. Fink: The Field of Social Work (Seventh Edition 1978)

Optional – 2 **CHILD RIGHTS**

OBJECTIVES:

1. To acquaint the students with issues concerning family and child welfare with particular reference to conditions prevalent locally.
2. To help the students understand the nature and intensity of problems.
3. Role of the social workers to alleviate the problems of family and children.

CONTENTS:

I. **INTRODUCTION**

1. Child Welfare: Its concept, meaning, nature and scope, aims and goals.
2. Need and Importance of Child Welfare Services in Pakistan.

II. **HISTORY OF CHILD WELFARE SERVICES**

1. Child Welfare Services in Pakistan, their Organization and functioning.
2. Child Welfare Services and their development in allied societies and a developed country.
3. Child Welfare: role of United Nation Agencies.

III. **FAMILY AS AN INSTITUTION WITH REFERENCE TO CHILD RIGHTS**

1. Sociological significance of family in personality development of a child.

2. Parenthood and role of parents in child rearing.

IV. PSYCHOLOGICAL FACTORS.

1. Personality growth of a child in unhappy homes, broken families, suffering with illness, and constraints.
2. Family relationship and emotional development.
3. The composition of the family and its effect on personality development. The only child. The Middle Child. The youngest child. Children in large families.
4. Personality development in the joint and extended family as compared to the nuclear family.
5. The family cycle with reference to child's life.

V. PROBLEMS OF THE CHILDREN

1. Social, Psychological, emotional Problems of the Children.
2. Child Rights Convention (CRC)
3. Child rights in Islam.

VI. CHILD WELFARE SERVICES

1. Child health services.
2. Child care and development in pregnancy, antenatal and post natal care, infant care, diseases of children, Causes of infant mortality.
3. Physical, Social and Cognitive Development of Children.
4. Institutional care, Foster Care: Guardianship, custody and Adoption.
5. Service for the orphan and those in need of special care.
6. Importance of health services in schools.
7. Child guidance clinics.

VII. AGENCIES AND THE ROLE OF SOCIAL WORKERS

Knowledge of the functioning and structures of all major agencies in the field of Child Welfare in Pakistan, both Government and voluntary organizations and the role of Social Worker in the welfare service for Children.

BOOKS RECOMMENDED:

1. Ackerman, Nathan W., Psycho-dynamics of Family life Diagnosis, Treatment of Family Relationship, New York Basic Books, 1958.
2. Hurlock & Elizabeth, Child Development, McGraw Hill.
3. Mangold, George, Problems of Child Welfare, New York, The McMillan Co.
4. Ogburn W.F. & Himloff, Technology and the changing family.
5. Ruth, Heeflin M. Essentials for family living, New York: John Wiley and Sons, Inc.
6. Siddiqui, M.M. Women in Islam. Lahore, Institute of Islamic Culture.
7. Stoops and Wahluque, Principles and Practices in guidance, New York: McGraw Hill Co.
8. Zietz, Dorothy, Child Welfare Principles and Methods, New York: John Wiley & Sons Inc.
9. Lela B. Costin, Child Welfare Policies and Practice, New York: McGraw Hill book co. 1972.
10. Paul Daniel and John Ivatts Children and social Policy Macmillan Press Ltd. London 1998.
11. Thomas Keenan, An Introduction to child development, SAGE Publication Ltd. 6 Bonhill Street, London EC2A 4PU. SAGE Publication India Pvt. Ltd.32, M-Block Market Greater Kailash-1, New Delhi 110 048.
12. Dr. Sunil K. Bhattacharyya: Juvenile Justice (2002)
13. Lakshmidhar Mishra: Child Labour in India (2000)
14. Mehbub-ul-Haq: Human Development Centre, Human Development in south Asia (2000)
15. Robert W. Klenk: The Practice of Social Work (Second Ed. 1974).
16. Michael Kerfoot: Problems of Child hood and adolescence (Machillan 1988).

Optional – 3

POPULATION WELFARE/DEMOGRAPHY

OBJECTIVES

The course is designed to help the students to understand that social work has a significant responsibility to contribute to population planning activities. It is further to help the students to recognize that the problem of population planning require entire professional activity or approach.

The emphasis in this course is on the population planning policies, implementation of and programmes, specially in Pakistan. The course also includes information about education and motivation in family planning, techniques and skills of motivation and other important areas.

- I. Population Planning as a humanitarian Response to social problems.
 - a) Nature of Population Problems and policies around the world and in Pakistan.
 - b) Importance of Population Planning and Family Planning Programme in Pakistan.
 - c) Need for new values and Behaviour regarding Family size in Pakistan.

- II. Population Problems as a concern to Social Workers.
 1. Impact of excessive fertility on society
 2. Role of Social Work profession in Population Planning.

- III. Population Growth Consequences of Society
 1. Effects on the Economy, resources, environment and human services including housing, transportation, education, food supplies health and welfare services.

- IV. Excessive Fertility Consequences on Individuals and Families: Effects on health Child Development Family Income. Housing, and Inter-personal relationship including Marriage.

- V. Demographic Processes, Concepts and Terms.
 1. Demographic concepts : Birth Rate, Death Rate and Fertility Rate.
 2. The composition of population: Age, Sex, Urban Rural Economic conditions, Education, Race Ethnicity, Religion, and Marriage.

- VI. Principles of Population Dynamics.
 1. Factors effecting population trends and the demographic transition.
 2. Political factors involved in population Dynamics including public policy programme.

