CURRICULUM

OF

SOCIAL WORK

BS/MS

(Revised 2015)

**HIGHER EDUCATION COMMISSION
ISLAMABAD**

CURRICULUM DIVISION, HEC

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CONTENTS

PREFACE

The curriculum, with varying definitions, is a plan of the teaching-learning process that students of an academic programme are required to undergo. It includes objectives and learning outcomes, course contents, scheme of studies, teaching methodologies and methods of assessment of learning. Knowledge in all academic disciplines is expanding and even new disciplines are also emerging, it is imperative that curriculum are developed and revised regularly.

University Grants Commission (UGC) was designated as the competent authority to develop, review and revise curricula beyond Class-XII vide Section 3, Sub-Section 2 (ii), Act of Parliament No. X of 1976 titled **"Supervision of Curricula and Textbooks and Maintenance of Standard of Education".** With the repeal of UGC Act, the same function was assigned to the Higher Education Commission (HEC) under its Ordinance of 2002, Section 10, Sub-Section 1 (v).
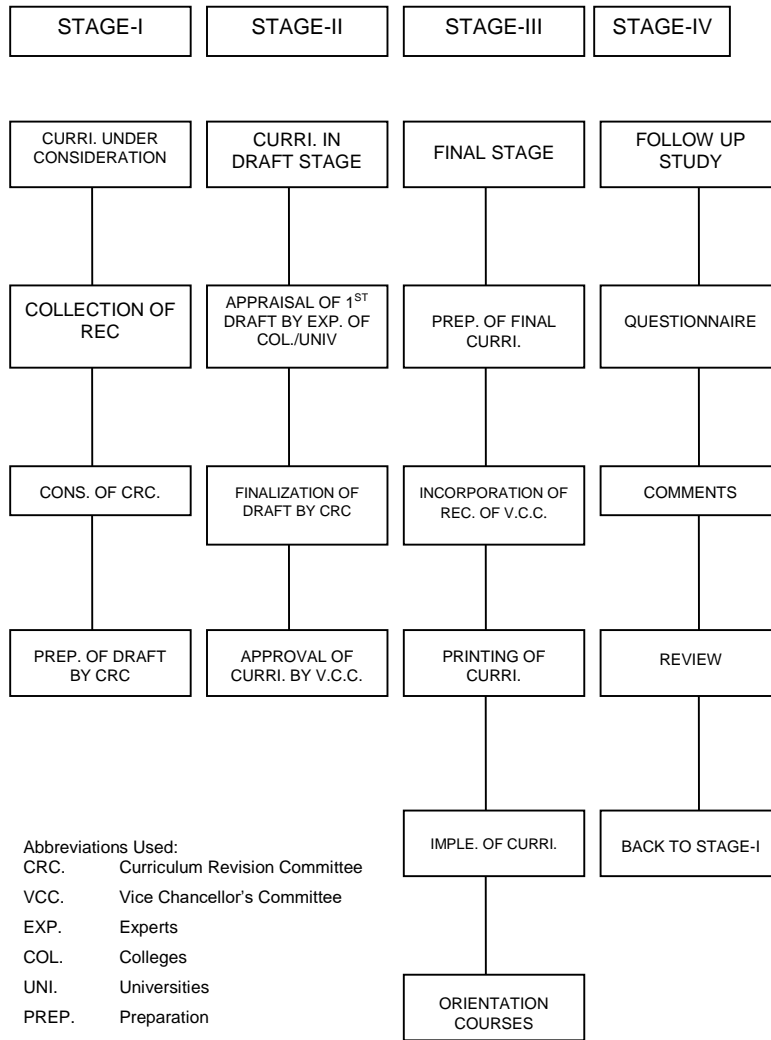
In compliance with the provisions, the Curriculum Division of HEC undertakes the revision of curricula after every three years through respective National Curriculum Revision Committees (NCRCs) which consist of eminent professors and researchers of relevant fields from public and private sector universities, R&D organizations, councils, industry and civil society nominated by their organizations.

In order to impart education at par with quality international standards, HEC NCRCs have developed unified templates as guidelines for the development and revision of curricula in the disciplines of Basic Sciences, Applied Sciences, Social Sciences, Agriculture and Engineering in 2007 and 2009.

It is hoped that this curriculum document, prepared by the respective NCRC's, would serve the purpose of meeting our national, social and economic needs, and it would also provide the level of competency specified in Pakistan Qualification Framework to make it compatible with international educational standards. The curriculum is also placed on the website of HEC (www.hec.gov.pk).

(Fida Hussain)
Director General (Academics)

CURRICULUM DEVELOPMENT PROCESS

STAGE-I	STAGE-II	STAGE-III	STAGE-IV
CURRI. UNDER CONSIDERATION	CURRI. IN DRAFT STAGE	FINAL STAGE	FOLLOW UP STUDY
COLLECTION OF REC	APPRAISAL OF 1ST DRAFT BY EXP. OF COL./UNIV	PREP. OF FINAL CURRI.	QUESTIONNAIRE
CONS. OF CRC.	FINALIZATION OF DRAFT BY CRC	INCORPORATION OF REC. OF V.C.C.	COMMENTS
PREP. OF DRAFT BY CRC	APPROVAL OF CURRI. BY V.C.C.	PRINTING OF CURRI.	REVIEW
		IMPLE. OF CURRI.	BACK TO STAGE-I
		ORIENTATION COURSES	

Abbreviations Used:

CRC.	Curriculum Revision Committee
VCC.	Vice Chancellor's Committee
EXP.	Experts
COL.	Colleges
UNI.	Universities
PREP.	Preparation
REC.	Recommendations

INTRODUCTION

Higher Education Commission Pakistan conducted the second NCRC meeting of Social Work on March 25-27, 2015 at University of Karachi. The meeting agenda was discussion and finalization of the preliminary draft of the Social Work curriculum prepared and discussed in first meeting held at HEC Regional Office Peshawar on November 12-14, 2014.

Senior academic staff including professors and heads from almost all Social Work Departments from various universities participated and gave their input to refine and update the Social Work Curriculum. Prof. Dr. Nasreen Alam Shah welcomed all experts in University of Karachi.

Member from HEC Karachi office started the meeting with the recitation of some verses from Holy Quran. After a formal introduction of the participants, the HEC member highlighted objectives and agenda of the three days Second NCRC meeting. Agenda of the meeting was to review and discuss the feedback received from all experts who attended first meeting held at HEC Office Peshawar. Prof. Dr. Gheyasuddin Siddiqui, the Convener and Dr. Asif Naveed Ranjha, Secretary of the meeting briefed the members about feedback received from all experts after first meeting. Then, all experts were given task to finalize the Curriculum during this three days meeting.

The main objective of curriculum revision was to update and refine all the courses according to the need and challenges at indigenous and global level. The experts reviewed and discussed course titles and all study scheme for BS Program on first day of meeting. The Convener divided all members into subgroups with the opinion of all experts and assigned them courses to review contents and recommended readings for those courses. It was agreed to include fresh recommended readings for all courses. All the subgroups were formed according to specialization of the experts and they were assigned those courses.

On second day, all subgroups gave their feedback on allocated courses. Discussion was made and the allocated courses were finalized after necessary suggestions from and consent of all experts. Some new courses were incorporated in list of General Courses after a detail discussion. New groups were formed for Major Courses. All groups reviewed and discussed their assigned courses.

On Third and last day, experts reviewed the Elective Courses and finalized after detailed discussion. Field Work was also discussed as an essential part of Social Work Curriculum. Some revisions were made in Field Work Practice for better learning of students. It was also made clear that Field Work is included in the workload of teachers supervising groups of students. Total credit hours, compulsory, general, foundation, major and

elective courses with credit hours and scheme of all semesters individually were discussed and finalized.

Dr. Ghayur Fatima, Director HEC, made discussions with all subgroups and asked them to incorporate the necessary topics and contents in social work courses which are demand of Pakistani as well as International society. She emphasized to incorporate new elective or specialization courses as per market demand. BS 4 Year Program with 133 Credit Hours was formally discussed and approved on the last day of meeting. The Committee also discussed issues related to Social Work Practice in Pakistan including social work at college level, field work, National Association of Social Workers and recognition of Social Work Discipline at various levels.

Dr. Ghayur Fatima thanked all experts, Dr. Ghiyas as Convener and Dr. Asif Ranjha as Secretary of the meeting. All the experts from various universities thanked Dr. Nasreen Alam Shah for her hospitality and visits of Department of Social Work and Department of Gender Studies. Dr. Ghayur Fatima expressed her hopes and wishes that the revised curriculum would be great addition in academics.

CURRICULUM COMMITTEE MEMBERS

Prof. Dr. Gheyas Uddin Siddqui, Chairman Social Work Department, University of Sargodha, Sargodha.	Convener
Dr. Asif Naveed Ranjha, Assistant Professor, Department of Social Work, The Islamia University of Bahawalpur	Secretary/ Member
Prof. Dr. (Retd) Sarah Safdar, Member, Public Service Commission, KPK	Member
Prof. Dr. Nasreen Aslam Shah Chairperson Department of Social Work University of Karachi, Karachi	Member
Dr. Basharat Hussain Associate Professor, Department of Social Work, University of Peshawar, Peshawar	Member
Dr. Soomro Shamim Akhtar Professor Department of Social Work University of Sindh, Jamshoro	Member
Dr. Tahira Jabeen, Assistant Professor Department of Social Work, University of the Punjab, Lahore.	Member

Dr. Mamoon Khan Khattak Assistant Professor, Kohat University of Sciences and Technology, Kohat	Member
Dr. Muhammad Arshad, Assistant Professor Department of Social Work University of Karachi, Karachi	Member
Miss Sadia Barrach Assistant Professor, University of Balochistan, Quetta	Member
Miss Mehwish Qudoos Alizai Assistant Professor Department of Social Sciences Balochistan University of Information Technology, Engineering & Management Sciences, Takatu Campus, Airport Road, Baleli, Quetta	Member
Mr. Hamid Aalam Lecturer Department of Social Work University of Malakand	Member
Miss Muneera Lecturer Department of Social Work Federal Urdu University of Arts, Science & Technology, Karachi	Member
Miss Sumera Farid, Lecturer Social work Department, University of Peshawar, Peshawar	Member

STANDARDIZED FORMAT / SCHEME OF STUDIES FOR FOUR-YEAR INTEGRATED CURRICULA FOR BACHELOR DEGREE IN BASIC, SOCIAL, NATURAL AND APPLIED SCIENCES

STRUCTURE

Sr.	Categories	No. of courses Min – Max	Credit Hours Min – Max
1.	Compulsory requirement	9 – 9	25 – 25
2.	General courses to be chosen from other departments	7 – 8	21 – 24
3.	Discipline specific foundation courses	9 – 10	27 – 30
4.	Major courses including research project / Internship	12 – 14	39 – 45
5.	Electives within the major	4 – 4	12 – 12
	Total	**41 – 45**	**124 – 136**

➢ Total numbers of credit hours   124-136
➢ Duration   4 years
➢ Semester duration   16-18 weeks
➢ Semesters   8
➢ Course load per semester   15-18 Cr hr
➢ Number of courses per semester   4-6

LAY OUT FOR BS SOCIAL WORK

Compulsory requirements		*General courses to be chosen from other departments		Discipline specific foundation courses	
9 courses		7-8 courses		9-10 courses	
25 Credit hours		21-24 Credit hours		27-30 Credit hours	
Subject	Cr. hr	Subject	Cr. hr	Subject	Cr. hr
1. English – i	3	1. Introduction to Psychology	3	1. Introduction to Social Work	3
2. English – ii	3	2. Introduction to Anthropology	3	2. Social Welfare in Pakistan	3
3. English – iii	3	3. Introduction to Basic Health & Hygiene	3	3. Society & Social Institutions	3
4. English – iv / International language (Any)	3	4. Introduction to Sociology	3	4. Human Growth & Personality Development	3
	2	5. Introduction to Economics	3	5. Social Problems in Pakistan	3
5. Pakistan studies	2	6. Introduction to Demography	3	6. Social Policy & Planning	3
6. Islamic studies / ethics	3	7. Introduction to Philosophy	3	7. Introduction to Social Legislation	3
7. Mathematics	3	8. Introduction to Political Sciences	3	8. Organizations in Social Sector	3
8. Statistics	3	9. Introduction to International Relations	3	9. Human Rights	3
9. Computer application		10. Introduction to Indo-Pak History	3	10. Social Development	3
		11. Introduction to Geography	3		
		12. Introduction to Archeology	3		
		13. Introduction to Jurisprudence	3		
		14. Introduction to Mass Communication	3		
		15. Introduction to Gender Studies	3		
		16. Introduction to Organizational Management	3		
		17. Introduction to Environment Studies	3		
		18. Introduction to Public Administration	3		

		19. Introduction to Human Resource Management 20. Introduction to Home Economics 21. Introduction to Peace and Conflict Studies 22. Introduction to Law 23. Introduction to Public Policy 24. Introduction to Development Studies 25. Introduction to Education 26. Introduction to Women and Work 27. Introduction to Management Science			

Major courses including research project/Field Work		Elective Courses within the major	
12-14 courses		4 courses	
39-45 Credit hours		12 Credit Hours	
Subject	Cr. hr	Subject	Cr. hr
1. Social Case Work	3	**Four courses one from each group:**	
2. Social Group Work	3		
3. Community Organization & Development	3	**A. Case Work Specialization**	3
	3	1. Medical Social Work	3
4. Social Research	3	2. Psychiatric Social Work	3
5. Social Administration	3	3. School Social Work	3
6. Social Action	3	4. Social Work with Special People	3
7. Social Gerontology	3	5. Social Work and Correctional Services	3
8. Criminology	3		3
9. Field work & report–I	4	6. Drug Abuse Prevention	3
10. Field work & report-II	4	7. Child Protection	3
11. Field work & report-III	4	**B. Group Work Specialization**	
12. Field work & report-IV	6	1. Youth Welfare	
13. Research Project / Thesis		2. Social Work with Families	3
		C. Community Development Specialization	3
			3
		1. Rural Development & Local Government	3
		2. NGOs Management	3
		3. Population Welfare	
		4. Urban Development	3
		5. Gender & Development	
		D. Social Welfare Administration Specialization	3
		1. Project Planning & Management	3
		2. Community Based Disaster Risk Reduction (CBDRR)	
		3. Labour Welfare	

Total Credit Hours: 124-136
* University has the option to recommend any other general courses.
** Universities opting the minimum requirement of 12 courses (39 credit hours) must drop courses from only number 7 and 8.

MODEL SCHEME OF STUDIES FOR 4 YEAR INTEGRATED
BS (HONS)

Semester/Year	Name of Subject	Credits
First	English-i	3
	Pakistan Studies	2
	Math/stat-1	3
	General-i	3
	General-ii	3
	Foundation-i Introduction to Social work	3
		17
Second	English-ii	3
	Islamic Studies / Ethics	2
	Basic Statistics	3
	General-iii	3
	General-iv	3
	Foundation-ii Social welfare in Pakistan	3
		17
Third	English-iii	3
	Introduction to Computer	3
	General-v	3
	General-vi	3
	Foundation-iii Society and Social Institutions	3
	Foundation-iv Human Growth and Personality Development	**3**
		18
Fourth	English-iv / univ. Optional	3
	General-vii	3
	Foundation-v Social Problems of Pakistan	3
	Foundation-vi Social Policy and Planning	3
	Major-i Social Case Work	3
		15
Fifth	Foundation-vii Social Legislation	3
	Foundation-viii Organizations in Social Sector	3
	Foundation-ix Human Rights	3

	Major-ii Social Group Work	3
	Major-iii Community Organization and Development	3
	Major-iv Field Work-i & Report Writing	3
		18
Sixth	Foundation-x Social Development	3
	Major-v Social Research	3
	Major-vi Social Administration	3
	Major-vii Social Action	3
	Major-viii Field work-ii and Report Writing	**4**
		16
Seventh	Major-ix Social Gerontology	3
	Major-xi Field Work-iii and Report Writing	4
	Elective-i	3
	Elective-ii	3
	Elective-iii	3
		16
Eight	Major-xii Criminology	3
	Major-xiii Field work-iv and Report Writing	4
	Elective-iv	3
	Major-xiv (b) Research project / Thesis	6
		16
	Sub total	**133**

* University has the option to offer any course in lieu of English-IV
* * University may add one more course of 3-credit hours according to their requirement

Note: The research project will stretch over semesters 7 and 8.

DETAILS OF COMPULSORY COURSES

COMPULSORY COURSES IN ENGLISH FOR BS
(4 YEAR) IN BASIC & SOCIAL SCIENCES

ENGLISH- I
(Functional English)

OBJECTIVES
Enhance language skills and develop critical thinking.