3. Immigration and migration as influences in population dynamics.
 4. Predictions and projections for future population.
- VII. Human Reproduction and methods of fertility control.
1. History and current status of various methods of fertility control.
 2. Legal considerations concerning use of certain fertility control methods.
 3. Family and personal factors related to utilization of fertility control methods.
- VIII. Family Planning Programme
1. Family Planning Scheme in Pakistan
 2. Measures, Policies and Services
 3. Institutional arrangement for family planning services
 4. Methods and Approach: Cross-Cultural Interdisciplinary and inter-agency
 5. Use of Communication in family planning programmes.
- IX. Working in the Community
1. Preparation to approaching the Community
 - a) Learning about the Community in general and population welfare in particular.
 - b) Planning the community fertility programme
 - c) Effective Training for community workers.
 2.
 - a. Employing motivational educational, and communication techniques to promote population planning.
 - b. Use of Community Institutions
 - c. Active participation of the community through local leadership.

- X. Social Research:
 - 1. Need for Social Research in Population Planning
 - 2. Research methods Relevant to population welfare
 - 3. Utilization of Research in Population welfare programmes.

- XI. Prospects and problems of population welfare planning.

BOOKS RECOMMENDED:

- 1. Oppenhetmer, V.K. Population. Headline Series. No. 206, New Foreign Policy Association, 1971.
- 2. National Academy of Science, Rapid population growth. Consequences and policy implications. Baltimore, The John Hopkins Press, 1971.
- 3. Population council, Contry profiles, New York. The population council.
- 4. Kendall, Katherine A. Population Dynamics and family Planning: A New Responsibility for Social Work education, New York, Council on Social Work Education.
- 5. Ehrltoh & Ehrltch, Population Resources, Environments Issues in Human Ecology. San-Francisco: W.H. Freeman and co. 1970.
- 6. Nortman, Dorthy, Population and family planning programmes: A fact book, New York: Population Council, 1971.
- 7. Tepperman, Lorne and Rosenberg Michael, "Macro/Micro : A Brief Introduction to Sociology" Prentice – Hall Canada Inc. 1998.
- 8. Peel, John and Malcolm Potts. Text Book of Contraceptive practice London. Cambridge University Press, 1969.
- 9. Katchadourian, H.A., fundamentals of human Sex laity, New York, Hold, Rinchart and Winston, Inc., 1972.
- 10. Lee, Lake T., Studies in Family Planning Vol.4, New York: Population Council, 1971.
- 11. Haselkorn, F. Family Planning: Readings and Case Materials New York: Council Social Work Education.
- 12. Rawson and Salkeid, Communication, Family Planning, and parenthood London: Parenthood, 1972.
- 13. United Nations, Measures Policies and Programmes Affecting Fertility with particular reference to national family planning programme; Sales No.E.71 RIII.S.
- 15. United Nations, Report of the Inter-Regional Meeting of expert on the social welfare aspect's of family planning. Sales No.E.71, IV.II
- 16. Mansoff, M.T. (ed), Family Planning Training for Social Service. New York: Planned Parenthood-World Population, 1970.
- 17. Hankinson, R.K.S. Family Planning and National development. London: International Planned Parenthood, 1969.

18. Calenderone, M.S. Manual of Family Planning 2nd ed. Baltimore: The Williams and Wilking Co. 1970.
19. Zawachi, A.A., A Text Book for Family Planning Field Worker. Chicago: Community and Family Study Centre, University of Chicago, 1971.
20. Akber S. Ahmed, Pakistan Society (First Edition 1989)
21. Bryan Carllenge: Monitoring the Environment (Oxford 1992).

Optional – 4. COMMUNITY ENVIRONMENT AND BASIC HEALTH CARE

OBJECTIVES:-

1. To familiarize the student with the fundamental concept of environment and its impact on human life.
2. To promote knowledge regarding environment conservation.
3. To develop students abilities to identify causes of pollution and work approaches according to the local conditions.

CONTENTS:-

I. INTRODUCTION:

1. Definition, meaning of environment, environment conservation, pollution, cultural and human ecology.
2. Global situation and issues of environment.
3. Nature of environment and causes of pollution in Pakistan.

II. ELEMENTS OF ENVIRONMENT:

1. Surface
2. Water
3. Air

III. ENVIRONMENT AND POLLUTION CONSEQUENCES ON SOCIETY:

1. Effect on our land and its resources, Forest, Agriculture and Wild life.
2. Effect on Water resources.

3. Effect on Air
4. Effect on Human health
5. Effect on Living condition.

IV. **COMMUNITY:**

1. Community learning for environment conservation.
2. Working steps with community for a healthy environment.
3. Stimulation of voluntary action and involvement of NGO's.
4. Community participation/involvement to have a healthy environment.
5. Evaluation of community work.
6. Programme development and project planning to over come pollution and environment conservation.

V. **BASIC HEALTH CARE:**

1. Awareness regarding basic health and personal hygiene.
2. Basic health needs.
3. Socio-cultural and Economic elements of health care.

VI. **SOCIAL WORK METHODS AND ENVIRONMENT:**

1. Use of Social case work, Social Group Work, community development, social welfare administration, Research and Social action in Environment conservation and pollution control.
2. Role and function of social worker in creating awareness for environment conservation.

BOOKS RECOMMENDED:

1. Compton, Beulah Robert and Galaway, Burt. Social Work Processes, Home Wood, The Dorrey Press Ltd. 1975.
2. Duvhazm Arthure, community Welfare Organization Principles and Practice, New York Thomes Crowd Co.