CONTENTS
1. Basics of Grammar
    a. Parts of speech and use of articles
    b. Sentence structure, active and passive voice
    c. Practice in unified sentence
    d. Analysis of phrase, clause and sentence structure
    e. Transitive and intransitive verbs
    f. Punctuation and spelling
2. Comprehension
    *   Answers to questions on a given text
3. Discussion
    *   General topics and every-day conversation (topics for discussion to be at the discretion of the teacher keeping in view the level of students)
4. Listening
    *   To be improved by showing documentaries/films carefully selected by subject teachers

5. Translation skills

6. Urdu to English
7. Paragraph writing
    *   Topics to be chosen at the discretion of the teacher
8. Presentation skills
    *   Introduction

Note: Extensive reading is required for vocabulary building

RECOMMENDED READINGS
1. Brown, K. (2005). *Developing Your Comprehension Skills*. Pascal Press.
2. Edge (2002). *Reading Comprehension Skills and Strategies Level 6.* Watson: Saddleback Publishing.
3. Langan, J., Bader, C. H. & Anton, H. F. (1992). *Improving Reading Comprehension Skills.* Townsend Press.

4.   Mc Laughlin, M. (2012). *Guided Comprehension for English Learners*. International Reading Association.
5.   Thomson, A. J. & Martinet, A. V. (2006). *Practical English Grammar*. London: Oxford University Press.

ENGLISH II
(Communication Skills)

OBJECTIVES
Enable the students to meet their real life communication needs.

CONTENTS
1.   Paragraph writing
      - Practice in writing a good, unified and coherent paragraph
2.   Essay writing
      - Introduction
3.   CV and job application
      - Translation skills
      - Urdu to English
4.   Study skills
      - Skimming and scanning, intensive and extensive, and speed reading, summary and précis writing and comprehension
5.   Academic skills
      - Letter/memo writing, minutes of meetings, use of library and internet
6.   Presentation skills
      - Personality development (emphasis on content, style and pronunciation)

Note: documentaries to be shown for discussion and review

RECOMMENDED READINGS
1.   Batstone, R. (1994). *Grammar*. Oxford: Oxford University Press.
2.   Langan, J. (2012). *Reading and Study Skills*. McGraw-Hill Higher Education.
3.   Marie-Christine, B., Brinand, S. & Grellet, F. (1987). *Writing. Intermediate*. Oxford: Oxford University Press.
4.   Nolasco, R. (1987). *Writing: Upper-Intermediate*. Oxford: Oxford University Press.
5.   Thomson, A. J. & Martinet, A. V. (2006). Practical English Grammar. London: Oxford University Press.
6.   Tomlinson, B. (2011). Material Development in Language Teaching. New York: Cambridge University Press.

ENGLISH III
(Technical Writing and Presentation Skills)

OBJECTIVES
Enhance language skills and develop critical thinking

CONTENTS

1. Presentation skills
2. Essay writing
   - Descriptive, narrative, discursive, argumentative

3. Academic writing
   - How to write a proposal for research paper/term paper
   - How to write a research paper/term paper (emphasis on style, content, language, form, clarity, consistency)

4. Technical Report writing
5. Progress report writing

Note: Extensive reading is required for vocabulary building

RECOMMENDED READINGS
1. Kirszner, L. G. & Mandekk, S. R. (2010). *Writing First with Reading: Practice in Context.* Bedford: St. Martin's.
2. Kirszner, L. G. & Mandekk, S. R. (2012). Patterns of College Writing: A Rhetorical Reader and Guide. Macmillan Higher Education.
3. Langan, J. (2009). *English Essentials.* McGraw-Hill Higher Education
4. Langan, J. (2013). *College Writing Skills with Readings.* McGraw-Hill Higher Education.
5. Maley, A. & White, R. (1987). Writing. Advanced. London: Oxford University Press.
6. Neuleib, J., Cain, K. S. & Ruffus, S. (2011). *The Mercury Reader: A Custom Publication: English 1127.* Pearson Learning Solutions.

PAKISTAN STUDIES

(COMPULSORY)

OBJECTIVES

This course will develop vision of historical perspective, government, politics, contemporary Pakistan, ideological background of Pakistan. It will also enable students to study the process of governance, national development, issues arising in the modern age and posing challenges to Pakistan.

CONTENTS

1. Historical Perspective

a. Ideological rationale with special reference to Sir Syed Ahmed Khan, Allama Muhammad Iqbal and Quaid-i-Azam Muhammad Ali Jinnah.

b. Factors leading to Muslim separatism

c. People and Land
 i. Indus Civilization
 ii. Muslim advent
 iii. Location and geo-physical features.

2. Government and Politics in Pakistan

3. Political and constitutional phases:
    a. 1947-58
    b. 1958-71
    c. 1971-77
    d. 1977-88
    e. 1988-99
    f. 1999 onward

4. Contemporary Pakistan
    a. Economic institutions and issues
    b. Society and social structure
    c. Ethnicity
    d. Foreign policy of Pakistan and challenges
    e. Futuristic outlook of Pakistan

RECOMMENDED READINGS

1. Afzal, M. R. (1998). *Political Parties in Pakistan.* Islamabad: National Institute of Historical and cultural Research.
2. Akbar, S. Z. (2000). *Issue in Pakistan's Economy.* Karachi: Oxford University Press.
3. Amin, T. (1988) *Ethno - National Movement in Pakistan.* Islamabad: Institute of Policy Studies, Islamabad.

4. Aziz, K. K. (1976). *Party, Politics in Pakistan.* Islamabad: National Commission on Historical and Cultural Research.
5. Burke, S.M. & Lawrence, Z. (1993). Pakistan's Foreign policy: A Historical Analysis. Karachi: Oxford University Press.
6. Burki, S. J. (1980). *State & Society in Pakistan.* The Macmillan Press Ltd.
7. Haq, N. (1993). *Making of Pakistan: The Military Perspective.* Islamabad: National Commission on Historical and Cultural Research.
8. Mehmood, S. (1987). *Pakistan Kayyun Toota,* Lahore: Idara-e-Saqafat-e-Islamia, Club Road, nd.
9. Mehmood, S. (1994) *Pakistan Political Roots & Development.* Lahore:
10. Muhammad, W. (1987). Pakistan Under Martial Law. Lahore: Vanguard.
11. Qadeer, M. (2006). *Pakistan- Social and Cultural Transformations in a Muslim Nation.* New York: Routledge.
12. Sayeed, K. Bin. (1967). *The Political System of Pakistan.* Boston: Houghton Mifflin.
13. Wilcox, W. (1972). *The Emergence of Banglade.* Washington: American Enterprise, Institute of Public Policy Research.
14. Zahid, A. (1980). *History & Culture of Sindh.* Karachi: Royal Book Company.
15. Ziring, L. (1980). *Enigma of Political Development.* Kent England: WmDawson & sons Ltd.

ISLAMIC STUDIES
(Compulsory)

OBJECTIVES

This course is aims to enhance understanding of the students regarding Islamic Civilization and improve their skill to perform prayers and other worships. It will also enhance the skill of the students for understanding of issues related to faith and religious life.

CONTENTS
1. Introduction to Quranic Studies
   a. Basic Concepts of Quran
   b. History of Quran
   c. Uloom-ul -Quran
2. Study of Selected Text of Holly Quran
   a. Verses of Surah Al-Baqra Related to Faith(Verse No-284-286)

   b. Verses of Surah Al-Hujrat Related to Adab Al-Nabi
   c. (Verse No-1-18)

    d.   Verses of Surah Al-Mumanoon Related to Characteristics of faithful (Verse No-1-11)

    e.   Verses of Surah al-Furqan Related to Social Ethics (Verse No.63-77)

    f.   Verses of Surah Al-Inam Related to Ihkam(Verse No-152-154)

3.   Study of Selected Text of Holy Quran
    a.   Verses of Surah Al-Ihzab Related to Adab al-Nabi (Verse No.6,21,40,56,57,58.)
    b.   Verses of Surah Al-Hashar (18,19,20) Related to thinking, Day of Judgment
    c.   Verses of Surah Al-Saf Related to Tafakar,Tadabar (Verse No-1,14)

4.   Seerat of Holy Prophet (S.A.W) I
    a.   Life of Muhammad Bin Abdullah (Before Prophet Hood)
    b.   Life of Holy Prophet (S.A.W) in Makkah
    c.   Important Lessons Derived from the life of Holy Prophet in Makkah

5.   Seerat of Holy Prophet (S.A.W) II
    a.   Life of Holy Prophet (S.A.W) in Madina
    b.   Important Events of Life Holy Prophet in Madina
    c.   Important Lessons Derived from the life of Holy Prophet in Madina

6.   Introduction to Sunnah
    a.   Basic Concepts of Hadith
    b.   History of Hadith
    c.   Kinds of Hadith
    d.   Uloom –ul-Hadith
    e.   Sunnah & Hadith
    f.   Legal Position of Sunnah

7.   Selected Study from Text of Hadith

8.   Introduction to Islamic Law & Jurisprudence
    a.   Basic Concepts of Islamic Law & Jurisprudence
    b.   History & Importance of Islamic Law & Jurisprudence
    c.   Sources of Islamic Law & Jurisprudence
    d.   Nature of Differences in Islamic Law
    e.   Islam and Sectarianism

9.   Islamic Culture & Civilization
    a.   Basic Concepts of Islamic Culture & Civilization
    b.   Historical Development of Islamic Culture & Civilization
    c.   Characteristics of Islamic Culture & Civilization
    d.   Islamic Culture & Civilization and Contemporary Issues

10.   Islam & Science
    a.   Basic Concepts of Islam & Science
    b.   Contributions of Muslims in the Development of Science

c. Quranic & Science
11. Islamic Economic System
    a. Basic Concepts of Islamic Economic System
    b. Means of Distribution of wealth in Islamic Economics
    c. Islamic Concept of Riba
    d. Islamic Ways of Trade & Commerce
12. Political System of Islam
    a. Basic Concepts of Islamic Political System
    b. Islamic Concept of Sovereignty
    c. Basic Institutions of Govt. in Islam
13. Islamic History
    a. Period of Khlaft-E-Rashida
    b. Period of Ummayyads
    c. Period of Abbasids
14. Social System of Islam
    a. Basic Concepts of Social System of Islam
    b. Elements of Family
    c. Ethical Values of Islam

RECOMMENDED READINGS

1. Ahmad, H. (1993). *Principles of Islamic Jurisprudence.* Islamabad: Islamic Research Institute, International Islamic University.
2. Bhatia, H.S. (1989). *Studies in Islamic Law, Religion and Society.* New Dehli: Deep & Deep Publications.
3. Hameedullah, Muhammad. (1953). *Muslim Conduct of Stat.* Islamabad: IRI.
4. Hameedullah, Muhammad. (1957). *Introduction to Islam.* Islamabad: IRI.
5. Hameedullah, Muhammad. (1993). *Emergence of Islam.* Islamabad: IRI.
6. Hussan, H. (2007). *An Introduction to the Study of Islamic Law.* Islamabad: leaf Publication.
7. Mir, W. (1982). *Muslim Jurisprudence and the Quranic Law of Crimes.* Islamic Book Service.
8. Zia ul Haq, Muhammad. (2001). *Introduction to Al Sharia Al Islamia.* Islamabad: Allama Iqbal Open University.

Note: One course will be selected from the following Mathematics or Statistics.

COMPULSORY MATHEMATICS/STATISTICS COURSES FOR BS (4 YEAR)

COURSE FOR NON-MATHEMATICS MAJORS IN SOCIAL SCIENCES

MATHEMATICS

OBJECTIVES

This course will enable students to understand the use of the essential tools of basic mathematics and application of the concepts and the techniques in their respective disciplines.

CONTENTS

1. Algebra
   a. Preliminaries
   b. Matrices
   c. Quadratic equations
   d. Sequence and Series
   e. Permutation and combinations
   f. Binomial Theorem
   g. Trigonometry
   h. Graphs
2. Statistics
   a. Introduction
   b. Frequency distribution
   c. Measures of central tendency
   d. Measures of dispersion

RECOMMENDED READINGS

1. Aufmann, R., Barker, V. C. & Nation, R. (2007). *Algebra and Trigonometry.* Boston: Cengage Learning.
2. Aufmann, R., Barker, V. C. & Nation, R. (2010). *College Algebra.* Boston: Cengage Learning.
3. Kaufmann, J. E. (1989). *College Algebra and Trigonometry.* Boston: PWS-Kent Company.
4. Swokowski, E. W. (1997). *Fundamentals of Algebra and Trigonometry.* USA: Brooks.
5. Tussy, A., Gustafson, R. & Koenig, D. (2010). *Basic Mathematics for College Students.* Boston: Cengage Learning.
6. Williams, E & Atkins, R. A. (1994). *Essential Math: Basic Math for Everyday Use.* New York: Barron's Educational Series.

INTRODUCTION TO STATISTICS

OBJECTIVES

This course will enable students to understand the use of the essential tools of basic statistics and application of the concepts and the techniques in their respective disciplines.

CONTENTS

1.   What is Statistics?
2.   Presentation of Data
3.   Measures of Central Tendency
4.   Measures of Dispersion
5.   Probability and Probability Distributions.
6.   Sampling and Sampling Distributions
7.   Hypothesis Testing
8.   Testing of Hypothesis- Single Population
9.   Testing of Hypotheses-Two or more Populations
10. Testing of Hypothesis-Independece of Attributes
11. Regression and Correlation

RECOMMENDED READINGS

1.   Giri, P. K. & Bannerjee, J. (2008). Introduction to Statistics. Kolkata: Academic Pulishers.
2.   Hahs-Vaughn, D. L. & Lomax, R. G. An Introduction to Statistical Concepts. New York: Routledge.
3.   Muhammad, F. (2005). *Statistical Methods and Data Analysis*. Faisalabad: Kitab Markaz.
4.   Peck, R., Olsen, C. & Devore, J. (2015). *Introduction to Statistics and Data Analysis.* Boston: Cengage Learning.
5.   Walpole, R. E. (1982). *Introduction to Statistics.* New York: Macmillan Publishing Co.

FOUNDATION COURSES

INTRODUCTION TO SOCIAL WORK

OBJECTIVES
The objective of this course is to acquaint and familiarize students with the basic concepts and, scope of Social work.

CONTENTS
Introduction
1. Definition of social work
2. Philosophical base of social work
3. Generic principles of social work
4. Professional and voluntary social work
5. Islamic concept of social work
6. Modern concept of social work
    a. Preventive
    b. Curative
    c. Rehabilitative
7. Social Work methods
    a. Primary methods
        i. Social Case work;
        ii. Social group work
        iii. Community organization
    b. Secondary methods
        i. Social Welfare Administration
        ii. Social Research
        iii. Social Action
8. Important fields of social work practice
    a. Health
    b. Education
    c. Minorities
    d. Begging

RECOMMENDED READINGS
1. Adams, R. (2003). *Social work and empowerment*. London: Palgrave Macmillan.
2. Ambrosino, R. (2005). *Social work and social welfare introduction*. Mexi: Thomson.
3. Bogo, M. (2007). *Social work practice*. New Dehli: Rawat Publications.
4. Catherine N. D. & Karen M.S. (2012). *Social Work Fields of Practice*. Canada: John Wiley&Sons.
5. Gautam, P.R. & Singh, R.S. (2011). *Principles and practices of*

Social Work. New Delhi: Balaji Offset.

6. Healy, K. (2012). *Social work methods and skills: The essential foundations of practice.* New York: Palgrave Macmillan.

7. Hepworth, D. H. & Rooney, R. (2010). *The Direct Social Work Practice: Theory and skills.* Belmont: Brook cole.

8. Jane M. & Ronnie, E. (2006). *Practice Skills in Social Work & Welfare.* Chennai(India): Allen& Unwin.

9. Khalid, Muhammad (1990). *Sociological Theory: A Historical Perspective.* Karachi: Kifayat Academy.

10. Khalid, Muhammad (2014). *Social Work: Theory & Practice.* Karachi: Kifayat Academy.

11. Kirst-Ashman,K. (2003). *Introduction to social work and social welfare: critical thinking perspectives.* MEXI, Thomson.

12. Liz O', R. (2010). *Recording in Social Work.* UK: Hobbs, Southampton.

13. Louise, C. & Stephen, J. Y. (2011). *Social Work Practice: A Generalist Approach.* New Delhi: Asoke K. Ghosh.

14. Maidment, J. (2006). *Practice skills in social work & Welfare.* AUST: Allen & Unwin.

15. Michael, B. S. & Pam, T. (2012). *Social Work with Disabled People.* BASW Palgrave Macmillan.

16. Mohammad, N. (2005). *Social work for weaker sections.* New Dehli: Anmol Publications.

17. Rameshwari, D. & Ravi, P. (2004). *Social work Methods: Practices and Perspective.* Jaipur: Mangal Deep.

18. Rory, T. & Leonie, N. (2002). *Reflection on Current Social Work Practices.* New Zealand: Murray Lock.

19. Safdar, S. (2008). *Introduction to Social Work.* Peshawar: University of Peshawar.

20. Shah, N. A. (1994). *The Self Employed Women in Pakistan.* Karachi: P&WS + NEWS Karachi.

21. Shah, N. A. (2001). *Karachi kay Nu Umar Mehnatkash Bachechey Aur Bachchiyan: Ek Jaiza.* Karachi: Bcc & T Press University of Karachi.

22. Shah, N. A. (2004). *Karachi ki Gadagar Larkiyan: Ek Jaizao. (Social Problems in Pakistan).* Karachi: Bcc + T Press , University Of Karachi.