3. Environment and Urban Affairs Div. & the World Conservation Union, the Pakistan national Conservation Strategy, Karachi EUAD/IUCN.
4. Friedlander, Walter A. Concepts and methods of Social Work New Jersey, prentice Hall.
5. Mohammad Ilyas, Community Medicine, Karachi; Sindh book Bank.
6. Paulr, Ehrlich and anne H. Ehrlich, Population, Resources Environment; San Francisco. W.H. Free man and Company.
7. Sanders, Irwint, Making good communities better, Lexington, Kentucky University Press
8. Carolyn Taylor Susanwhite, Practicing Reflexivity in Health and Welfare, Open University Press, Celtic Court 22 Ballmoor Buckingham MK 18 IXW, 2000
9. John Stimson Artyth Stimson, Contemporary Social Problems, Allyn & Bacon A. Viacom Company Needham heights, Massachusetts 02194, USA 1999.
10. Bryan Carledge: Monitoring the Environment (Oxford 1992).

Optional – 5

LABOUR WELFARE AND INDUSTRIAL RELATIONS

OBJECTIVES:

- To understand labour policy of the Government.
- To know labour laws and industrial relation system and role of Social Work Profession in labour welfare.

CONTENTS:

I. INTRODUCTION:

1. Islamic view point in respect of employer and employees relationship: (1) dignity of labour, (2) rights of working class and its duties, (3) rights and obligations of employer, (4) concept of ownership and its effectiveness.
2. concept, definition and need of labour relations. Industrial disputes and their causes.

II. LABOUR ECONOMICS:

Industrial Revolution. Industrial Development in Pakistan. Role of industry in National Development. Major Industries in Pakistan. Socio-economic problems as a result of industrialization in Pakistan. Discussion of topics such as wages, labour, employment and un-employment.

III. **LABOUR ADMINISTRATION AND LEGISLATION:**

1. Ministry of Labour, its organization and functions.
2. Government Departments related with labour at National and Provincial levels, their organization and functioning.
3. International Labour organization: Establishment, development and working of the I.L.O. Office. Conventions and recommendation. Contribution of I.L.O. in evolution of National Labour Policies and practices.
4. Labour legislation. Provisions in constitution relating to Labour Laws, their salient features and implementation.

IV. **INDUSTRIAL RELATIONS AND WELFARE:**

1. Trade Unionism: History and form of worker's Organization. Historical Development of Trade Union Movement in Pakistan. Purpose, objectives and functions of Trade Unions in Pakistan.
2. Industrial Relations: Theories, social background of Industrial Relations. Joint negotiation and Consultation Works Committee, Collective bargaining, Statutory Provisions for the settlement of Industrial disputes. Conciliation, Arbitration and Adjudication.
3. Labour Welfare and Safety Laws.

V. **PERSONNEL MANAGEMENT:**

- a) Definition, Historical background need and scope of Personnel department.
- b) Organization and administration of employee services. Recruitment, Selection, Induction Training, Job Assignment, follow-up etc.
- c) Role and functions of Personnel Officer.

VI. **INDUSTRIAL HEALTH AND SAFETY:**

- a) Concept and need for Industrial health and Safety.

- b) Statutory provisions regarding health and Safety and their implementation.

VII. LABOUR WELFARE AND SOCIAL WORK:

- a) Concept and need for labour welfare services, their planning, organization and administration.
- b). Agencies in the field of Labour Welfare; their organization and functioning.
- c) Role and function of Social Worker in Labour Welfare and use of Social Work methods.

VIII. SOCIAL SECURITY PROGRAMME AND LABOUR WELFARE:

Historical background and benefits.

IX. CRITICAL ISSUES RELATED TO LABOUR WELFARE:

Problem related to labour welfare

BOOKS RECOMMENDED:

1. Gallenson, Walter. Labour and Trade Unionism, New York: John Wiley, 1960.
2. Mills, Trade Unionism in Pakistan Cornell University Ithaca, N.Y.
3. North, Colf. Personnel Management, Principles and Practices. London Pitman.
4. Raza, A. Industrial Labour Relations in Pakistan. Pakistan Labour Publication
5. Shafi, M. Labour Code of Pakistan. Karachi, Pakistan Labour Publication.
6. Pakistan Institute of Personnel Admn., Employees in Pakistan Karachi: PIPA.
7. ILO Publication.
8. Labour Laws of Pakistan, by Ch. Altaf Hussain, P.L.T. Publications Urdu Bazar Lahore, 1983.
9. Economic Problems of Pakistan. By M. Saed Nasir and S. Kamal Hyder, Ilmi Book House, Urdu Bazar Lahore – 1987-88.
10. New Labour Laws and Labour Policy, by Hafeez Ahmad. M. Suleman Qureshi & Sons Katchery Road, Lahore, 1972.
11. Encyclopedia of Seerah, Vol-II, the Muslim Schools Trust, London – 1982.

12. The concept of Labour in Islam, by Khalid-ur-Rehman. Arif Publications – Marston Road Karachi – 1995.
13. Social work Theory and Practice, by Muhammad Khalid, Kifayat Academy, Urdu Bazar Lahore – 1992.
14. Gregor Murray et.al Work Employment Relations in the High Performance Workplace Continuum The Tower Building, 11 York Road, London, 2002.
15. A.S. Kohli: Labour Welfare and Social Security (First Ed.1997).
16. Ali Amjad: Labour Legislation and Trade Unions in India and Pakistan (First Published 1997).

Optional – 6 SOCIAL SERVICES FOR THE SPECIAL GROUPS

OBJECTIVES:

1. To enable to students to understand the nature and extent of the problem of disabilities.
2. To impart knowledge about methods programmes and services regarding disability and rehabilitation of the disabled in their communities.