23. Shah, N. A. (2015). *The Aging Home- Based Women- Workers in Karachi*. Karachi: Bcc + T Press, University Of Karachi.
24. Suresh, S. (2013). *Handbook of Social Work Skills and Knowledge*. New Delhi.
25. Thompson, N. (2010). *Theorizing Social Work Practice*. Palgrave, London.
26. Veronica, C. & Joan, O. (2012). *Social Work Practice*. BASW Palgrave Macmillan.
27. Waston, D. (2006). *Social work process and practice:approaches, knowledge and skills*. New York: Palgrave.

SOCIAL WELFARE SYSTEM IN PAKISTAN

OBJECTIVES
The course will enable the students to understand the concept of Social Welfare in Islam and its evolution at national level. The course will help the students to understand the modern concept of Social Welfare, Social Work and Welfare Polices in Pakistan.

CONTENTS

Introduction
1. Definition and Related Concepts
   a. Functional definition
   b. Descriptive definition
2. Relationship between social welfare and social work
3. Historical development of social welfare in Pakistan
4. Political system in Islam
5. Concept of sovereignty in Islam
6. Concept of social welfare in Islam
   a. Widows
   b. Orphans
   c. Sick
   d. Minorities
   e. Elderly
7. National Social welfare plans in Pakistan
   a. Five year Plans
   b. Contemporary social protection nets in Pakistan
8. Seminar on
   a. Structure and functions of social welfare ministry/departments in Pakistan
   b. Socio-economic system of Islam
   c. The role of Zakat Department and Pakistan Baitulmal in poverty alleviation

RECOMMENDED READINGS

1. Banks, S. (2001). *Ethics and Values in Social Work*. New York: Palgrave.
2. Bisno, H. (1952). *The Philosophy of Social Work*. Washington D.C: Public Affairs Press.
3. Compton, B. R. & Gala, B. (1984). *Social Work Process*. Chicago: Dorsey Press.
4. Fink, A. (1963). *Field of Social Work*. New York: Holt, Rienehart and Winston.
5. Friedlander, W.A. (1957). *Concepts and Methods of Social Welfar*e. New York: Practice Hall.
6. Government of Pakistan, (2003). *The Five Year Plan, MTDF (Medium Term Development Framework 2001-2011*. Islamabad: Planning Commission of Pakistan.
7. Hepworth, D. H. & Lesser, J. A. (1990). *Direct Social Work Practice: Theory and Skills*. California: Wordsworth.
8. Khalid, M. (2014). *Social Work Theory and Practice with special reference to Pakistan*. Karachi: Kifayat Academy.
9. Morales, A. T. & Sheofor, B. W. (1998). *Social Work: A Profession of Many Faces*. U.S.A: Allyn & Bacon.
10. Omer, S. (1960). *Professional Education for Social Work*. Lahore: University of Punjab.
11. Picecard, B. J. (1988). *Introduction to Social Work*: A Primer. Chicago: The Dorsey Press.
12. Popple, P. R. & Leslie L. (2010). *Social Work, Social Welfare and American Society*. Pearson.
13. Rehmatullah, S. (2003). *Social Welfare in Pakistan*. Karachi: Oxford University Press.
14. Siporin, M. (1975). *Introduction to Social Work Practice*. New York: Macmillan Publishing Co. Inc.
15. Skidmore, R. A. (1982). *Introduction to Social Work*. New Jersey: Prentice-Hall.
16. Young, P. (2001). *Mastering Social Welfare*. London: Macmillan Press limited.
17. Zastrow, C. (2012). *The Practice of Social Work*. Chicago: Dorsey Press.

SOCIETY AND SOCIAL INSTITUTIONS

OBJECTIVES

The purpose of this course is to acquaint students with the structure and function of society as well as social institutions.

CONTENTS

1. Definition and description of society
2. Evolution of Society
3. Characteristics of Society
4. Forms of Society
5. Culture and related concepts
6. Definition and description of social institutions.
7. Structure and characteristics of social institutions.
8. Types of Social Institutions.
   a. Primary
   b. Secondary
9. Functions of Social Institutions.
   a. Family Institution
   b. Religious Institution
   c. Political Institution
   d. Educational Institution
   e. Economic Institution
   f. Recreational institution

RECOMMENDED READINGS

1. Chirot, D. (1994). *How Societies Change*. (2nd ed.). UK: Pine Forge Press, Sage Publication Company.
2. Eitzen, D. S. (2013). *Social Problems*. Boston: Allyn and Bacon, Inc.
3. Ferguson, S. J. (2002). *Mapping the Social Landscape.* (3rd ed.). USA: McGraw-Hill Companies, Inc.
4. Gelderblom, D. (2003). *Social Institutions*. USA: Oxford University Press.
5. Griswold, W. (2008). *Culture and Societies in a Changing World.* New Dehli: Sage Publication Company.
6. Julian, J. & Kornblum, W. (2011). *Social Problems*. New Jersey: Prentice-Hall, Inc.
7. Khalid, Muhammad. (2003). *Social Problems of Pakistan*. Karachi: Kifayat Academy.
8. Marger, M. N. (2002). *Social Inequality: Patterns and Processes.* USA: McGraw-Hill Higher Education.
9. Singh, L. (2007). *Anatomy of Social Problems*. New Dehli: Cyber Tech Publications.

HUMAN GROWTH AND PERSONALITY DEVELOPMENT

OBJECTIVES
The aim of the course is to enable the graduates of social work to comprehend the personality structure of the client. It also interprets the personality dynamics of the human being while working as team member in Social work settings.

CONTENTS
1.   Meaning and significance of human growth
2.   Basic assumptions of human behavior
3.   Approaches to the study of human development
4.   Principles of human development
5.   Factors which influence human growth/development
6.   Phases of human development (The Biological and Psychological development of the individual)
    a.   Pre-natal and post-natal development
    b.   Infancy
    c.   Pre-School Child
    d.   School Child
    e.   Puberty
    f.   Adulthood
    g.   Old Age
7.   Levels of functioning of human mind and behavior perspectives
    a.   Conscious level
    b.   Subconscious level
    c.   Unconscious level
8.   Components of human personality
    a.   Id
    b.   Ego
    c.   Super-Ego
9.   Theories of personality development
    a.   Freud's Psycho Analytic Theory
    b.   Jung's Analytical Theory
    c.   Social Psychological Theory of Adler
    d.   Eric Erikson's Psychoanalysis and the life cycle
10.   Concepts of abnormal behavior
    a.   Psychotic Disorder
    b.   Neurotic Disorder
    c.   Psychosomatic Disorder
11.   Role of Nature & Nurture in Personality Development
12.   Defense mechanisms

RECOMMENDED READINGS
1. Justin, P. (1970). *Human Development*. New York: McGraw Hill Book and Company.
2. Fink, A. E. (1974). *The Field of Social Work*. New York: Holt Reinhort and Winston inc.
3. Hurlock, E. B. (1972). *Child Development*. New York: MacGraw Hill Book Company.
4. Loveii, K.(1971). *The Introduction to Human Development*. London: Scoth Foresman inc.
5. Ryner, E. (1975). *Human Development*. London: Gorge Alien and Union Ltd.
6. Fitch, S. K. (1970). *Insights into Human Behavior*. Booster: Hoiirook Press.
7. Hawks G. R. (1969). *Behavior and Development from 5 to 12*. London: Harper.
8. Hurlock, E. B. (1978). *Adolescent Development*. New York: McGraw Hill Book Company.
9. Diance, E. R. & Wendkos O. S. (1978). *Human Development*. New York: McGraw Hill Book Company.
10. Harold C. W. (1981). *Approaches to Child and Family Policy*. Colorado: West View Press.
11. Richard, S. S. (2001). *Life's Choices Problems and Solutions*. Sydney: Wadsworth/Thomson Learning.
12. Scmin, G. R. & Fiedfer, K. (1996). *Applied Social Psychology*. London: SAGE Publications Ltd.
13. Bean, P. (2001). *Mental Disorder and Community Safety*. New York: Palgrave Houndmiils, Basingstoke.
14. Kerfoot, M. (1988). *Problems of Child hood and Adolescence*. New York: Macmillan.

SOCIAL PROBLEMS IN PAKISTAN

OBJECTIVES

To help students understand the concept of social problems prevailing in Pakistani society, their causes and effects, and possible ways leading to solution of these problems.

CONTENTS
1. Introduction
   a. Definition and nature of social problem
   b. Importance of study of social problems
   c. Definition of social evil
   d. Difference between social problem & social evil

e. Impacts of social problems on development
f. Role of Social worker in the solutions of social problems

2. Social problems
   a. Crime.
   b. Over Population
   c. Juvenile Delinquency
   d. Illiteracy
   e. Poverty
   f. Social Inequality
   g. Beggary
   h. Unemployment and under employment,
   i. Child Labour.
   j. Drug Addiction
   k. Labour Problems
   l. Gender based Violence
   m. Corruption
   n. Terrorism
   o. Urbanization

RECOMMENDED READINGS

1. Anwar, A. (2006). *Applied Sociology (Social Problems and Research)*. Department of Sociology, University of Peshawar: Saif Printing Press.
2. Baqai, S. (2000). *Social Problems of Pakistan*. Karachi: Kafayat Academy.
3. Bhatti, I. A. (1995). *Model English Essays for Competitive Examinations*. Lahore: Bhatti Publishers.
4. Chaudhry, M. I. (1985). *Pakistani Society.* Lahore: Aziz Publishers.
5. David, W. W. (2000). *Crime and Criminal Careers*. New York: Cambridge Press.
6. Eitzen, D. S. & Mazine, B. Z. (1996). *Social Problems*. Boston: Allyn & Bacon.
7. Gerald, S. (2000). *Social Work and Social Problems*. Macmillan Press London.
8. Hussain, A. (1994). *Poverty Alleviation in Pakistan*. Lahore: Vanguard.
9. Kenneth, J. M. (1991). *Social Problems*: *A Critical Approach*. London: Macgraw Hill.
10. Khalid, Muhammad. (2014). *Social Work: Theory and Practice*. Karachi: Kafayat Academy.
11. Kohli, A. S. (1997). *Poverty Alleviation Housing Problems*. New Dehli: Annual Publication.

12. Lauer, R. H. (2013). *Social Problems and the Quality of life.* Lowa: Wm.C.Brown Publishers.
13. Michel, O. & Bob S. (2012). *Social Work with Disable People.* UK: Macmillan.
14. Quddus, S. A. (1990). *Social Change in Pakistan.* Lahore: Progressive Publishers.
15. Rehmatullah, S. (2003). *Social Welfare in Pakistan.* Karachi: Oxford University Press.
16. Safdar, S. (1999). *Introduction to Social Work.* Peshawar: Wahdat Printing Press.
17. Safdar, S. (2007). *Social Work: Theory and its Implication.* University of Peshawar.
18. Taga, A. H. (1998). *Sociology and Social Problems.* Lahore: Abdul Hameed and Sons publishers.

SOCIAL POLICY AND PLANNING

OBJECTIVES
The aim of the course is to enable the students to understand concept of social policy and planning. It gives an understanding regarding the significance of social policy in the field of social welfare. It also familiarizes students with the process of translating social policies into social planning.

CONTENTS
1. Definition, nature, scope
2. Concept of social policy in Islam
3. Objectives and determinants of social welfare policy
4. Constituents of social policy
5. Social legislation as instruments of social policy
6. Values' consideration in social welfare policy
    a. Ensuring individual's dignity and integrity
    b. Protection of family institution's survival
    c. Ensuring vulnerable' rights protection
    d. Ensuring human's respect and cooperation
7. Strategy to achieve objectives
8. Social welfare policies of Pakistan (1955, 1988, 1992, 1994)
9. Definition and concept of social welfare planning
10. Interdependence of economic, social and physical planning
11. Steps of Social Planning
12. Organizational and administrative frame work for planning
13. Education, Health, Labour, Youth, Women, Housing, Disabled, Social Welfare, Population, Sanitation and Environment

RECOMMENDED READINGS

1.   Adams, R. (2002). *Social Policy for Social Work*. New York: Palgrave Macmillan.
2.   Alexander, R. (2003). *Understanding legal concepts that influence social welfare policy and practice*. Belmont, CA: Brooks/Cole.
3.   Austin, M. J. & Jeffery, R. S. (2000). *Managing in the planning process. In* The handbook of social welfare management. Thousand Oaks, CA: SAGE.
4.   Bamberger, M. & Hewitt, E. (1986). *Monitoring & Evaluation Urban Development Programs*. A Hand Book for Program Managers & Research/BK 0775 World Bank Technical Paper No. 53, Publisher World Bank ASIN
5.   Dean, H. (2012). *Social Policy: Short Introduction* (2nd ed). Cambridge: Polity press.
6.   Dermon, W. & Whiteford, S. (1985). *Social Impact Analysis & Development Planning in the Third World*. London: Westview Press.
7.   George, A. S. (2010). *Strategic Planning What Every Management Must Know*. New York: Free press.
8.   Kahn, A. J. (1969). *Studies in Social Policy & Planning*. New York: Russell Sage Foundation.
9.   Lohmann, R. A. & Lohmann, N. (2013). *Social Administration*. Columbia University Press: USA.
10.   Meenaghan, T. M., Keith, M. K. & John, G. M. (2004). *Social policy analysis and practice*. Chicago: Lyceum.
11.   Newman, H. & Wijk, A. V. (1987). *Self Evaluation and Planning for Human Service Organizations*. Publisher AMACOM, ASIN.
12.   Rafiq, S. Z. (2003). *Community Development, Concept & Practice*. Peshawar: Saif Printing Press.
13.   Stephen, P. R. (1980). *The administrative process*, Prentic Hall Inc. New Jersey: Engleword cliff.

SOCIAL LEGISLATION

OBJECTIVES

The purpose of this course is to give an understanding about the legislation process, its functioning and effectiveness. The course also orients students with various social legislations, laws and process of NGOs registration and functioning in Pakistan.

CONTENTS
1.   Introduction

      a.   Definition and concept of social legislation
      b.   Importance of social legislation
      c.   Sources of Social legislation
      d.   Procedure of social legislation in Pakistan
2.   Concept of Islamic law
3.   Selected social legislation in Pakistans
      a.   Muslim family laws ordinance 1961
      b.   Guardian and ward Act 1890
      c.   Employment and rehabilitation of disabled person, ordinance 1981
      d.   Vagrancy Ordinance 1958
      e.   The Employment of Children Act, 1991
      f.   Juvenile Justice System Ordinance, 2003
      g.   The Protection Against Harassment of Women at Work Place Act, 2010
4.   Social legislation regarding registration and functioning of CBOs and NGOs
      a.   Societies registration Act 1860
      b.   Charitable endowments Act 1890
      c.   Trust Act 1892
      d.   Voluntary social welfare agencies registrations and control ordinance 1961
      e.   Companies ordinance 1984 (only relating to non-profit organization)

RECOMMENDED READINGS

1.   Albert, R. (2000). *Law and social work practice: A legal systems approach.* (2nd edition.). New York: Springer.
2.   Alexander, R. (2003). *Understanding legal concepts that influence social welfare policy and practice.* Belmont: Brooks/Cole.
3.   Ali, Q. (1998). *Policy Advocacy: A Framework for Social Change in Pakistan. An Exploratory Research Study.* Pakistan Lead.
4.   Brayne, H & Carr, H. (2010). *Law for Social Workers.* Oxford University Press.
5.   Brayne, H. & Helen, C. (2010). *Law for social workers.* New York: Oxford University Press.
6.   Government of Pakistan. (1980). *Report on Handicapped: The Handicapped Child.* Islamabad: Ministry of health and Social Welfare.
7.   Khalid, Muhammad. (2014). *Social work theory and Practice.* Karachi: Kifayat Academy..
8.   Long, L., Roche, J. & Stringer, D. (2010). *The Law and Social Work.* New York: Palgrave.
9.   Papay, J. (1998). *Men, Gender Divisions and Welfare*, (1998). New York.

10. Pasha, A. G. & Iqbal, M. (2003) *Defining the nonprofit sector*, Pakistan: SPDC, Johns Hopkins University Institute for Policy Studies.
11. Robert, L. B. & Douglas, M. B. (2000). *Forensic Social Work Legal Aspects of Professional Practice*, London: Haworh Press Inch.
12. Ungerson, C. and Kember, M. (1997). *Women and Social Policy.* London: MacMillan Press.

ORGANIZATIONS IN SOCIAL SECTOR

OBJECTIVES

The aim of this course is to give knowledge to the students about various national & international organizations in social sector. It also aims to highlight their role for addressing socio- economic issues of Pakistani society.

CONTENTS
1. Introduction
   a. Definition, need and importance
   b. Historical Perspective of national and international organizations
2. Role of organizations
   a. Planning and implementation of development Program
   b. Mobilization of local resources and initiatives
   c. Catalyst, enabler and innovator
   d. Mediation between people and government
   e. Poverty alleviation
   f. Change agent
3. National & regional organizations
   a. All Pakistan Women Association (APWA)
   b. Edhi Foundation
   c. Ansaar Burni Trust
   d. Aurat Foundation
   e. Rural Support Program (NRSP, AKRSP, PRSP, SRSP,BRSP)
   f. Orangi Pilot Project (OPP)
   g. Regional organizations
4. International organizations
   a. United Nations International Children Emergency Fund (UNICEF)
   b. International Labour Organization(ILO)
   c. World Health Organization (WHO)
   d. United Nations Education, Scientific & Cultural Organization (UNESCO)
   e. United Nations High Commissioner for Refugee (UNHCR)

f.   United Nations Development Program (UNDP)
g.   Plan International
h.   Oxfam
i.   World Vision
j.   World Wide Fund
k.   World Food Program
l.   Red Crescent

RECOMMENDED READINGS

1. Abraham, A. (2011). *Formation and Management of NGOs*: *Non-government organizations.* India: Universal Law Publishing.
2. Claude, E. Welch, J. (2001). *NGOs and Human Rights: Promise and Performance.* USA: University of Pennsylvania Press.
3. Doh, J. P. & Teegen, H. (2003). *Globalization and NGO's*. U.S.A: Green Wood Publishing Group.
4. Kamta, P. & Masdaan, D. (2000). *NGOs & Socio-Economic Development Opportunities*. India: Deep & Deep Publication.
5. Pasha, A. G. & Iqbal, Muhammad. A. (2003). *Defining the Nonprofit Sector: Pakistan,*Working Papers of Johns Hopkins Comparative Nonprofit Sector Project, no. 42. Baltimore: The Johns Hopkins Institute for Policy Studies.
6. Pasha, A. G., Haroon, J. & Iqbal, Muhammad. A. (2002). *Dimensions of the Nonprofit Sector in Pakistan,* SPDC Working Paper No. 1. Karachi: Social Policy and Development Centre.
7. Rehmatullah, S. (2003). *Social Welfare in Pakistan*. Karachi: Oxford University Press.
8. Resnick, H. & Rino, J. P. (1980). *Change from within. Humanizing Social Welfare Organization*. Philadelphia: Temple University.
9. Shivji, I. G. (2007). *Silences in NGO Discourse: The Role and Future of NGOs in Africa*. Fahamu/Pambazuka.
10. Skidmore, R. A. (1994). *Social Work Administration Dynamics, Management and Human Relationship.* Boston: Allyn and Bacon.
11. Wamai, N., Walera, I. & Wamai, G. (2002). *The Role of Non-governmental Organizations (NGOs) in Social Development: A Study of Health Sector NGOs in Mbale and Mubende Districts, 1997*. NURRU Publications.

HUMAN RIGHTS

OBJECTIVES

The course is designed to impart students with the concept, scope and importance of human rights. It will develop an understanding of the history of human rights protection and practices in Pakistan and around the world.

It will also equip students with knowledge of major human rights issues in Pakistan.

CONTENTS
1. Introduction
    a. Definition and philosophical base of Human Rights
    b. Historical perspective of Human Rights
2. Human Rights Approach to Social Work
    a. Meaning of Human Rights approach to Social Work
    b. Obligations in response to human rights
    c. Customary laws and Human Rights
3. Human Rights Legislations, Monitoring and Enforcement Mechanism
    a. International Declarations, Treaties and Conventions on Human Rights
    b. Universal Declaration of Human Rights, 1948
4. Human Rights under the Constitution of Pakistan
    a. Introduction to Fundamental Human Rights
    b. Islamic Concept on Human Rights
    c. Human Rights Issues in Pakistan
5. Human Rights of Vulnerable Groups
    a. Women Rights
    b. Child Rights
    c. Rights of Persons with Disabilities
    d. Rights of Senior Citizens
    e. Rights of Prisoners
    f. Rights of Minorities
    g. Trans-gender Rights

RECOMMENDED READINGS
1. Adamantia, P. & Peter, S. (2002). *Human Rights New Perspectives, New Realities.* New Delhi: Viva Books Private Limited.
2. Freeman, M. (2002). *Human Rights.* Cambridge: Polity Press
3. Freeman, M. (2011). *Human Rights an Interdisciplinary approach. Malden:* Polity.
4. Gil, D. (1992). In *Human rights and social policy in the 21st century.* New York: University Press of America.
5. Government of Pakistan. (2000). *State of Human Rights in* Pakistan (1994-2000). Islamabad: Human Rights Commission of Pakistan.
6. Hankivsky, O. (2004). *Social Policy and the Ethic of Care.* Vancouver: UBC Press.
7. Ife, J. (2001). *Human rights and human needs*, In *Human rights and social work: Towards rights-based practice.* By Jim Ife, New York: Cambridge Univ. Press.

8. Ife, J. (2012). *Human Rights and Social Work: Towards Rights-Based Practice*. Cambridge: Cambridge University Press.
9. Ignatieff, M. (2001). *Human Rights as Politics and Idolatry.* New Jersey: Princeton University Press.
10. International Federation of Social Workers. (2008). *International Policy Statement on Globalization and the Environment*, (http://www.ifsw.org/p38000222.html)
11. National Association of Social Workers. (1999). *Code of ethics of the National Association of Social Workers*. Washington DC: National Association of Social Workers.
12. Nayar, P. K. (2012). *Writing Wrongs the Cultural instruction of Human Rights in India.* London: Routledge.
13. United Nations (1994), *Human Rights and Social Work, A Manual for Schools of Social Work and the Social Work Profession*. Geneva: Centre for Human Rights.
14. Vincent, R. J. (1988).*Human Rights and International Relations.* Cambridge: Cambridge University Press.

SOCIAL DEVELOPMENT

OBJECTIVES
The course is designed to impart knowledge regarding meaning, scope and importance of social development.

CONTENTS
1. Definition and importance of social development
2. Principles, goals and phases of social development
3. Sustainable social development
4. Indicators of social development
5. Theories of social development:
    a. Modernization Theory
    b. Dependency Theory
    c. Globalization Theory
6. Social development in Pakistan
    a. Historical background
    b. Stakeholders of social development
    c. Factors promoting social development
    d. Factors hindering social development
7. Thematic areas of social development
    a. Rural development
    b. Gender and development
    c. Public Health
    d. Education: Formal, Informal and Non-formal
    e. Other current issues

RECOMMENDED READINGS

1. Bhatti, K. M. (1995). *Sustainable Rural Development coordinated Approach.* Karachi: PARD.
2. Chaudhry, Muhammad. I. (2000). *Pakistani Society.* Karachi: Kifayat Academy.
3. Chekki, D. A. (1986). *Community Development Theory and Methods of Planned Change.* Calcutta: Vikas Publishers.
4. Hall, A. & James, M. (2004). *Social policy for development.* Thousand Oaks, CA: SAGE.
5. Khalid, Mohammad. (2014). *Social Work Theory & Practice.* Karachi: Kifayat Academy.
6. Khan, I. K., Rashid, A. & Awan, A. A. (1988). *Participative Management for Rural Development.* Karachi: PARD.
7. Pawar, M. S. & David, R. C. (2010). *Social development: Critical themes and perspectives.* New York: Routledge.
8. Rafiq, S. Z. (2000). *Community Development: Principles & Techniques.* Peshawar: Saif Printing Press.
9. Rafiq, S. Z. (2006). *Community Development: Concepts and Practices.* Peshawar: Saif Printing Press.
10. Roomi, S. H. (1997). *Training Manual Training of Trainers*: National Rural Support Program.
11. Taga, A. H. (1999). *Sociology & Problems*. Lahore: Abdul Hameed & Sons Publishers.

MAJOR COURSES

SOCIAL CASE WORK

OBJECTIVES

This course will help students to understand social case work as a method of social work and to make them understand the process and application of social case work. It will also acquaint them with the skills and techniques of social case work practice.

CONTENTS

1. Definition and description of Social Case Work
2. Origin of professional Social Case Work and its development
3. Philosophical assumptions of Social Case Work
4. Principles of Social Case Work
5. Components of Social Case Work; Person; Problem; Place, Process; and Professional case worker
6. Problems solving process: Social study; Prognosis; Diagnosis; Treatment; Follow up
7. Worker-client professional relationship
    a. With reference to the problem

b. With reference to the agency
c. With reference to community
8. Techniques of Social Case Work Process
9. Interviewing in Social Case Work
10. Recording in Social Case Work
11. Counseling in Social Case work
12. Case Studies in Social Case Work
13. Scope of Social Case Work in Pakistan
14. Fields of Social Case Work
   a. Medical Social Work
   b. Psychiatric Social Work
   c. School Social Work
   d. Social Case Work with persons with disabilities
   e. Social Case Work with Drug Dependents
   f. Social Case Work with Senior Citizens
   g. Social Case Work with Displaced Persons

RECOMMENDED READINGS

1. Aptekar, H. H. (1941). *Basic Concepts in Social Case Work*. Chapel Hill. University of North Carolina Press.
2. Cross, C. P. (1974). *Interviewing and Communication in Social Work*. Routledge & K. Paul.
3. Deve, R. & Prakash, R. (2014). *Social Work Methods, Practices and Perspective*. Jaipur . Mangal Deep.
4. Friedlander, W. A. (1964). *Concepts and Methods of Social Work*. Prentice-Hall, N. W. Jersey.
5. Janet, S. (2005). *Counselling Skills in Social Work Practice*. Open University Press, Buckingham. Philadelphia.
6. Khalid, Muhammad. (2014). *Social Work: Theory and Practice*. Kifayat Academy. Karachi.
7. Mathew, G. (1992). *An Introduction to Social Case Work*. Tata Institute of Social Science. Bombay.
8. Miller, L. (2005). *Counselling Skills for Social Work*. Sage Publications. London.
9. Payne, M. (1997). *Modern Social Work Theory*. Macmillan Press, Ltd. London.
10. Pease, B & Fook, J. (1999). *Transforming Social Work Practice*. Routledge, London & New York.
11. Perlman, H. H. (1957). *Social Case Work: A Problem Solving Process*. Chicago: University of Chicago Press.
12. Richard, M. E. (1944). *Social Diagnosis*. New York: Russell Foundation.
13. Roberts, B. C., Galaway, B. & Cournoyer, B. (2005). *Social Work Processes*. California, Wadsworth.
14. Sachs, J. (1999). *Clinical Work and Social Action: An Integrative Approach.* The Haworth Press. New York.

15. Safdar, S. (2009). *Introduction to Social Work*. Whdat Printing Press. Peshawar.
16. Sainsbury, E. E. (1970). *Social diagnosis in casework.* Routledge & K. Paul.
17. Shardlow, S. M. & Doel, M. (2012). *Modern Social Work Practice: Teaching and Learning in Practice Setting.* Jessica Kingsley Publishers Ltd. London.
18. Stewart (2010). *Interviewing, Principles and Practices.* Tata McGraw-Hill Education.
19. Wilson, S. J. (1980). *Recording, Guidelines for Social Workers*. Simon and Schuster.
20. Zastrow, Z. (2010). *Introduction to Social Work and Social Welfare: Empowering People.* Belmont, CA.

SOCIAL GROUP WORK

OBJECTIVES
The course will familiarize the students with the concept and methods of group work, its purpose, principles, group dynamics, group developmental stages and important elements of group dynamics like group structure, group members, and group leaders. It will also enable the students to practically observe the functioning of groups being administered for different age groups in different social welfare agencies during their field work.

CONTENTS
1. What is Group, Social Group and types of Social Groups
2. Definition, purpose and importance of Social Group Work
3. History of Social Group Work
4. Principles of Social Group Work
5. Group Work Process (Diagnosis treatment and evaluation plan in Social Group Work)
6. Planning Group Work
    a. Clarity of Purpose
    b. Available Resources: Human, Financial, Technical, Material etc.
    c. Selection of Specific Method of Social Group Work
    d. Selection of Physical Settings and Non-physical Setting
    e. Duration of the Group Work
    f. Types of Group Members: Homogenous & Heterogeneous Nature
    g. Mechanism for Evaluation of Group Performance
7. Recording in Group Work
8. Leadership in Social Group Work
9. Group Development Stages and role of Social Group Worker (Forming, Storming, Norming, Performing and Adjourning)

10. Role of Social Group Worker in prevention, habilitation and rehabilitation
11. Social Group Work Services with deprived persons
12. Issues and trends in Social Group Work in Pakistan.

RECOMMENDED READINGS

1. Alissi, A. S. (2008). *Perspectives on Social Group Work Practice.* Simon and Schuster.
2. Cohen, C. S. (2009). *Strength and diversity in social work with groups.* New York: Routledge.
3. Garvin, C. D. & Guti, L. M. (2004). *Handbook of social work with groups.* New York : The Guilford Press .
4. Gitterman, A. (2009). *Encyclopedia of social work with groups.* London: Routledge.
5. Glisson, C. A., Dulmus, C. N. & Sowers, K. M. (2012)*. Social work practice with groups, communities, and organizations.* New Jersey: Wiley.
6. Jaques, D. & Salmon, G. (2007). *Learning in Groups.* USA. Routledge.
7. Lindsay, T. & Orton, S. (2011). *Groupwork Practice in Social Work.* London: Sage.
8. Malekoff, A. (2004). *Group Work with Adolescents: principles and practice.* Spring Street, New York.
9. Mark Doel. (2006). Using Group Work. USA and Uk. Routledge.
10. Sullivan, N., Mitchell, L., Goodman, D., Lang, N. C. & Mesbur, E. S. (2003). *Social Work with Groups: Social Justice through Personal, Community, and Societal Change.* Binghamton. The Haworth Press.
11. Zastrow, C. (2006). *Social Work with Groups: Comprehensive Workbook.* Cengage.

COMMUNITY ORGANIZATION AND DEVELOPMENT

OBJECTIVES

This course helps students to understand about community, types of community, concept of community organization and community development. It also enables students to learn about objectives, principles, approaches and history of community development.

CONTENTS
1. Community
   a. Definitions and explanation of community
   b. Essentials, elements, and profile of community
   c. Types of community
2. Community organization
   a. Definitions and purpose

b. Types of community organization
3. Community Mobilization
    a. Mobilization Process
    b. Role of Social Mobilizer
    c. Barriers to Community Mobilization
4. Community Development
    a. Definitions, objectives and explanation of Community Development
    b. History of Community Development
5. Principles of Community Development
6. Process of Community Development
7. Approaches/models/techniques of Community Development
8. Dimensions of Community Development
9. Community Development Programs in Pakistan
    a. Government sponsored Program
    b. Non-government sponsored Program
    c. Local Government
10. Present institutional framework of Community Development in Pakistan
11. Role of Social Worker in Community Development

RECOMMENDED READINGS
1. Chaudhry, Muhammad. I. (2000). *Pakistani Society*. Kifayat Academy, Karachi.
2. Craig, G., Mayo, M., Popple, K., Shaw, M. & Taylor, M. (2011). *The Community Development Reader: History, Themes and Issues*. Bristol: Policy Press.
3. Dunham, A. (1958). *Community Welfare Organization Principles & Techniques*. New York: Crowell Company.
4. Gilchrist, A. & Taylor, M. (2011). *The Short Guide to Community Development*. Bristol: Policy Press.
5. Gilchrist, A. (2009). *The Well-connected Community: A Networking Approach to Community Development*. Policy Press.
6. Glisson, C. A., Dulmus, C. N. & Sowers, K. M. (2012). *Social work practice with groups, communities, and organizations*. New Jersey: Wiley.
7. Kenny, S. (2007). *Developing communities for the future*. Melbourne: Thomson.
8. Khalid, Muhammad. (2004). *Social Work Theory & Practice*. Kifayat Academy, Karachi.
9. Ledwith, M. (2011). *Community Development: A Critical Approach*. Bristol: Policy Press.
10. Ledwith, M. (2015). *Community Development in Action*. Bristol: Policy Press.
11. Pawar, M. S. (2009). *Community Development in Asia and the Pacific*. London: Routledge.

12. Pitchford, M. & Henderson, P. (2008). *Making Spaces for Community Development.* Bristol: Policy Press.
13. Rafiq, S. Z. (2006). *Community Development: Concepts and Practices.* Peshawar: Saif Printing Press.
14. Rafiq, S. Z. (2000). *Community Development: Principles & Techniques.* Peshawar: Saif Printing Press.
15. Rai, D. P., Duggal, I. & Singh, Y. K. (2007). *Community development.* New Dehli: Shree Publishing.
16. Ranjha, A. N. (2013). *Working Practices, Problems and Needs of Community Development Projects in Punjab Province, Pakistan (PhD Thesis).* Dundee: University of Dundee.
17. Sherraden, M. S. (2014). *Community Economic Development and Social Work.* New York: The Haworth Press.

SOCIAL RESEARCH

OBJECTIVES
This course will help students to understand research, types of research, its importance and steps involved in research process. It will also enable students to know about research design, universe, sampling, tool of data collection, data collection, data analysis and report writing. This course will enable them to develop skills in the practice of researches.