CONTENTS:

I. INTRODUCTION:

- a) Definition of disability and its related concepts.
 - Impairment
 - Disability
 - Handicapped
- b) Types of Disability
 - Visual Impairment (structure of eye, types, causes and plan of rehabilitation)
 - Physical disabilities (structure of spinal cord, definition of physical disability and related diseases and plan of rehabilitation).
 - Mental retardation
 - Definition of mental retardation, types, causes and plan of rehabilitation for the mentally retarded.
 - Definition of communication disorders, types, causes and plan of rehabilitation.
 - Demographic characteristics related with disability.

- Disability and its impacts on person, family and society.
- Conditions and status of handicapped in developing and developed countries.

II. PREVENTION AND REHABILITATION

- Definition of prevention and rehabilitation.
- Measures of rehabilitation in different setups (Familial, educational, vocational, socio-recreational).
- Policies and approaches for the rehabilitation of disabled.

III. SERVICES, PROGRAMMES AND LEGISLATIONS

- Programmes and services for the special groups.
- Organization and administration of Government and non-government services.
- Legislation regarding employment and placement of disabled – 1981.

IV. METHODS AND PRACTICES

- Preventive and rehabilitation methods.
- Role of social worker in preventive and rehabilitative programme.
- Use of social work methods, social work, community development, social research, social administration and social action.
- Major issues and trends in prevention and rehabilitation of disability.

BOOKS RECOMMENDED:

1. Rehabilitation International Rehabilitation Services. Publication.
2. Social Welfare wing Ministry of health and Social Welfare, Government of Pakistan, 1980, Report on the handicapped child.
3. Arkoof, Adjustment & mental health.
4. Robinson, Mentally retarded Child (2nd Ed).

5. Passow, Education of disadvantaged.
6. Chapman, Visually handicapped Children and Young People.
7. Thmoas, The Social Psychology of Child Hood disability.
8. Report of the National Conference on "Child Development Prospects and Challenge". Islamabad Pakistan 12-14 November, 1979.
9. Philp Bean, Mental Disorder and Community Safety, Palgrave Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York, N.Y. 10010
10. Peter Burke: Learning Disabilities in Children (First Ed.2000)

Optional – 7 RURAL DEVELOPMENT AND LOCAL GOVERNMENT

OBJECTIVES:

1. To know the characteristics of Rural life in Pakistan.
2. To examine the farming system, owner and tenant relationship and its manifestations.
3. To understand the role of local Government.
4. To comprehend social stratification.
5. Analytical study of rural urban migration.

CONTENTS:

1. Concept, nature and scope of Rural Development and Local Government.
2. Rural Development and Local government in historical perspective.
3. Socio-Economic characteristics of rural areas. Village as a social structure.
4. Problems of Rural Communities.
5. Policies, Programmes and strategies for rural development.
 - a) 5 year Development Plans
 - b) Land Reforms
 - c) Village Aid, Rural Works, Basic Democracy, Integrated Rural Development, Rural Works Programme, Taamer Watan, Social action programme, Khushal Pakistan
6. Organization, Administration of Rural Development and Local Government at the Federal and Provincial level.
7. Legislation with regard to Rural Development and local government.

8. Practice of Social Work Methods and role of Social Worker in the field of Rural Development and Local Government.
9. Importance of Social Research and Social Surveys in Rural Development.
10. Trends and Issues in Rural Development and Local Government.

BOOKS RECOMMENDED:

1. Bertrand, Alving, Rural Sociology, New York, Mc-Graw Hill, 1982.
2. Haider, S.M. Social change and Development in Pakistan, Lahore, Progressive Publishers, 1981.
3. Beg, Anwar and Azim, Basic Needs and Rural Development Peshawar, Pakistan Academy for Rural Development Vol. I & II.
4. World Bank, Rural Development, Washington World Banki, 1975.
5. F.A.O. Agrarian Reforms and Rural Development in the Developing Communities.
6. A. Jaleel, Survey of Rural Development Programmes in Pakistan, Islamabad, Ministry of Rural Development and Local Government.
7. Sabiha Hafeez, Pakistani Society
8. Zakia Agler – A Punjabi village.
9. Rizvi, Shahid, Local Government in Pakistan, Karachi, University of Karachi.
10. Golding L. Local Government, London, the English Universities Press.
11. Javed Iqbal, Rural Development and Local Government, Islamabad, Allama Iqbal Open University.

Optional – 8 SOCIAL DEFENCE AND CORRECTIONAL SERVICES (CRIMINOLOGY)

OBJECTIVES:

1. To help students to develop understanding of the dynamics, origins and cause of Social Deviation, Delinquency and Crime, especially among adolescents and youth.
2. To impart knowledge about the increasing incidence of crime with in the context of our socio-economic and cultural environment.

CONTENTS:

I. INTRODUCTION

1. Definition, meaning and concept of Social Defence and correctional services.

2. Difference between deviance and crime.
 3. Concept of Probation and Parole.
 4. Rehabilitation of offenders.
- II. **HISTORY AND ORGANIZATION:**
1. History and development of correctional institutions, welfare services and programmes.
 2. Organizational set up of correctional services, like Directorate of Reclamation and Probation etc.
- III. **CRIME AND CRIMINOLOGY**
1. Theories related to crime, delinquency and Socio-pathological Behaviour.
 2. Types of Crimes
 3. Causative factors of Crime
 4. Statistics regarding crimes in Pakistan.
- IV. **PROGRAMMES AND SERVICES:**
1. Use of Welfare Services in correctional institutions like Probation, Parole, Juvenile courts, Remand homes etc.
 2. Role of Social institutions in prevention of crime like family, school, peer group and traditional forums like baradri, punchat and jirga systems
- V. **VARIOUS THEORIES OF PUNISHMENTS**
- Retribution, Deterrence, Reformation and Social Solidarity.