CONTENTS
1. Introduction
    a. Definition and meaning of research
    b. Types of research
    c. Significance of research
    d. Theory and Research
    e. Qualitative and Quantitative research
2. Basic Steps in research process
    a. Formulation of a research problem
    b. Review of literature
    c. Formulation of Hypothesis
    d. Research design
    e. Data Collection
    f. Data analysis
    g. Report writing
3. Universe /Population in Research
    a. Definition and meaning
    b. Importance of universe in research
4. Sampling

      a.   Definition and meaning of sampling
      b.   Importance of sampling in research
      c.   Probability sampling and its types
      d.   Non-probability sampling and its types
5.   Tools of Data Collection
      a.   Questionnaire
      b.   Interview schedule
      c.   Focus Group Discussion
      d.   Observations
6.   Ethics in Social Research
7.   Problems/Limitations faced by researcher in the field & its solution
8.   Qualities of a good researcher
9.   Research report formulation
      a.   Format of research report
      b.   Essentials of a good research report
      c.   Referencing styles
      d.   Bibliography

RECOMMENDED READINGS

1.   Anastas, J. W. (2013). *Research Design for Social Work and Human Services*. Columbia University Press.
2.   Blaikie, N. (2009). *Designing Social Research.* Cambridge: Polity Press.
3.   Brian, C. (2006). *Applying Research in Social Work Practice.* UK: McGraw-Hill Education.
4.   Creswell, J. W. (2013). *Research Design: Qualitative, Quantitative and Mixed Methods Approach*. London: Sage Publications.
5.   Drake, B. & Jonson-Reid, M. (2007). *Social work research methods: From conceptualization to dissemination*. Boston: Allyn and Bacon.
6.   Grinnell, R. M. & Unrau, Y. A. (2010). *Social Work Research and Evaluation: Foundations of Evidence-Based Practice.* USA: Oxford University Press.
7.   Kumar, A. (2011). *Quantitative Research Method in Social Work.* Anmol Publications Pvt Ltd.
8.   Morri, T. (2006). *Social Work Research Method.* London: Sage Publications.
9.   Neuman, W. L. & Kreuger, L. (2003). *Social Work Research Methods: Qualitative and Quantitative Approaches*. Boston: Pearson, Allyn, and Bacon.
10. Pyrczak, F., Bruce, R. R. (2003). *Writing Empirical Research Reports.* Pyrczak Publications.

11. Rubin, A. & Babbie, E. (2009). *Essential research methods for social work*. Belmont, CA: Thomson Brooks Cole.
12. Rubin, A. & Babbie, E. (2010). *Research Methods for Social Work*. Belmont, CA: Thomson Brooks Cole.
13. Teddlie, C. & Tashakkori, A. (2009). *Foundations of Mixed Methods Research: Integrating Quantitative and Qualitative Approaches in the Social and Behavioral Sciences*. London: Sage Publication.
14. Thyer, B. (2009). *The Handbook of Social Work Research Methods*. Thousand Oaks, CA: Sage.
15. Yegidis, B. L., Weinbach, R. W. & Myers, L. L. (2012). *Research methods for social workers*. Boston: Allyn and Bacon.

SOCIAL WELFARE ADMINISTRATION

OBJECTIVES
To help students understand basic concepts and principles of social welfare administration, introduce them with administrative structures and functions of a social services unit and map out Pakistan's social welfare administration.

CONTENTS
1. Definition and historical perspective of Social Welfare Administration
2. Principles of Social Welfare Administration
   a. Needs and vulnerability
   b. Risk and insecurity
   c. Social investment
   d. Social justice
   e. Social inclusion
3. Social Welfare Administrative structure for provision of social services
   a. The public sector
   b. The private sector (for profit, not for profit/voluntary)
   c. The informal sector (mutual aid)
4. Components of social administrative structure
   a. Organization
   b. Personnel
   c. Program
   d. Finance
   e. Management
5. Functions of Social Welfare Administration
   a. Planning
   b. Organizing
   c. Staffing
   d. Directing

e.   Co-ordinating
f.   Reporting
g.   Budgeting
6.   Role of Social Welfare Officer/Administrator

RECOMMENDED READINGS

1.   Abbas, R. (1969). *Social welfare administration in Pakistan*. Lahore: Alhamra Academy.
2.   Johri, P. K. (2007). *Social Administration*. India: Anmol Publication Pvt Ltd.
3.   Khalid, Muhammad. (2014). *Social Work Theory and Practice.* Karachi: Kifayat Academy.
4.   Khan, A. A. (2011). *Social Work Administration and Development*. India: Anmol Publication Pvt Ltd.
5.   Lohmann, R. A. & Lohmann, N. (2013). *Social Administration*. Columbia University Press.
6.   Mathew, A. (2005). *Role of Pachayats in Welfare Administration: A Study with Special Reference to Centrally Sponsored Schemes*. India: Gyan Publishing House.
7.   Murugan, S. (2013). *Social Welfare Administration. Coimbatore*. Coimbatore: Department of Social Work.
8.   Oxford University Press (2010). *Management and Administration in Social Work: Oxford Bibliographies Online Research Guide*. Oxford University Press.
9.   Prakash, A. (2013). *Social Welfare & Administration*. Jaipur: RBSA publishers.
10.   Skidmore, R. A. (1995). *Social Work Administration: Dynamic Management and Human Relationships*. Needham Heights, MA: Allyn and Bacon.
11.   Weinbach, R. W. & Taylor, L. M. (2014). *The Social Worker as Manager: A Practical Guide to Success.* Boston, MA: Pearson Education, Inc.

SOCIAL ACTION

OBJECTIVES
The Course is designed to highlight the importance of Social Action in attaining stability, empowerment and for promotion of social development in the society. The course aims to promote the students' academic and professional skills in Social Action as significant secondary method of Social work. It will also help the students to understand the roles and functions of Social Action in forming the basis for existence and functioning of social welfare institutions.

CONTENTS
1. Definition, Meaning and objectives of Social Action
2. Origin of Social Action as method of Social work
3. Need and importance of Social Action
4. Elements of Social action
    a. Consciousness
    b. Democratic working
    c. Democratic leadership
    d. Co-ordination/collaboration
5. Principles of Social Action
6. Process of Social Action
7. Application of Social action in Basic Methods
8. Strategies of Social Action

    a. Public opinion
    b. Social advocacy
    c. Confrontation, Bargaining and Mobilization
    d. Affirmative and non-affirmative activities
9. Social Action at State level
10. Social Action at NGO's level
11. Trends and issues in Social Action in Pakistan
12. Challenges for Social Action in Pakistan

RECOMMENDED READINGS
1. Abbott, C. & Taylor, P. (2013). *Action Learning in Social Work*. London: Sage Publication.
2. Atkinson, J. M. & Heritage, J. (1984). *Structures of Social Action*. New York: Cambridge University Press.
3. Donnison. D. V. (1965). *Social Policy and Administration*: London Allen & Unwin.
4. Gandhi, P. K. (1985). Social Action Through Law: Partnership for Social Justice. New Dehli: Concept Publication Company.
5. Martin, J. L. (2011). *The Explanation of Social Action*. New York: Oxford University Press.
6. Murugan, S. (2013). *Community Organization and Social Action*. Coimbatore: Department of Social Work.
7. Newcom, F. A. & Sachs, J. (2013). *Clinical Work and Social Action: An Integrative Approach*. New York: The Haworth Press.
8. Prasad, A. (2005). *Social Welfare and Social Action*. New Dehli. Mittal Publication.

9. Safdar, S. (2008). *Introduction to Social Work*. Peshawar: Saif Printing Press.
10. Siddiqui, H. Y. (1984). *Social Work and Social Action*: A Developmental Perspective. Harnam Publications.
11. Vinik, A. & Levin, M. (2012). *Social Action in Group Work*. London: Routledge.

SOCIAL GERONTOLOGY

OBJECTIVES
The course will provide a comprehensive view of aging to the students and enable them to identify emerging issues related to old age. This will also familiarize the students about the welfare services for elderly in Pakistan.

CONTENTS
1. Meaning, definition and importance of Social Gerontology
2. Aging and Culture
3. Islamic concept of Aging and Aged
4. Theories of Aging
5. Social Problems of Aging and the Aged
    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).
6. Legislation and Social Welfare Services for Aging and the Aged in Pakistan
    a. Government level
    b. Non-government level
7. Societies/Organizations for the Aging and the Aged
8. Role of Senior Citizens in development of family, community and society at large
9. Role of Professional Social Worker in Preventive, Curative and Rehabilitative services for Aging and the Aged

RECOMMENDED READINGS
1. Brearley, C. P. (1980). Social *Work, Ageing and Society*. London: Routledge & Kegan Paul.
2. Decker, D. L. (1980). *Social Gerontology; an Introduction to the Dynamics of Aging.* Boston: Little Brown.
3. Formosa, M. & Higgs, P. (2015). *Social Class in Later Life: Power, Identity and Lifestyle.* Bristol: Policy Press.

4.   Hamilton, I. S. (2000). *The Psychology of Ageing: An Introduction*. London: Jessica Kingsley Publishers.
5.   Hooyman, N. & Kiyak, H. A. (2007). *Social Gerontology; A Multidisciplinary Perspective.* Boston: Allyn and Bacon.
6.   Hooyman, N. R., Kawamoto, K. & Kiyak, H. A. (2014). *Aging Matters: An Introduction to Social Gerontology.* New York: Pearson Education.
7.   Khalid, Muhamma (2014). *Social Work Theory and Practice*. Karachi: Kifayat Academy.
8.   Quadgno, J. (2007). *Aging and the Life Course: An Introduction to Social Gerontology.* New York: McGraw-Hill.
9.   Stuart-Hamilton, I. (2011). *An Introduction to Gerontology*. New York: Cambridge University Press.
10.   Wilmoth, J. M. & Ferraro, K. F. (2007). *Gerontology. Perspectives and Issues*. New York: Springer Publishing Company.

CRIMINOLOGY

OBJECTIVES
This course helps students develop understanding of the dynamics, origins and causes of crime. It imparts knowledge about the increasing incidence of crime within the context of our socio-economic and cultural environment. It also assists students in their understanding of the criminal justice system and of its various components and their functions.

CONTENTS
1.   Definition and meaning of Crime
2.   Causes of crime
3.   Types of crime
4.   Definition and meaning of criminal/offender
5.   Situational analysis of crime in Pakistan
6.   Theories of criminal behavior
      a.   Biological theories of crime (Lombrosian Theory)
      b.   Social Structure theories (Social Disorganization, Strain Theory)
      c.   Social process theories (Differential Association Theory, Labeling Theory)
7.   Theories of Punishment
      a.   Defining punishment
      b.   Theories of punishment (Retribution, Deterrence, Incapacitation, Rehabilitation)
      c.   Islamic perspective on punishment
8.   The Criminal Justice System
      a.   Importance of criminal justice system

b.   The functions of criminal justice system
c.   Components of criminal justice system
9.   The Police Force
a.   Background of Police in Pakistan
b.   Laws governing Police Force
c.   Problems with Police Force
10.   The Judicial System
a.   Structure and Functions
b.   Issues with Judiciary in Pakistan
11.   The Prison System
a.   Background of Prisons
b.   The Prison System of Pakistan
c.   Problems with the Prison System in Pakistan
12.   The Probation System
a.   Background of the Concept of Probation
b.   Development of Probation in Pakistan
c.   Problems confronting Probation System in Pakistan
13.   The Parole System
a.   Background of the Concept of Parole
b.   Development of Parole in Pakistan
c.   Main Problems with Parole System in Pakistan

RECOMMENDED READINGS

1.   Abdullah, O. N. (1982). *Encyclopedia of Seerah.* Lahore: Pak. Book Corporation Aziz Chambers.
2.   Brownlee, I. (1998) *Community Punishment: A Critical Introduction.* New York: Longman.
3.   Cavadino, M. & Dignan, J. (2002). *The Penal System: An introduction.* London: Sage Publications.
4.   Choudhary, I. (1984) *Pakistani Society* Lahore: Aziz Publishers.
5.   Crow, I. (2001). *The Treatment and Rehabilitation of Offenders:* London: Sage Publications.
6.   Duff, A. & Duff, R. A. (2003). *Punishment, Communication, and Community.* New York: Oxford University Press.
7.   Duff, R. A. & Garland, D. (1994). *A Reader on Punishment.* Oxford: Oxford University Press.
8.   Garland, D. (1990) *Punishment and Modern Society: A Study in Social Theory.* Oxford: Clarendon Press.
9.   Hudson, A. B. (1996). *Understanding Justice: An Introduction to Ideas, Perspectives and Controversies in Modern Penal History.* Buckingham: Open University Press.
10.   Jillani, A. (1999). *Cries Unheard; Juvenile Justice in Pakistan.* Islamabad: Society for the Protection of the Rights of the Child.
11.   Lilly, J. R., Cullen, F. T. & Ball, R. A. (2007). *Criminological Theory: Context and Consequences.* London: Sage Publications.

FIELD WORK AND REPORT – I, II, III AND IV

The students of Social Work need to gain not only theoretical professional knowledge but also develop certain skills and attitudes appropriate to the practice of Social Work. Field work instruction is a basic medium through which the conceptual grasp of a student is strengthened and the skills and attitudes for the practice are developed. The minimum requirement for field work is 150-170 hours in one semester in any one of the social welfare agencies or community development settings. The students are placed in these agencies to work or they can be placed in group settings. Field Work credit hours will be included in workload of all faculty members supervising Field Work Practice.

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. Students are placed at different agencies with following learning objectives:

- To know about Historical background of agency/organization
- To learn about the Purpose, Mission, Vision, Main objectives and main areas of activities of agency/organization
- To learn the NGOs and CCBs registration process
- To study the socio-economic conditions and problems of individual, group and community under supervision of agency/organization
- To learn various functions and skills i.e. planning, organizing, motivation, mobilization, leading, coordination, controlling, decision making, evaluation, report writing and proposal writing etc. through conducting welfare- oriented activities with coordination of agency/organization

Areas of Interests for Students
Special Education
- Zakat and Usher (poverty alleviation)
- Medical Social Work
- Parole and Probation (Criminology)
- Forestry (Social Organizer/ATI, FC)
- Government Social Welfare Institutes
- Local Government
- Non-Governmental Organization (NGO)

- Psychiatric Social Work (Psychiatry)
- Drug Addicts Rehabilitation
- Child Welfare and Protection
- Any other

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

1.	Schedule	2 days a week/block placement
2.	Orientation	Visit to the agencies
3.	Reporting	Shall keep daily/reports/diaries and submit the final field work 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 student's 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.

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

RESEARCH PROJECT / THESIS

OBJECTIVES
To help postgraduate scholars to understand how social researchers investigate the social world and how they seek to gain systematic, reliable and valid knowledge of that world. Students will learn of the diversity of strategies and of general issues in the designed practice of survey, ethnographic, applied, pure and basic researches. This module will also help them understand the difference between surveys and researches, research methods and research methodology, qualitative and quantitative

researches etc. During this course, student or group of students conduct research on any social condition, area or issue under supervision of faculty member. Students learn following social research steps and essentials:

a. Research defined
b. Families of research; qualitative and Quantitative
c. The Research Cycle/ Process/ research methodology.
d. How to select and define research topic
e. Literature Review
f. Research Designing
g. Research Methods
h. Research techniques : tools of data collection
i. Sampling
j. Data Collection
k. Data Analysis
l. Results Presentation
m. Discussion
n. Report Writing
o. Bibliography and Referencing
p. Ethical Issues in research

ELECTIVE COURSES

FOUR COURSES ONE FROM EACH GROUP

A.   CASE WORK SPECIALIZATION   (GROUP I)

1.   Medical Social Work
2.   Psychiatric Social Work
3.   School Social Work
4.   Social Work with Special People
5.   Social Work and Correctional Services
6.   Drug Abuse Prevention
7.   Child Protection

MEDICAL SOCIAL WORK

OBJECTIVE
The course will orient the students with application of Social Work in medical setting.

CONTENTS
1.   Definition, meaning and scope of medical social work
2.   Historical perspective of Medical social work
3.   Development of Medical Social Work in Pakistan
4.   Bio-Psycho-Social Factors influencing health and disease
5.   Social services in medical settings, their nature and extent
      a.   Primary prevention: Awareness
      b.   Secondary prevention: Treatment
      c.   Tertiary prevention: Rehabilitation
6.   Major issues and trends in Medical Social work
7.   Medical Social Work settings
      a.   Drug Abuse Prevention Centers
      b.   Psychiatric Patients
      c.   Patients in wards: Drug banks and blood banks
8.   Role of professional social worker in medical settings

RECOMMENDED READINGS
1.   Bedar, J. (2013). *Hospital Social Work: The Interface of Medicine and Caring*. New York: Routledge.
2.   Carter, C. S. (2006). *Social work and women's health: Resources on health, empowerment, advocacy, and literacy (HEAL)*. Alexandria, VA: Council on Social Work Education.
3.   Davidson, K. (2014). *Social Work in Health Care: A Handbook for Practice*. New York: Routledge.

4. Dziegielewski, S. F. (2003). *The Changing Face of Health Care Social Work: Professional Practice in Managed Behavioral Health Care*. New York: Springer Publishing Company.
5. Gehlert, S., & Browne, T. (2011). *Handbook of health social work*. New Jersey: Wiley.
6. Ginsberg, L. H., Nackerud, L. G. & Larrison, C. R. (2004). *Human biology for social workers*. Boston: Allyn and Bacon.
7. Johnson, J. L. & Grant, G. (2005). Medical Social Work. Pearson/Allyn and Bacon.
8. Kerson, T. S., McCoyd, J. L. M. (2010). *Social work in health settings: practice in context*. New York: Routledge.
9. Metteri, A., Kroger, T. Pohjola, A. & Rauhala, P. (2013). *Social Work Approaches in Health and Mental Health from Around the Globe*. New York: Routledge.
10. Mishler, E. G. (1981). *Social Contexts of Health, Illness, and Patient Care*. New York: University of Cambridge.
11. Rehr, H. & Gary, R. (2012). *The Social Work-Medicine Relationship: 100 Years at Mount Sinai*. New York: Routledge.
12. Webb, J. (2002). *Medical Social Work: The Reference Book*. Canada: Trafford Publishing.