BOOKS RECOMMENDED:

1. M.Y. John Wiley , The Sociology of Crime.
2. Rust, Cysil, The Young Deliquent, N.Y. Applotin & Co.
3. Ch. Iqbal, Pakistani Society Aziz Publishers, Lahore 1984.
4. Abdullah O Naseef, Encyclopedi of Seerah Pak Book Corporation Aziz Chambers Lahore-3, 1982.

5. P.P.C. Law Publication Pakistan – P.L.D. Publishers Nabha Road, Lahore.
6. Crime and Criminology, by Sue Titus Reid, The Dryden Press, Hinsdale – Illinois – 1976.
7. community Punishment “A Critical Introduction”, Lan Brownlex, Langman, London and New York, 1998.
8. Criminological Theories introduction and Evaluation, Rould L. Akers, (2nd Edition Fitzroy Dearborn Publishers, Chicago – London – 1999.
9. the Oxford Handbook of Criminology (2nd Edition, 1997), Edited by Mike Magnire Rode, Morgan, Robert Reiner.
10. Principles Sentencing, Readings on Theory and Policy, Edited by Andrew Vn Hirsch & Andrew, 2nd Edition, Hart Publishing Oxford, 1998.

Optional – 9 SCHOOL SOCIAL WORK

OBJECTIVES:

The course aims to impart knowledge about:

1. Role of School as an agency outside home, its role in personality development and socialization.
2. Social Work in School as an inter-professional approach and its significance in dealing with the problems of the children.

CONTENTS

I. INTRODUCTION:

1. Concept, meaning and scope of Social Work in Educational Institutions.
2. History and Development of Social work services in educational Institution in Pakistan and abroad.

II. CONCEPT AND METHODS

1. Information about Educational Institution: Regular education, Special education and integrated education.
2. Consultation theories: theories of dealing with child’s new theories like behaviour modification, cognitive and learning theories.
3. Knowledge and understanding of learning disabilities.

4. Knowledge of Community resources, and role of school in socialization.

III. **SERVICES AND ORGANIZATION:**

1. Guidance and Counseling with children.
2. Tutorial System.
3. Student bodies and organizations
4. Parent Teacher Associations.
5. Government and Non-Government agencies related to Child Welfare.

IV. **SOCIAL WORK METHODS AND ROLE OF SOCIAL WORKER:**

1. Use of Social Work methods in dealing with individual and groups in Educational Institutions.
2. Services and special programmes rendered to students by Social Workers.
3. Mobilization and utilization of Community resources for student's Welfare, Development of Parent-Teacher rapport.
4. Role of Social worker in helping to solve the Psycho-Social and economic Problems of Students (individual and groups).

BOOKS RECOMMENDED:

1. Clarence A. Mahler: Group counseling in the Schools (1969)
2. Michael Kerfoot: Problems of Child hood and Adolescence (Macmillan 1988).

Optional – 10

WOMEN IN DEVELOPMENT

OBJECTIVES:

Course is designed to impart knowledge about:

- Meaning, Scope and objectives of women development in Pakistan.
- To help the students in understanding the problems of women, their role, status, problems and involvement in family, community and national development.

CONTENTS

I. INTRODUCTION

1. Definition, meaning concept and importance of women development.
2. Status of Women in Western and Pakistani Society.
3. Status of Rural and Urban women at regional level.
4. Gender and development.

II. HISTORICAL DEVELOPMENT

Historical perspective of women development and institutional programmes in Pakistan.

1. Islamic concept of women development and their rights.
2. Socio-cultural Impact on the role of Women.
3. Role of women in family and society.
4. Economic contribution of women
5. Establishment of women Ministry and various institutions: Women Studies Centre, Women Bank, Women Police Stations and others.
6. Women participation in politics.

III. PROBLEMS AND ISSUES IN THE FIELD OF:

- Educational, health, employment, marriage, transportation, inheritance and decision making.

IV. WOMEN'S DEVELOPMENT AND THE ROLE OF SOCIAL WORKERS

1. Knowledge of the Institutional Structures of major agencies functioning in the field of Women's Development.
2. Role of Social work in Women Development: Case work, group work, community development Social Welfare administration, Social Welfare research, Social action.
3. New Challenges in the field of Women's Development.

BOOKS RECOMMENDED:

1. Siddiqui, M.M. Women in Islam, Lahore, Institute of Islamic Culture.
2. Dr. Mohammad Khalid, Social Work theory & Practice, Karachi Academy.
3. Aurat Foundation, Various reports published by the Aurat Foundation; Lahore.
4. Nicole Hahn Rafter, Encyclopedia of Women & Crime, Oryx Press 4041 North Central at Indian School Road Phoenix, Arizona, 85012-3397.
5. Women and Social Work, Judith Milner, Palgrave Houndmills, Basingstoke, Hampshire RG21 6Xsand 175 Fifth Avenue, New York, NY 10010
6. Women in Islam and the Middle East, Ruth Roded, I.B. Tauris & Co. Ltd. Victoria House, Bloomsbury Square, London WC1B 4DZSt. Martin's Press 175 Fifth Avenue, New York NY 10010, 1999.
7. Ayub, (Aslam Shah) Nasreen. The Self-Employed Women in Pakistan: A case study of the self-employed women of urban informal sector in Karachi, Pakistan Association for Women's Studies and Noor Jahan Memorial Educational and Welfare Society, (1994).
8. Junaid, Shahwar "The Role of Women in Development" A Perspective, Rawalpindi Publishing Consultants (SJC) (1991).
9. Saeed, Amara "Structural Issues in Women's Development in Pakistan" Islamabad UNICEF (1990)
10. Weiss, Anita M "Walls with in Walls: Life Histories of Working Women in the Old City of Lahore" West View Press, Inc. (1992).

Optional – 11

SOCIAL SERVICES FOR THE SENIOR CITIZENS

OBJECTIVES:

To impart knowledge about the problem of aging and aged to learn about welfare service and the role of social workers for the senior citizens.

- I. Meaning, definition, scope and importance of services for the senior citizens.
- II. Islamic concept regarding care of senior citizens.
- III. GENERAL PROBLEMS OF OLD AGE.
 - a) **Social Problems** (Accommodation, Transportation, Recreational, Religious Practices etc).
 - b) **Psychological Problems** (Loneliness, Isolation, fear of death, family issues, Protection etc).

- c. **Physical Problems** (Sight, Hearing, general weakness, diet and other disabilities).
 - d. **Economic Problem** (Poverty, Unemployment, pension and financial investment).
- IV. LEGISLATION AND WELFARE SERVICES FOR SENIOR CITIZENS
- a. Various legislations for the Senior Citizens
 - b. Institutional Care.
 - c. Medical facilities
- V. BASIC REQUIREMENTS
- a. Financial Assistance, Pension, Gratuity, Bonus and medical treatment.
 - b. Employment Opportunity for those who can perform their duty having good health.
 - c. Provisions for senior citizen in Rural and Urban Area.
- VI. OBLIGATIONS OF SOCIETY AND SENIOR CITIZENS
- a. Senior Citizens Associations, role and function.
 - b. Functional Role of Senior Citizen in development of family, community and society at large.
- VII. ROLE OF SOCIAL WORKER
- Preventive, Curative, Rehabilitative and Leisure time engagements etc).

BOOKS RECOMMENDED:

1. A.I. Lansing, Cowday's problems of aging
2. E.J. Stieglitz, the second forty years.
3. J.E. Birren, Handbook of aging and the individual.
4. M. Khalid, social Work, theory and Practices, Kiffayat Academy Karachi – 1992.

OBJECTIVES:

1. The course is designed to help students to understand the nature and extent of drug abuse as a social problem.
2. To enhance the approach of students about the various methods used in the field of prevention, treatment and rehabilitation.
3. To strengthen the professional work approach of students against adverse effect of drug abuse.

CONTENTS:

I. INTRODUCTION:

- a) Definition, meaning and nature of Drug Abuse/Addiction.
- b) Historical background of Drug Abuse around the world.
- c) Classification of Drug Abuse by its kinds and sources.

II. HISTORY AND PREVALENCE

- a) Nature of Drug Abuse and its development in Pakistan.
- b) Drug trafficking, major routes and source areas.
- c) Drug dependency and its, extent in Pakistan.

III. EFFECT OF DRUG ABUSE:

- a) Adverse effect of Drug Abuse on mental health.
- b) Drug Abuse, consequences on individual and family
- c) Drug dependency and Psychological effects
- d) Biological effect of Drug abuse on Addicts and his family members.
- e) Social economic factors in drug abuse.
- f) Drug abuse effecting social values.

IV. METHODS AND PRACTICES

- a) Detoxification of Drug Abuse.
- b) Social casework, group work, community development, social research and action in Drug abuse Prevention and treatment.
- c) Role of social worker to eradicate drug abuse.
- d) Psychotherapy and counseling techniques.

V. SERVICES AND THEIR ORGANIZATION

- a) Drug Abuse control
- b) Role of legislation in Drug abuse control
- c) Role of Mass Media against Drug Abuse
- d) Law enforcing agencies at National and International level.
- e) Role of Public and Private agencies in Drug Abuse treatment.
- f) Prevention: Public health education, social awareness, community participation.
- g) Treatment: Methods of treatment:
 - Sedating Methods
 - Sympathetic Methods
- h) Rehabilitation: familial, vocational, educational and social.
- i) Identification of hurdles in restoration of lost personality after treatment.
- j) Relapse causes and effects.

BOOKS RECOMMENDED:

1. United Nation, Resource book on measure to reduce illicit demand for Drug.
2. National Survey on Drug Abuse, Resource Book on extend of Drug Abuse in Pakistan.

3. Colombo Plan, Workshop report on prevention and control of Drug Abuse.
4. Preventive Resource Consultant Network Vol. I, II, III, and IV Manual on resource and reference on Drug Abuse.
5. National Survey on drug Abuse 1993, Report on Drug Abuse in Pakistan.

Optional – 13 HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT

OBJECTIVES:

- i) The course is designed to impart knowledge about meaning, scope and objectives of Human resources development/management.
- ii) To help students understanding the ways and means of identifying and utilization of physical resources.
- iii) To help the students to understand the problems and involvement in Development Programme.
- iv) To help the student to understand the importance and techniques of financial resource mobilization.