PSYCHIATRIC SOCIAL WORK

OBJECTIVES

This course will help the students to understand the importance Psychiatric Social Work and its implications as preventive and curative Program. It will 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. Along with this, it will develop and understanding of multi-disciplinary approach in psychiatric settings.

CONTENTS

1. Definition, meaning, and scope of Psychiatric Social Work.
2. Historical perspective of Psychiatric Social Work
3. History and Development of Psychiatric Social Work in Pakistan
4. Organization and Administration of Psychiatric Settings
5. Relationship of psychiatry and psychology with social work
6. Bio-Psycho-Social Factors of illness
7. Causative factors of psychiatric disorders
8. Social intervention approach to psychiatric patients
9. Definition, meaning and importance of mental health
10. Physiogeneric and psychogeneric components of mental health
11. Type of mental health disorders: Neurosis and Psychosis
12. Counseling in Psychiatric Social Work
13. Role and functions of Psychiatric Social Worker

RECOMMENDED READINGS

1. Ashdown, M. & Brown, S. C. (2013). *Social Service and Mental Health: An Essay on Psychiatric Social Workers*. New York: Routledge.
2. Bentley, K. J. (2004). *Psychiatric Medication Issues for Social Workers, Counselors, and Psychologists*. USA: Haworth Social Work Practice.
3. Brandell, J. R. (1997). *Theory and Practice in Clinical Social Work*. New York: Simon and Schuster.
4. Cowles, L. A. (2012). *Social Work in the Health Field: A Care Perspective*. New York: Routledge.
5. Lask, J. Lask, B. (1981). *Child Psychiatry and Social Work*. Tavistock.
6. Mason, T. (2007). *Forensic Psychiatry: Influences of Evil. New Jersey*: Springer Science & Business Media.
7. Pichot, P. (2013). Epidemiology and Community Psychiatry. Vienna: Springer Science & Business Media.
8. Solomon, M. H., Reinherz, H. Z. & Gussman, J. B. (2004). *Carrying a Banner for Psychiatric Social Work: Essays, Perspectives, and Maida Herman Solomon's Oral Memoir.* New York: Old Heidelberg Press.
9. Tan, H. T., Rowlands, A. & Yuen, F. K. O. (2013). *Asian Tsunami and Social Work Practice: Recovery and Rebuilding*. New York: Routledge.
10. Timms, N. (2013). *Psychiatric Social Work in Great Britain*. New York: Routledge.

SCHOOL SOCIAL WORK

OBJECTIVES

The course aims to impart knowledge to the students about the importance of school social work as an inter-professional approach and its significance in dealing with the problems of the students in education. Students learn the role of School as an agency outside home, its role in personality development and socialization.

CONTENTS

1. Definition, meaning and scope of School Social Work
2. Historical perspective of School Social Work
3. Theories Related to Human Behavior in Social Work
    a. Cognitive theory
    b. Ego-psychology theory
    c. Learning theory
4. Factors affecting Learning
    a. Biological factors
    b. Social factors

c. Economic factors
d. Psychological factors
5. Causes and remedial measures of learning disability
6. Guidance and Counseling with children in schools
7. Importance of Parent Teacher Associations in learning
8. Social Case Work and Social Group Work in school settings
9. Importance of students' case records
10. Trends, Issues & Need of School Social Work in Pakistan
11. Role of Social worker in solving Psycho-social and economic problems of the students

RECOMMENDED READINGS

1. Allen-Meares, P. (2015). *Social work services in schools.* New York: Pearson, Allyn, and Bacon.
2. Chavkin, N. F. (1993). *The use of research in social work practice: A case example from school social work.* Westport, CT: Praeger.
3. Constable, R. T., McDonald, S. & Flynn, J.P. (2002). *School Social Work: Practice, Policy, and Research Perspectives.* Chicago: Lyceum Books.
4. Ehly, S., Ehly, S. W. & Dustin, E. R. (1989). *Individual and Group Counseling Schools.* New York: Guilford Press.
5. Franklin, C., Mary, B. H. & Paula, A. (2006). *The school services source book: A guide for school-based professionals.* New York: Oxford University Press.
6. Kelly, M. S. (2008). *The domains and demands of school social work practice: A guide to working effectively with students, families, and schools.* New York: Oxford University Press.
7. Kelly, M. S., Raines, J. C., Stone, S. & Frey, A. (2010). *School Social Work: An Evidence-Informed Framework for Practice.* New York: Oxford University Press.
8. Massat, C. R. (2009). *School Social Work: Practice, Policy, and Research.* Chicago: Lyceum Books.
9. Openshaw, L. (2008). *Social work in schools: Principles and practice.* New York: Guilford Press.
10. Sabatino, C. A. (2014). *Consultation Theory and Practice: A Handbook for School Social Workers.* New York: Oxford University Press.
11. School Social Work association of America (2000): *Teaching school social work: model course outlines and resources.* USA: Council on Social Work Education.

12. Sink, C. A. Edwards, C. & Eppler, C. (2011). *School Based Group Counseling*. Belmont: Cengage Learning.

SOCIAL WORK WITH SPECIAL PEOPLE

OBJECTIVES
The course has been designed to introduce special children, their learning requisites and ways of meeting these requirements in the field of special education. The emphasis is laid on providing basic conceptual frame work of special education as discipline, its program and services for physically and mentally disabled persons. Moreover, the aim of the course is to sensitize and orient the scholars towards specialized area/field of social work in rehabilitation and welfare of special persons.

CONTENTS
1. Definition and meaning of disability
2. Types of disabilities
   a. Physical disability
   b. Mental disability
   c. Social disability
   d. Visual disability
   e. Hearing Impairment
3. Historical perspective and concepts of :
   a. Special Education
   b. Integrated Education
4. Welfare and rehabilitation of disable persons
5. Policies for disabled in Pakistan
6. Programs and services for special persons
7. Role of professional social workers in the institutions of special persons

RECOMMENDED READINGS
1. Adams, R. (2002). *Social Policy for Social Work*. New York: Palgrave Macmillan.
2. Adams, R., Dominelli, L. & Payne, M. (2009). *Critical Practice in Social Work*. New York: Palgrave Macmillan.
3. Burke, P. & Parker, J. (2007). *Social Work and Disadvantage: Addressing the Roots of Stigma Through association*. London: Jessica Kingsley Publishers.
4. Cree, V. & Myers, S. (2008). *Social work: Making a difference*. Bristol: Policy Press.
5. Dominelli, L. (2009). *Introducing Social Work*. Cambridge: Polity.
6. Middleton, L. (1995). *Making Difference: Social Work with Disabled Children.* Venture Press.
7. Oliver, M. (1993). *Social Work: Disabled People and Disabling Environments*. Kingsley.

8. Oliver, M., Sapey, B. & Thomas, P. (2012). *Social Work with Disabled People*. Palgrave Macmillan.
9. Rothman, J. C. (2003). *Social Work Across Disability*. New York: Allyn and Bacon.
10. Teater, B. (2014). *Contemporary Social Work Practice*. Berkshire: McGraw-Hill Education.

SOCIAL WORK AND CORRECTIONAL SERVICES

OBJECTIVES
To help students understand the dynamics, origin and causes of social deviance, and the consequent action of the society to safe guard the interest of the society at large.

CONTENTS
1. Definition, meaning and concept of social defense and correctional services.
2. The concept of rehabilitation of offenders.
3. Elements of Criminology : The Crime, The Courts and Penology
4. History and development of Correctional services and institutions
5. The concept of the Prisoners welfare.
6. Theories of Correction and Rehabilitation of the offenders
7. Retribution, Deterrence, Reformation and social solidarity.
8. Patrol
9. Probation
10. Parole and Probation in Europe with special reference to UK
11. Parole and Probation in Pakistan
12. Structure and Functions of the Correctional services in Pakistan.
13. Juvenile Justice system

RECOMMENDED READINGS
1. Ax, R. K. & Fagan, T. J. (2007). *Corrections, Mental Health, and Social Policy*: International Perspectives. Springfield: Charles C Thomas Pulisher.
2. Cree, V. E. (2012). *Sociology for Social Workers and Probation Officers*. New York: Routledge.
3. Kumar, H. (2005). *Social Work and Developmental Issues*. Dehli: Aakar Books.
4. Lundy, C. (2004). Social Work and Social Justice: *A Structural Approach to Practice*. Toronto: University of Toronto Press.
5. Manaworker, M. B. (2006). *Prison Management: Problems and Solutions.* Dehli: Gyan Publishing House.
6. Mashabela, M. P. (2002). *Social Work Roles in Correctional Services*. Johannesburg: Rand Afrikaans University.

7. Mclvor, G. & Raynor, P. (2007). *Developments in Social Work with Offenders.* London: Jessica Kingsley Publishers.
8. Patterson, G. T. (2013). *Social Work Practice in the Criminal Justice System.* New York: Routledge.
9. Roberts, A. R. & Springer, D. W. (2007). *Social Work in Juvenile and Criminal Justice Settings.* Springfield: Charles C Thomas Publisher.
10. United Nations (1972). *A Policy Approach to Planning Social Defense.*
11. Zastow, C. (2009). *Introduction to Social Work and Social Welfare: Empowering People.* Belmont: Cengage Learning.

DRUG ABUSE PREVENTION

OBJECTIVES

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

CONTENTS
1. Definition and meaning of drugs, Drug Abuse and drug addiction
2. Historical perspective of Drug Abuse in Pakistan
3. Elements of Drug Abuse
   a. Production
   b. Processing
   c. Peddling
   d. Provision
   e. Consuming
4. Causes of Drug Abuse
5. Symptoms of Drug Abuse
6. Affects of Drug Abuse on mental health
7. Drug Abuse and its consequences on family and community at large
8. Detoxification of Drug dependents
9. Social Case Work, Group Work and Community Development in prevention and treatment of drug dependency
10. Legislation to control Drug Abuse in Pakistan
11. Government Programs for control of Drug Abuse
12. Role of social worker in Drug Abuse prevention

RECOMMENDED READINGS
1. Asad, A. & Robert, H. (2003). *The Politics & Economics of Drug Production on the Pakistan – Afghanistan Boarder.* Aldershot, Hampshire: Ashgate.

2. Asad, A. (2000). *Opium and Heroin Production in Pakistan* (Ph.D thesis). Hull: University of Hull.
3. Csiernik, R. & Rowe, W. S. (2010). *Responding to the Oppression of Addiction: Canadian Social Work Perspectives.* Toronto: Canadian Scholars' Press.
4. Dulmus, C. N. & Sowers, K. M. (2012). *Social Work Fields of Practice: Historical Trends, Professional Issues, and Future Opportunities.* New Jersey: John Wiley & Sons.
5. Segal, E., Gerdes, K. & Steiner, S. (2009). *An Introduction to the Profession of Social Work: Becoming a Change Agent.* Belmont: Cengage Learning.
6. Sloboda, Z. & Bukoski, W. J. (2003). *Handbook of Drug Abuse Prevention.* New York: Springer Science & Business Media.
7. Straussner, S. L. A. & Harrison, L. (2014). *International Aspects of Social Work Practice in the Addiction.* New York: Routledge.
8. Sussman, S. & Ames, S. L. (2008). Drug Abuse: Concepts, Prevention, and Cessation. Cambridge: Cambridge University Press.
9. Vaughn, M. G. & Perron, B. E. (2012). Social Work Practice in the Addictions. New York: Springer Science & Business Media.
10. Wilson, R. & Kolander, C. (2011). *Drug Abuse Prevention.* Sudbury: Jones & Barlett Learning.

CHILD PROTECTION

OBJECTIVES
The course acquaints students with the concept of child protection in its historical background and within the contemporary approaches and debates, with a special reference to Pakistan. It also provides students with an opportunity to familiarize themselves with the role of various stakeholders including family and social workers.

CONTENTS
1. Basics of Child Protection
   a. Definition of a Child according to Domestic Law and International Treaties
   b. Definition of key concepts including child protection, abuse, neglect and exploitation
   c. Complex nature of child protection involving social, psychological, medical, legal and moral issues
2. Historical background
   a. From the American Society for the Prevention of Cruelty to Animals & Merry Allen, to New York Society for the Prevention of Cruelty to Children

b.   Social Work and Child Protection comes together in the early 20th Century United Kingdom

c.   Child protection in the developing countries of the Global South

3.   Theoretical and Practice Approaches to Child Protection

    a.   Child saving

    b.   Origin of child-saving movement & its philosophy

    c.   Child rescue, rehabilitation issues

    d.   Child Welfare

        i.   Definition, Aims and Objectives of Child Welfare

        ii.   Historical development of Child Welfare Services

        iii.   Child Welfare Services, their Organization and Functioning

    e.   Battered child syndrome

    f.   Dr. Henry Kempe and colleagues & discovery of battered babies

    g.   Medicalisation of child protection

    h.   Developing child (Developmental Psychology)

    i.   'Stages of development' theories in Psychology and their influence on child protection interventions

    j.   Child Rights & children's right to protection

        i.   Definition of Child Rights

        ii.   Nature, Objectives, Need and Importance of Child Rights

        iii.   UNCRC an Overview of the Convention

4.   Pakistani Laws, Policies and Initiatives related to Child's Protection

    a.   Legislation regarding Child Protection in Provinces

        i.   Khyber Pakhtunkhwa Child Protection and Welfare Act in 2010

        ii.   Sindh Child Protection Authority Act 2011

        iii.   Punjab Destitute and Neglected Children Act (promulgated in 2004, and revised in 2007, again under revision)

        iv.   Balochistan Child Welfare and Protection Bill

    b.   UNICEF

    c.   Child Protection Commissions/Bureaus/Authority in provinces

5.   Current Issues

    a.   Violence Against Children

    b.   Abuse & neglect

    c.   Child Trafficking

     d.   Drug Abuse among Children
6.   Roles and Responsibilities
    i.   Roles and Responsibilities of Different Stake Holders e.g.
    ii.   Family
    iii.   Community
    iv.   State, i.e., Social Worker as Child Protection Worker in Social Welfare/Child Protection agencies
    v.   Roles of NGOs, INGOs and other Civil Society Organizations in promoting the protection of children.

RECOMMENDED READINGS

1.   Freeman, M. and Veerman, P. (1992). *The Ideologies of Children's Rights*. Dordrecht: Martinus Nijhoff.
2.   Jabeen, T. (2012). Child protection, children's right to protection and the United Nations Convention on the Rights of the Child, *Law & Socie*ty, 42(59&60), pp. 7-18.
3.   Jabeen, T. (2013). A history of contemporary child protection in the global South (with a special focus on South Asia and Pakistan)'. *Journal of the Research Society of Pakistan.* http://pu.edu.pk/images/journal/history/PDF-FILES/ARTICLE%206%20TAHIRA%20138-159_v50_no2_2013.pdf
4.   Jabeen, T. (2013). Pakistan's child protection legislative and policy frameworks: a critical review'. *Pakistan Journal of Criminology*, 5(2), pp159-180.
5.   Jabeen, T. (2014). Child protection data: an analysis of newspapers coverage of child protection issues in Pakistan', *South Asian Studies.* http://pu.edu.pk/images/journal/csas/PDF/9%20Dr.%20Tahira_29_1.pdf.
6.   James, A. and Prout, A. (1990). *Constructing and Reconstructing Childhood: New Directions in the Sociology of Childhood*. London: The Falmer Press.
7.   James, A., Jenks, C. and Prout, A. (1998). *Theorizing Childhood*. Cambridge: Polity Press.
8.   Khan, A., Sayeed, A., Haider, F. & Kamran, S. (2013). *Child Protection System Mapping and Assessment*. Karachi: Collective for Social Science Research.
9.   Lonne, B., Parton, N., Thomson, J. & Harries, M. (2009). *Reforming child protection*. Oxon: Routledge.

10. McMillan, N. (2013). *Assessment of Child Protection Units (Pakistan)*. Unpublished report. Islamabad: UNICEF.
11. Pakistan National Commission for Child Welfare and Development (2008). *Pakistan's Consolidated Third and Fourth Periodic Report* to the *UN Committee on the Rights of the Child on the Implementation of the Convention on the Rights of the Child*. Islamabad: NCCWD.
12. Punjab Child Protection & Welfare Bureau (2008). *CPWB Working*. Lahore: Punjab Child Protection & Welfare Bureau.
13. Scott, D. & Swain, S. (2002). *Confronting Cruelty: Historical Perspectives on Child Abuse*. Melbourne University Press.
14. Van Buren, G. (1998). *Childhood Abused: protecting Children Against Torture, Cruel, Inhuman and Degrading treatment and Punishment*. Ashgate-Dartmouth, Aldershot.
15. Weiner, M. & Noman, O. (1995)*. The Child and the State in India and Pakistan: Child labor and Education policies in comparative perspective*, Karachi: Oxford University Press.
16. Whalley, M. (2004). *Involving Parents in Their Children's Learning*. London: Sage.