CONTENTS

Part-I Human Resource Development

1. Meaning and need of human resource development.
2. Formal and informal organizations involved in human resource development.
3. Meaning and inter-relationship of organization structure and human resource development.
4. Meaning and Types of Human Resource Development Activities.
5. Organizational Processes involved in human resource development
 - i) Motivation
 - ii) Power and Authority
 - iii) Leadership
 - iv) Communication
 - v) Conflict
 - vi) Decision Making

Part-II	Human Resource Management
6.	Meaning and Importance of human resource management
7.	Human Resource Administration in management
8.	Career Planning and human resource development
9.	Basic tools of human resource management (Impact of human resource management on individual and family).
10.	Importance of human resource management in national development at in community development.
11.	Techniques of human resource management in Social Welfare Institutions
Part-III	Physical Resources
Part-IV	Financial Resource Mobilization

BOOKS RECOMMENDED

1. Ahuja, K.K. (1993). Management and Organization. Delhi: CBS Publishers and Distributers.
2. Amitai Etzioni(latest ed.). Modern Organization. Engleweed, Cliff New Jersey.
3. Argyris Chris (1972). The Applicability of Organizational Sociology. Cambridge.
4. Blau, M. Peter (1974). Formal Organizations. John Wiley and Sons.
5. Charles Peru(latest ed.). Organizational Analysis: A Sociological Perspective. Belmont: Cliff Wardworth Publishing Co. Inc.
6. Davis, Newstrom (1992). Organizational Behaviour: Human Behavior at Work. New York: MacGraw-Hill, Inc.
7. Hodson, Randy (1990). The Social Organization of Work. Belmont: Wordsworth Publications.
8. Lynton R.P. and U. Pareek (1978). Training for Development. New Dehli, Kumaria Press.
9. Peterson R.B. and I. Tracy (1979). Systematic Management of Human Resource. U.K.: Adison-Wosty Pub. Co.
10. Richard H. Hall (latest ed.). Organizations: structure and processes, Prentice Hall.
11. Umalele, J. (1979). The Design of Rural Development: Lessons from Africa. USA: World Bank Publications.
12. Wehrich and Koontz (1993). Management: A Global Perspective (10th ed.). New York: MacGraw-Hill, Inc.

13. Werther, William B. and Davis K. (1993). Human Resources and Personnel Management (4th ed.), New York: Macgraw-Hill, Inc.
14. Seven Good Habits of highly Effective People by Steve.
15. J. Smith, Michael, Programme Evaluation in the Human Services, Springer Series on Social Work, New York: Springer Publishing Company, 1990.
16. Adamantia Pollis & Peter Schwab: Human Rights New perspectives, New Realities Viva Books Private Limited, New Delhi, 2002.
17. Judith A. Lewis, Michael D. Lewis, et.al. Management of Human Service Programs (3rd Edition) Wadsworth/Thomson Learning 10 Davis Drive Belmont, Australia, 2001.
18. Barbara Schram Botty Reid Mandell, Human Services (Third Edition), Allyn & Bacon A. Viacom Company 160 Gould Street Needham heights, MA 02194
19. Joseph J. Mehr, Human Services (7th Edition), Allyn & Bacon A. Viacom Company 160 Gould Street Needham heights, MA 02194
20. Shahidur. R. Khandker: Fighting Poverty with Micro Credit (1999)
21. Nazarul Islam, Addressing the Urban Poverty Agenda in Bangla Desh (First Published 1997).

Optional – 14 HUMAN RIGHTS

OBJECTIVES:

The course is designed to impart knowledge about meaning, scope and importance of human rights in welfare keeping in view our own cultural set-up.

- Chapter-I Conceptual Framework of Human Rights.
- II Theories of Human Rights:
- a) Theory of natural rights
 - b) Legal Theory of Rights
 - c) Moral and Legal Rights
- III The legal and moral foundations of human rights in Islamic and International Law.
- IV Concept of Justice in Islam:
- a) Protection of minorities in Islam, Islamic charter and Declarations.
 - b) The official basis of Democracy and human rights in Islam.

- V Human Rights and Cultural Relativism: the sources and significance of human rights, moral diversity, religion and ideology.
- VI Rights of the people under International Law:
 - a) The rights to development
 - b) Rights to conflict and harmony
- VII The World Institutions and human rights: The League of Nations and United Nations, human rights convention.
- VIII Human Rights of the Refugees and Immigrant Laws
- IX Human Rights and Politics
- X The Code of Ethics of Human Rights.

BOOKS RECOMMENDED

1. Ezejiolor, Gaive, Protection of Human Rights under the Law. London: Butterworths, 1964.
2. Kazmi, Fareed, Human Rights – Myth and Reality. Delhi: International Pub. House, 1987
3. Vincent, R.J., Human Rights and International Relations. Cambridge: Cambridge University Press, 1988.
4. Adamantia Pollis & Peter Schwab: Human Rights New perspectives, New Realities Viva Books Private Limited, New Delhi, 2002.
5. Judith A. Lewis, Michael D. Lewis, et.al. Management of Human Service Programs (3rd Edition) Wadsworth/Thomson Learning 10 Davis Drive Belmont, Australia, 2001.
6. Barbara Schram Botty Reid Mandell, Human Services (Third Edition), Allyn & Bacon A. Viacom Company 160 Gould Street Needham heights, MA 02194
7. Joseph J. Mehr, Human Services (7th Edition), Allyn & Bacon A. Viacom Company 160 Gould Street Needham heights, MA 02194
8. Shahidur. R. Khandker: Fighting Poverty with Micro Credit (1999)
9. Nazarul Islam, Addressing the Urban Poverty Agenda in Bangla Desh (First Published 1997).

FURTHER SUGGESTED READINGS:

1. Forsthe, David, P., Human Rights and Development. London: Macmillan, 1989.
2. Haider, S.M. (ed.), Islamic Concept of Human Rights_ Lahore: Book House, 1978.
3. Humana, C., World Human Rights Guide. London: Hutchinson, 1983.
4. Joyce, J, The New Politics of Human Rights. London: Macmillan, 1978.
5. Lawson, Edward, Encyclopedia of Human Rights. New York: Francis & Taylor, 1991.
6. Robertson, A.H., Human Rights in the World. Manchester: Manchester University Press, 1982.