B. GROUP WORK SPECIALIZATION (GROUP II)

 I. Youth Welfare
II. Social Work With Families

YOUTH WELFARE

OBJECTIVES
To help students understand the concepts of youth, youth welfare, youth development, and to enhance their historical and theoretical understanding of issues related to young people. Further, to orient students with the professional social work with youth.

CONTENTS
1. Definitions of Youth, Youth Welfare, Youth Development and Youth Work
2. Historical perspective of Youth Welfare
3. Youth Theories
    a. Resilience
    b. Positive Youth Development based on Ecological Theory
    c. Leadership Theories
4. Social Work practice with youth

a. Interpersonal and helping skills
b. Organizing groups around youth participation
c. Youth leadership and management in community services
5. Youth and Family & Community
a. Interrelationship of youth and family & community
b. Support factors
c. Risk factors
6. Youth issues in Pakistan
a. Health (Physical fitness, Addiction, HIV/AIDS, STDs)
b. Education (post secondary education, vocational training)
c. Recreation (positive recreation, opportunities, facilities)
d. Employability
e. Civic engagement
7. Behavioral Therapy
8. Role of professional social worker for Youth Welfare

RECOMMENDED READINGS
1. Buchroth, I. & Parkin, C. (2010). *Using Theory in Youth and Community*. London: Sage.
2. Cheon, J. W. (2008). *Positive Youth Development and Youth-professional Relationships: Exploring the Nature of Strengths-based Practices with Children and Youth from Professionals' Perspectives*. Ann Arbor: ProQuest.
3. Davies, B. & Batsleer, J. R. (2010). *What is youth work?* Exeter: Learning Matters. A helpful exploration of the nature of youth work.
4. Gilchrist, R. Jeffs, T. and Spence, J. (2003). *Architects of Change: Studies in the History of Community and Youth Work.* Leicester: The National Youth Agency.
5. Gilchrist, R., Hodgson, T.; Jeffs, T., Spence, J., Stanton, N. and Walker, J. (2011). *Reflecting on the Past. Essays in the history of youth and community work.* Lyme Regis: Russell House Publishing.
6. Gilchrist, R., Jeffs, T. and Spence, J. (2001). *Essays in the History of Community and Youth Work.* Leicester: Youth Work Press.
7. Gilchrist, R., Jeffs, T. and Spence, J. (2006). *Drawing on the Past: Studies in the History of Community and Youth Work.* Leicester: The National Youth Agency.
8. Gilchrist, R., Jeffs, T., Spence, J. and Walker, J. (2009). *Essays in the History of Youth and Community Work: Discovering the past.* Lyne Regis: Russell House Publishing.
9. Jeffs, T. and Smith, M. K. (2010). *Youth work practice*. Basingstoke: Palgrave Macmillan.
10. Nicholls, D. (1997). *An Outline History of Youth and Community Work and the Union 1834 – 1997.* Birmingham, Pepar Publications.

11. Nicholls, D. (2012). *For Youth Workers and Youth Work: Speaking Out for a Better Future.* Bristol: Policy Press.
12. Rogers, A. and Smith, M. K. (2011). *Journeying Together: Growing Youth Work and Youth Workers in Local Communities.* Lyme Regis: Russell House.
13. Ungar, M. (2004). *Nurturing hidden resilience in troubled youth.* Toronto: University. of Toronto Press.

SOCIAL WORK WITH FAMILIES

OBJECTIVES

This course will acquaint the students with issues concerning family and' child welfare with particular reference to conditions prevalent locally. It will also help them to understand the nature and intensity of problems. It will also highlight the role of the social workers to alleviate the problems of family and children.

CONTENTS
1. Definition, meaning and importance of family
2. Formation of family: Endogamy and Exogamy
3. Types of Family
    a. Nuclear Family
    b. Joint Family
    c. Extended Family
4. Sociological significance of family in personality development of child
5. Parenthood and the role of parents in family
6. Family relationship and emotional development of member
7. Broken families: its definition, meaning and its impact on children
8. Factors influencing personality of children in broken families
9. Family welfare institutions in Pakistan
10. Role of a professional social worker in family welfare

RECOMMENDED READINGS
1. Altstein, H & McRoy, R. G. (2000). *Does Family Preservation Serve a Child's Best Interests?* Washington D C. Georgetown University Press.
2. Cameron, G. & Freymond, N. (2006). *Towards Positive Systems of Child and Family welfare: International Comparisons of Child Protection, Family Service, and Community Caring Systems.* Toronto: University of Toronto.
3. Cheal, D. (2008). *Families in Today's World: A Comparative Approach.* New York: Routledge.
4. Connolly, M. & Morris, K. (2011). *Understanding Child and family*

Welfare: Statuory Responses to Children at Risk. New York: Palgrave Macmillan.

5. Green, D. R. & Owens, A. (2004). *Family Welfare: Gender, Poverty, and Inheritance since the Seventeenth Century: Gender, Property, and Inheritance since the Seventeenth Century*. Westport: ABC-CLIO.

6. Jensen, A & McKee, L. (2003). Children and the Changing Family: Between Transformation and Negotiation. Psychology Press.

7. Khalid, Muhammad (2014). *Social Work: Theory and Practice*. Karachi: Kifayat Academy.

8. Pardeck, J. T. (2002). Family Health Social Work Practice: A Macro Level Approach. Westport: Greenwood Publishing Group.

9. Runcan, P., Rata, G. & Lovu, M. (2014). *Child and Family Welfare*. Newcastle: Cambridge Scholars Publishing.

10. Starkey, P. (2000). *Families and Social Workers: The Work of Family Service Units, 1940-1985*. Liverpool: Liverpool University Press.

COMMUNITY DEVELOPMENT SPECIALIZATION (GROUP III)

I. Rural Development & Local Government
II. NGO Management
III. Population Welfare
IV. Urban Development
V. Gender and Development

RURAL DEVELOPMENT AND LOCAL GOVERNMENT

OBJECTIVES
The course enables the students to understand the basic concepts and understanding of local government and rural development, its structure and characteristics.

CONTENTS

1. Definition, meaning and scope of Rural Development and Local Government.
2. Historical perspective of Rural Development and Local Government in Pakistan
3. Socio-Economic characteristics of rural areas
4. Problems of Rural Communities.
5. Policies. Programs and Strategies for rural development:
   a. Five year Developmental Plans.
   b. Land Reforms.
   c. Village AID, Basic Democracies, Integrated Rural Development Program, Rural Works Program and People Works Program

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. Role of NGOs in Rural Development
9. Need based research and surveys
10. Practice of Social Work Methods and role of Social Worker in the field of Rural Development and Local Government
11. Issues and trends in Rural Development and Local Government in Pakistan

RECOMMENDED READINGS

1. Bhose, J. S. G. R. (2003). NGOs and Rural Development: Theory and Practice. New Dehli: Concept Publishing Company.
2. Bowman, A. & Kearney, R. C. (2011). *State and Local Government: The Essentials*. Boston: Cengage Learning.
3. Burlingham, A. V. & Townsand, W. N. (2008). *Rural Development Issues*. New York. Nova Publishers.
4. Fabricius, C. (2013). *Rights, Resources and Rural Development: Community-based Natural Resource Management in Southern Africa*. London: Earthscan.
5. Haider, S.M. (1981). *Social change and Development in Pakistan*. Lahore: Progressive Publishers.
6. Khalid, Muhammad (2014). *Social Work: Theory and Practice*. Karachi: Kifayat Academy.
7. Khan, A. H. (1985). *Rural Development in Pakistan*. Lahore: Vanguard Books.
8. Moseley, M. (2003). Rural Development: Principles and Practice. London: Sage.
9. Rehmatullah, S. (2003). *Social Welfare in Pakistan*. Karachi: Oxford University Press.
10. Rizvi, S. S. A. (1980). *Local Government in Pakistan-a study in clash of ideas*. Karachi: The Center for Research in Local Government.
11. Watson, D. J. & Hassett, W. L. (2003). *Local Government Management*. New York: M.E. Sharpe.

NGO MANAGEMENT

OBJECTIVES

The course is designed to give the students the introduction and background knowledge of Civil Society/NGOs working at local, regional, national and International level. Due emphasizes is also given on the Formation and registration of NGOs in Pakistan. This specialization course further gives an insight to the students into the management of

Society/NGOs. Students will be well equipped with the knowledge of tools and techniques adopted by NGOs and will also be able to prepare project proposal.

CONTENTS

1. Definition and meaning of NGOs
2. Historical development of NGOs
3. Types of NGOs
   a. International organizations
   b. National organizations
   c. Regional organizations
4. Role of NGOs in development
   a. Capacity Building
   b. Monitoring & Evaluation
5. NGO Approach to Solving Community Problems
6. Building a sustainable community organization.
7. Formation and Registration process of NGOs in Pakistan
8. NGOs management structure
9. Development projects/proposals
10. Financial Management for NGOs
11. NGOs in Pakistan: Case studies
12. Limitations of NGOs in Pakistan
13. Role of NGOs in Social Welfare

RECOMMENDED READINGS

1. Abraham, A. (2011). *Formation and Management of NGOs: Non-governmental Organisations.* New Dehli: Universal Law Publishing.
2. Alin, F. et al. (2006). *How to build a good small NGO?* Oxford: Mango/Networklearning.
3. Ben-Ari, R. H. (2012). *The Normative Position of International Non-Governmental Organizations Under International Law: An Analytical Framework*. Leiden: Martinus Nijhoff Publishers.
4. Bhattacharya, S. (2006). *Social Work Administration and Development*, New Dehli: Rawat Publication.
5. Davies, T. (2014). *NGOs: A New History of Transnational Civil Society*. Oxford University Press.
6. Hulme, D. & Edwards, M. (2013). *Making a Difference: NGO's and Development in a Changing World.* New York: Roultledge.
7. Jafar, A. (2011). *Women's NGOs In Pakistan*. New York: Palgrave Macmillan.
8. Lewis, D. (2006). *The Management of Non-Governmental Development Organizations.* New York: Routledge.

9. Lewis, D. (2014). *Non-Governmental Organizations, Management and Development*. New York: Routledge.
10. Lindblom, A. (2005). *Non-Governmental Organisations in International Law*. Cambridge: Cambridge University Press.
11. Qureshi, Z. I. (2005). *Managing NGOs in Developing Countries: Concepts, frameworks and cases.* USA: Oxford University Press.
12. Ranjha, A. N. (2013). *Working Practices, Problems and Needs of Community Development Projects in Punjab Province, Pakistan (PhD Thesis).* Dundee: University of Dundee.
13. Rehman, A. (1994). *Involvement of NGOs in Population Welfare Programme of Pakistan.*
14. Shah, G. H. & Ejaz, N. (2005). *The Role of NGOs in Community Health in Pakistan.* Lahore: Lahore University of Management Sciences.
15. Vedder, A. (2007). *NGO Involvement in International Governance and Policy: Sources of Legitimacy.* Leiden: Matinus Nijhoff Publishers.
16. Werker, D. & Ahmed, F. (2008). *What do Non-Governmental Organizations do?* Harvard Business School.

POPULATION WELFARE

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 requires entire professional activity or approach.

CONTENTS

1. Definition, meaning and explanation of Population Welfare
2. Importance of Population Welfare as a discipline
3. Historical perspective of Population Planning in Pakistan
4. Population Structure and Characteristics:
    a. Age and Sex
    b. Gender and Marital Status
    c. Educational Status
    d. Ethnic and Religious Composition
    e. Occupation/economic condition
    f. Urban-rural
5. Religious Perspectives about Population Welfare
6. Policies of Population Welfare with Special Reference to Pakistan
7. Factors affecting Population welfare
    a. Birth rate
    b. Death rate

c.   Growth rate
        d.   Fertility
        e.   Mortality
        f.   Migration
        g.   Natural and man-made calamities
        h.   Cultural patterns
8.   Theories of Population:
        a.   Malthus Theory
        b.   Demographic Transition Theory
9.   Over population and under-population as social problem
10.   Approaches to Population Control
11.   Role of Professional Social Worker in Population Planning

RECOMMENDED READINGS
1.   Ahmed, S. (2003). *Muslim attitude Towards Family Planning*. New Dehli: Sarup& Sons.
2.   Bell, M. M. (2007). *Barriers in the Provision of Family Information from Social Workers to Their Clients (PhD Thesis)*. Ann Arbro: ProQuest.
3.   Coontz, S. (2013). *Population Theories and their Economic Interpretation*. Oxon: Routledge.
4.   Daugherty, H. G. (1995). *An Introduction to Population*. New York: Guilford Press.
5.   Iqbal, M. A. K. (1985). *The Population Welfare Programme in Pakistan*. Islamabad: National Institute of Population Studies.
6.   Jones, G. W. & Karim, M. S. (2005). *Islam, the State and Population*. London: C. Hurst & Co. Publishers.
7.   Lundquist, J. H. Anderton, D. L. & Yaukey, D. (2014). *Demography: The Study of Human Population*. Long Grove: Waveland Press.
8.   Ministry of Population Welfare (1993). *8th 5 Year Plan: Population Welfare Programme 1993-98*. Islamabad: Ministry of Population Welfare.
9.   Namboodiri, K. (2013). *A Primer of Population Dynamics*. New York: Springer Science & Business Media.
10.   Omran, A. (2012). *Family Planning in the Legacy of Islam*. New York: Routledge.
11.   Rehman, A. (1994). *Involvement of NGOs in Population Welfare Programme of Pakistan*.
12.   Sharma, A. K. (2012). *Population and Society*. New Dehli: Concept Publishing Company.
13.   Sharma, R. K. (2004). *Demography and Population Problems*. New Dehli: Atlantic Publishers & Dist.
14.   Zastrow, C. (2009). *Introduction to Social Work and Social Welfare: Empowering People.* Belmont: Cengage Learning.

URBAN DEVELOPMENT

OBJECTIVES
The course will enable students to understand the concept of urbanization and urban development. It will also equip them with knowledge of urban development policies, implications, innovations and main concepts and trends in urban management, urban environment and social development.

CONTENTS
1. Definition, meaning and explanation of Urban development
2. Historical perspective of Urban Development in Pakistan
3. Definition and explanation of Urbanization
4. Causes of Urbanization
    a. Migration
        i.   Health and Education facilities
        ii. Employment opportunities
    b. Social Conditions
        i.   Faction and feuds
        ii.   Natural and man-made calamities
        iii. Upward mobility- status consciousness
5. Factors responsible for Urban Development
6. Problems of urban population
7. Legislation trends towards urbanization in Pakistan
8. Urban Environmental Management related to welfare
9. Urban Development in Pakistan
    a.   Public Sector
    b.   Private Sector
10. Importance of Urban Community Development Projects in development
11. Role of professional social worker in Urban Development

RECOMMENDED READINGS
1. Brunn, S. D. B., Hays-Mitchell, M. & Zeigler, D. J. (2012). *Cities of the World: World Regional Urban Development*. Plymouth: Rowman & Littlefield.
2. Carley, M. Smith, H. Jenkins, P. (2013). *Urban Development and Civil Society: The Role of Communities in Sustainable Cities*. New York: Routledge.
3. Cullingworth, J. B. (2012). *Problems of an Urban Society: The Social Framework of Planning*. New York: Routledge.
4. Delgado, M. (1999). *Community Social Work Practice in an Urban Context: The Potential of a Capacity-Enhancement Perspective*. New York: Oxford University Press.
5. Hasan, A. & Raza, M. (2009). *Migration and Small Towns in Pakistan*. London: IIED.

6. Hopkins, L. D. (2001). *Urban Development: The Logic of Making Plans*. Washington DC: Island Press.
7. Khalid, Muhammad (2014). *Social Work: Theory and Practice*. Karachi: Kifayat.
8. Nijhoff, M. (2013). *Urbanization in Developing Countries*. Netherland: Springer.
9. Pervaiz, A. Rahman, P. & Hasan, A. (2008). *Lessons from Karachi: The Role of Demonstration, Documentation, Mapping and Relationship Building in Advocacy for Improved Urban Sanitation and Water services*. London: IIED.
10. Qadeer, M. (2006). *Pakistan- Social and Cultural Transformations in a Muslim Nation.* New York: Routledge.
11. Ranjha, A. N. (2013). *Working Practices, Problems and Needs of Community Development Projects in Punjab Province, Pakistan (PhD Thesis).* Dundee: University of Dundee.
12. United Nations (2004). *World Urbanization Prospects: The 2003 Revision*. New York: United Nations Publications.
13. Wheeler, S. M. & Beatley, T. (2014). *Sustainable Urban Development Reader*. New York: Routledge.

GENDER AND DEVELOPMENT

OBJECTIVES

The course is designed to impart knowledge about meaning, scope and concepts of gender and development. It will help the students in understanding the government policies for gender development, role and impact of NGO's as pressure group in gender sensitive development planning in our country.