FIELD WORK I & II

The Field Work is aimed at providing practical experience to gain professional knowledge and develop skills and attitudes appropriate to the practice of Social Work. The Social Work students of M.A. (previous) and M.A. (Final) classes will carryout concurrent and Block Field Work under the supervision of a faculty member in a Social Welfare Agency or Community setting. The minimum requirement for Field Work will be 300 – 400 hours of Social Work practice in an academic year. The student Field Work will be graded on the following criteria by an Examination Board constituted of head of the Social Work Department as Chairman of the Board and an External Examiner and the Faculty member supervising the field work as members of the Board:-

- A. General capacity for understanding and translating in effective practice the concepts of professional Social Work and leadership ability in Social Work in terms of the following qualities:
 - i) Degree of initiative.
 - ii) Ability to interpret the aims of Social Work.
 - iii) Ability to develop co-operation among people.
 - iv) Quality of relationship with individual and groups.
 - v) Consistency and persistency in terms of goals and objectives.
 - vi) Administrative ability.
 - vii) General sense of responsibility about the job.
- B. Ability to work constructively in a team.
- C. Response to individual potentiality for further growth
- D. Use of professional literature and its application fieldwork.

Before assigning the agency for their Field Work Practice, the students will be provided with proper orientation. They will be informed that an observational plan will be followed after classroom orientation for fieldwork. The students will have to visit different agencies during the orientation phase and will have to write comprehensive reports on each visit by using guidelines given to them on the observation visit proforma.

3. For the assessment of students performance following reports/items have to be taken in considerations as process: -

1. Schedule - 2 days a week
2. Orientation - Visit to the agencies (1st week)
3. Reporting - Shall submit daily weekly and final reports to the Supervisor.
4. Supervision - Academic and field agency Supervisor.
5. Presentation - The students have to give presentation of their field Work in presence of the class, faculty and the agency supervisor.
6. Evaluation - Should be done as per criteria lay down.

All the departments have to nominate a faculty member to co-ordinate Field Work activities. He/She will be responsible to co-ordinate and liaise with the other members of the faculty and finalize the students placement. The assignments for the field work with cover all required areas of specializations by applying/practicing Social Work methods i.e. Case Work, Group Work, community Organization Administration, Social Research and Social Action.

- The coordinator has to establish rapport and keep in contact with the field supervisors also.
- To organize field seminars, he/she will extend support and guidance to the students.
- Evaluation and presentation of the student have to be coordinated from this form.
- Arrangement of transport (if and when required) is his responsibilities.

**RECOMMENDATION OF NATIONAL CURRICULUM
REVISION COMMITTEE**

1. Field work is an integral part of the Social Work curriculum. Without its incorporation and due weightage in the curriculum, the skill oriented objectives go unrealized. All the Social Work departments therefore, require their students to put in two to three days in the fieldwork training per week. Their placement is made in different distantly located social welfare agencies, institutions, medical setting in the hospitals, GO's and NGO's. Besides this department of social work make block placement, internship of their students in the far flung rural areas (GO's and NGO's) for one month.

2. **Ex-change visits of students and Faculty**

Keeping in view the curriculum and the requirement of exposure to different social welfare agencies/institutions, the students of social work have to visit many agencies, in addition to their field placement. Quite a number of agencies in different fields are not available in most of the Province. It is felt that visit of such agencies is of great importance for the professional uplift. Therefore it is strongly recommended that exchange visit of the students should be arranged for a period of 8-10 days and financial arrangements have to be made from the universities resources.

3. **Transport:** All the Social Work Department of the Universities are lacking transport facilities. Keeping in view the importance of the supervision & guidance of fieldwork & village training of some students, it is requested that at least two vehicles (vans) should be provided to every social work department at priority basis.

4. **Establishment of National council of Social Work**

The present Government is displaying enormous interest in the development of basic human services such as population welfare, basic health care and mass literacy through various programme. This cherished goal can be achieved properly by involving the professional social workers. It is therefore, strongly recommended that a National Body titled "PAKISTAN COUNCIL OF PROFESSIONAL SOCIAL WORKERS" be constituted on the pattern of medical and Engineering Council. It would not be out of place mentioning here that it has already been recommended in the Eighth Five year Plan. For this purpose necessary approval should be taken by the Ministry of Social Welfare through HEC.
5. **Research Journal.** It is strongly recommended to publish a Research journal namely "PAKISTAN JOURNAL OF SOCIAL WORK" which should publish research articles of the academicians and other researchers of the related fields.
6. **Computer Training.** To meet the challenges of 21st century in Social Work profession a paper of Statistics and Fundamentals of Computer is being proposed. Therefore, Computer Training Programme should be launched in Social Work Departments of all universities. The HEC may take this task to provide training to the faculty members at initial level through refresher courses. The Committee further recommends that at least five computers must be provided to each social work departments of the universities to meet the requirement.
7. **Post Graduate Diploma.** The Committee felt that with specialization and new development in the profession, the postgraduate diploma programme is the need of the time. The Committee recommends that post graduate diploma may be introduced initially in the field of

Community Development, Human Resource, Management, Drug Abuse Rural Development, Child Rights, and Women in Development Population Welfare & Gerontology etc

8. **Social Work in other Universities** Presently only five universities are offering social work at post graduate level while the need of professional and qualified persons is increasing day by day in the society at national and international level. Keeping in view the Committee recommends that in other universities particularly in B.Z. University Multan, Islamic University Bahawalpur, Shah Abdul Latif University, Khairpur and AJK University Muzaffarabad, Social Work Department should be introduced as soon as possible.