CONTENTS

1. Definition, meaning and explanation of Gender and Development
2. Difference Between Gender and Sex
3. Historical perspective of Gender and Development
4. Concept and theories of development, approaches of development (WID, WAD, GAD)
5. Theories of Gender and Development
    a. Socio-cultural Theory
    b. Social Learning Theory
    c. Feminist Theories
6. Concepts related to Gender
    a. Gender Stratification
    b. Gender Roles

      c.   Sex Roles (stereotyping)
      d.   Gender Equity and Equality
      e.   Gender Discrimination
      f.   Gender Awareness, Gender Sensitivity and Gender Sensitization

7. Demographic and socio-economic indicator (gender perspective)
8. Concept of empowerment: tools and participation
9. Legislation related to gender development in Pakistan
10. Non-Government organizations and gender development
11. Importance of gender development in social welfare
12. Professional social worker role in gender development

RECOMMENDED READINGS

1. Chauhan, K. (2014). *Gender Inequality in the Public Sector in Pakistan: Representation and Distribution of Resources*. London: Routledge.
2. Commonwealth Secretariat (1999). *Gender Mainstreaming in Development Planning*. London: Commonwealth Secretariat.
3. Commonwealth Secretariat (1999). *Gender Mainstreaming in Education.* London: Commonwealth Secretariat.
4. Commonwealth Secretariat (1999). *Gender Mainstreaming in the Public Service*. London: Commonwealth Secretariat.
5. Commonwealth Secretariat (1999). *Gender Management System*. London: Commonwealth Secretariat.
6. Commonwealth Secretariat (1999). *Using Gender Sensitive and Indicators*. London: Commonwealth Secretariat.
7. Cook, N. (2007). *Gender, Identity, and Imperialism: Women Development Workers in Pakistan.* London: Palgrave Mcmillan.
8. Government of Pakistan (1995). *Pakistan National Report; Forth International Conference for Women*. Beijing.
9. Government of Pakistan (2001). *Pakistan Economic Survey.* Islamabad: Government of Pakistan.
10. Khalida, G. (2003). *Female Home Based Workers: The Silent Workforce*. Karachi: BCC & T.
11. Khan, K.S. (1996). *Gender Training Manual*. Shirkat Gah
12. Khan, N. &, Saigal, R. S. (1995). *Aspects of Women Development.* Lahore: ASR.
13. Khan, N. S. *et al* (1994). *Locating the Self Perceptive on Women and Multiple Identities.* Lahore: ASR.
14. Momsen, J. (2009). *Gender and Development*. Oxon: Routledge.
15. Mumtaz, K and Shaheed, F. (1987). *Women of Pakistan: Two Steps Forward, One Step Backward.* Vanguard Pakistan.
16. Ostergaard, L. (1992). *Gender and Development.* London: Routledge

17. Parpart, J. L. & Barriteau, E. (2000). *Theoretical Perspectives on Gender and Development*. Ottawa: IDRC.
18. Shah, N. A. (1994). *The Self-Employed Women in Pakistan*. Karachi: PAWS.
19. Tuyizere, A. P. (2007). *Gender and Development: The Role of Religion and Culture*. Kampala: Makeree University.

D- SOCIAL WELFARE ADMINISTRATION SPECIALIZATION (GROUP IV)

i.   Project Planning & Implementation
ii.   Community Based Disaster Risk Reduction (CBDRR)
iii. Labour Welfare

PROJECT PLANNING & MANAGEMENT

COURSE OBJECTIVES
This subject will enhance the students understanding regarding the project planning, proposal development and project management. They will become able to monitor, evaluate and report the projects. They will learn the skills of relating the project concepts to the social welfare practices in Pakistan.

COURSE CONTENTS
1.   Definition, meaning, importance and explanation of a Project
2.   Importance of Social Welfare Projects
3.   Elements of an effective project
      a.   Problem statement
      b.   Objective
      c.   Resources: Human, material and financial
      d.   Budget
      e.   Time frame
4.   Project Cycle
      a.   Initiation Phase
      b.   Planning phase
      c.   Implementation Phase
      d.   Monitoring Phase
      e.   Completion
      f.   Evaluation
5.   Project Management
      a.   Concept & Nature of Project Management
      b.   Role & Functions of Project Manager

c. Project Management Skills
6. Project Planning & Management Practices in Pakistan
    a. Planning Commission of Pakistan
        i. Public Sector Development Program (Federal)
        ii. Annual Development Program (Provincial)
    b. PC Forms & Its Use
        i. PC-I (Project Planning)
        ii. PC-II (Project Feasibility Report)
        iii. PC-III (Project Monitoring)
        iv. PC-IV (Project Completion)
        v. PC-V Project Evaluation
7. Challenges to Project Management
8. Importance of transferring project from development to current budget

RECOMMENDED READINGS

1. Barker, S. & Cole, R. (2014). *Brilliant Project Management ePub eBook: What the best project managers know, do and say*. UK: Peason.
2. Bereaux, E. (2008). *The Complete Guide to Project Management for New Managers and Management assistants: How to Get Things Done in Less Time*. Ocala: Atlantic Publishing Company.
3. Blackman, R. (2003). *Project Cycle Management*. Teddington: Tear Fund.
4. Forsberg, K., Mooz, H. & Cotterman, H. (2005). *Visualizing Project Management: Models and Frameworks for Mastering Complex Systems*. New Jersey: John Wiley & Sons, Inc.
5. Heerkens, G. R. (2007). *Project Management*. USA: McGraw-Hill.
6. Johnson, L. K., Luecke, R. & Austin, R. D. (2006). *The Essentials of Project Management*. Boston: Harvard Business Press.
7. Kemp, S. (2003). *Budgeting for Managers*. USA: McGraw-Hill.
8. Kerzner, H. R. (2015). *Project Management 2.0*. New York: John Wiley & Sons.
9. Lewis, J. (2010). *Project Planning, Scheduling, and Control: The Ultimate Hands-On Guide to Bringing Projects in On Time and On Budget*. USA: McGraw Hill Professional.
10. Mondal, A. & Dutta, S. (2007). *Monitoring for Outcomes in Community Driven Projects: Using Learning Based Approach*. New Dehli: Academic Foundation.
11. Spolander, G. & Martin, L. (2012). *Successful Project Management in Social Work and Social Care: Managing Resources, Assessing Risks and Measuring Outcomes*. London: Jessica Kingsley Publishers.

COMMUNITY BASED DISASTER RISK REDUCTION

OBJECTIVES
This main objective of the course is to introduce students with the concept, nature and diversities of the disaster and its different natural and human created types. It will also acquaint students with different impacts of disaster on human society; possible solutions to stop or minimize the disaster's occurrence and impacts minimizing.

CONTENTS
1. Definition, meaning and explanation of Disaster and Disaster Management
2. Types of Natural and Man-made Disaster
    a. Famine
    b. Biological Hazards
    c. Floods
    d. Storms
    e. Earthquakes
    f. Volcanic Eruptions
    g. Accidents
    h. Political and Complex Emergencies
    i. Terrorism
3. Basic Terminologies related to Disaster
    a. Hazard
    b. Risk
    c. Vulnerability
    d. Capacity
    e. Resilience
4. Effects of Disasters
5. Disaster Management Cycle
    a. Preparedness
    b. Response
    c. Reconstruction
    d. Recovery
    e. Mitigation
6. Disasters in Pakistan
7. Disaster Risk Reduction and Management Authorities in Pakistan
    a. NDMA
    b. PDMA
    c. DDMA
    d. FDMA

7. Role of community in disaster risk reduction
8. Role of professional social worker in pre and post-disaster situations

RECOMMENDED READINGS

1. Alexander, D. (2000). *Confronting Catastrophe: New Perspectives on Natural Disaster*. New York: Oxford University Press.
2. Alley, E et al. (1993). *Combating the Vulnerability of Communities*. London: Telford.
3. Anderson, M. & Woodrow, P. (1999). *Rising from the Ashes: Development Strategies in Times of Disasters*. London: IT Press.
4. Blaikie, Piers et al. (1994). *At Risk: Natural Hazards, People's vulnerability and Disasters*. New York: Routledge.
5. Enarson, E. & Morrow, B. (1998). *The Gendered Terrain of Disaster: Through Women's Eyes*. Westport.
6. Gautam, D. & Khanal, S. C. (2009). *Community Based Disaster Risk Reduction: Contribution to Hyogo Framework of Action*. Lalitpur: Mercy Corps.
7. Godschalk, D. et al. (1999). *Natural Hazard Mitigation: Recasting Disaster Policy and Planning*. Washington: Island Press.
8. Lewis, J. (1999). *Development in Disaster-prone Places: Studies of vulnerability*. London: Intermediate Technology Publications.
9. Lyons, K. H., Hokenstad, T. Pawar, M., Huegler, N. & Hall, N. (2012). *The SAGE Handbook of International Social Work*. London: SAGE.
10. Maskrey, A. (1989). *Disaster Mitigation: A Community Based Approach*. Oxford: Oxfam.
11. Nakamura, P. & Roberta, C. (2006). *Risk management handbook for health care organizations*. San Francisco: Jossey-Bass.
12. Red Cross Red Crescent (2009). *World Disasters Report: Focus on early warning, early action, 2009.* Geneva: Red Cross Red Crescent.
13. Shaw, R. & Nibanupudi, H. K. (2014). *Mountain Hazards and Disaster Risk Reduction*. London: Springer.
14. Shaw, R. (2012). *Community Based Disaster Risk Reduction*. Bingley: Emerald Group Publishing.
15. Shaw, R., Srinivas, H. & Sharma, A. (2009). *Urban Risk Reduction: An Asian Perspective*. Bingley: Emerald Group Publishing.
16. Wood, A. et al. (2001). *Evaluating International Humanitarian Action: Reflections from Practitioners*. New York: Zed Books.

LABOUR WELFARE

OBJECTIVES

This course will enable students to understand labour policy of the Government and role of Social Work Profession in labour welfare.

CONTENTS

1. Definition, explanation and importance of Labour Welfare
2. Historical perspective of Labour Welfare
3. Types of Labour
4. Islamic concept of employer and employee's relationship
5. Labour legislation and Welfare in Pakistan
6. ILO in evolution of national labour policies and practices
7. Trade Unions, its history and form of workers
8. Concept and need of Labour Welfare Services in Pakistan
9. Agencies in the field of Labour Welfare, their organization and functions
10. Problems related to Labour Welfare
11. Social Security Program and Labour welfare
12. Role and function of professional social worker in Labour Welfare

RECOMMENDED READINGS

1. Candland, C. (2007). *Labor, Democratization and Development in India and Pakistan*. New York: Routledge.

2. Durkheim, E. (2014). *The Division of Labor in Society*. New York: Simon and Schuster.

3. Hasplels, N. (2000). *Action Against Child Labour. Geneva*: International Labour Organization.

4. Hussain, A. (1983). *Labour Laws of Pakistan*. Lahore: P.L.T. Publications Urdu Bazar.

5. Imrohoroglu, S. (2011). *Social Security, Benefit Claiming and Labor Force Participation: A Quantitative General Equilibrium Approach*. New York: DIANE Publishing.

6. Khan, M. A. (1988). *Labor Administration: Profile on Pakistan*. Geneva: International Labour Organization.

7. Kurzman, P. A. & Maiden, R. P. (2013). *Union Contributions to Labor Welfare Policy and Practice: Past, Present and Future*. Oxon: Routledge.

8. Langah, S. (2011). Labour *Management Relations in Islam*. Islamabad: Higher Education Commission.

9. Mallat, C. (2003). *The Renewal of Islamic Law: Muhammad Baqer As-Sadr, Najaf and the Shi'I International*. Cambridge: Cambridge University Press.

10.   Nalini, R. (2011). *Social Work and the Workplace*. New Dehli: Concept Publishing Company.

11.   Rahman, K. (2010). *The Concept of Labor in Islam*. Xlibris.

English I (Functional English)

Objectives: Enhance language skills and develop critical thinking.

Course Contents:

Basics of Grammar
Parts of speech and use of articles
Sentence structure, active and passive voice
Practice in unified sentence
Analysis of phrase, clause and sentence structure
Transitive and intransitive verbs
Punctuation and spelling

Comprehension
Answers to questions on a given text

Discussion
General topics and every-day conversation (topics for discussion to be at the discretion of the teacher keeping in view the level of students)

Listening
To be improved by showing documentaries/films carefully selected by subject teachers

Translation skills

Urdu to English

Paragraph writing
Topics to be chosen at the discretion of the teacher

Presentation skills
Introduction

Note: Extensive reading is required for vocabulary building

Recommended Books:
1. **Functional English**
a) Grammar
   1. Practical English Grammar by A. J. Thomson and A. V. Martinet. Exercises 1. Third edition. Oxford University Press. 1997. ISBN 0194313492
   2. Practical English Grammar by A. J. Thomson and A. V. Martinet. Exercises 2. Third edition. Oxford University Press. 1997. ISBN 0194313506

b)   Writing
    1.   Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 0 19 435405 7 Pages 20-27 and 35-41.

c)   Reading/Comprehension
    1.   Reading. Upper Intermediate. Brain Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1992. ISBN 0 19 453402 2.

d)   Speaking

English II (Communication Skills)

Objectives: Enable the students to meet their real life communication needs.

Course Contents:

Paragraph writing
Practice in writing a good, unified and coherent paragraph

Essay writing
Introduction

CV and job application

Translation skills
Urdu to English

Study skills
Skimming and scanning, intensive and extensive, and speed reading, summary and précis writing and comprehension

Academic skills
Letter/memo writing, minutes of meetings, use of library and internet

Presentation skills
Personality development (emphasis on content, style and pronunciation)

Note: documentaries to be shown for discussion and review
Recommended Books:
Communication Skills
a)   Grammar
    1.   Practical English Grammar by A. J. Thomson and A. V. Martinet. Exercises 2. Third edition. Oxford University Press 1986. ISBN 0 19 431350 6.
b)   Writing

1. Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 019 435405 7 Pages 45-53 (note taking).
2. Writing. Upper-Intermediate by Rob Nolasco. Oxford Supplementary Skills. Fourth Impression 1992. ISBN 0 19 435406 5 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).

c) Reading
   1. Reading. Advanced. Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1991. ISBN 0 19 453403 0.
   2. Reading and Study Skills by John Langan
   3. Study Skills by Richard York.

English III (Technical Writing and Presentation Skills)

Objectives: Enhance language skills and develop critical thinking

Course Contents:

Presentation skills

Essay writing
Descriptive, narrative, discursive, argumentative

Academic writing
How to write a proposal for research paper/term paper

How to write a research paper/term paper (emphasis on style, content, language, form, clarity, consistency)

Technical Report writing

Progress report writing

Note: Extensive reading is required for vocabulary building

Recommended Books:

Technical Writing and Presentation Skills

a) Essay Writing and Academic Writing
   1. Writing. Advanced by Ron White. Oxford Supplementary Skills. Third Impression 1992. ISBN 0 19 435407 3 (particularly suitable for discursive, descriptive, argumentative and report writing).

2. College Writing Skills by John Langan. McGraw-Hill Higher Education. 2004.
3. Patterns of College Writing (4th edition) by Laurie G. Kirszner and Stephen R. Mandell. St. Martin's Press.

b) Presentation Skills
c) Reading
The Mercury Reader. A Custom Publication. Compiled by Northern Illinois University. General Editors: Janice Neulib; Kathleen Shine Cain; Stephen Ruffus and Maurice Scharton. (A reader which will give students exposure to the best of twentieth century literature, without taxing the taste of engineering students).

Pakistan Studies (Compulsory)

Introduction/Objectives

- Develop vision of historical perspective, government, politics, contemporary Pakistan, ideological background of Pakistan.
- Study the process of governance, national development, issues arising in the modern age and posing challenges to Pakistan.

Course Outline

1. **Historical Perspective**

    a. Ideological rationale with special reference to Sir Syed Ahmed Khan, Allama Muhammad Iqbal and Quaid-e-Azam Muhammad Ali Jinnah.

    b. Factors leading to Muslim separatism

    c. People and Land
       i. Indus Civilization
       ii. Muslim advent
       iii. Location and geo-physical features.

2. **Government and Politics in Pakistan**

    Political and constitutional phases:
    a. 1947-58
    b. 1958-71
    c. 1971-77
    d. 1977-88
    e. 1988-99
    f. 1999 onward

3. **Contemporary Pakistan**

    a. Economic institutions and issues

    b. Society and social structure

    c. Ethnicity

    d. Foreign policy of Pakistan and challenges

    e. Futuristic outlook of Pakistan

Recommended Books

1. Burki, Shahid Javed. *State & Society in Pakistan,* The MacMillan Press Ltd 1980.
2. Akbar, S. Zaidi. *Issue in Pakistan's Economy.* Karachi: Oxford University Press, 2000.

3. S. M. Burke and Lawrence Ziring. Pakistan's Foreign policy: An Historical analysis. Karachi: Oxford University Press, 1993.
4. Mehmood, Safdar. *Pakistan Political Roots & Development.* Lahore, 1994.
5. Wilcox, Wayne. *The Emergence of Bangladesh,* Washington: American Enterprise, Institute of Public Policy Research, 1972.
6. Mehmood, Safdar. *Pakistan Kayyun Toota,* Lahore: Idara-e-Saqafat-e-Islamia, Club Road, nd.
7. Amin, Tahir. *Ethno - National Movement in Pakistan,* Islamabad: Institute of Policy Studies, Islamabad.
8. Ziring, Lawrence. *Enigma of Political Development.* Kent England: Wm Dawson & sons Ltd, 1980.
9. Zahid, Ansar. *History & Culture of Sindh.* Karachi: Royal Book Company, 1980.
10. Afzal, M. Rafique. *Political Parties in Pakistan,* Vol. I, II & III. Islamabad: National Institute of Historical and cultural Research, 1998.
11. Sayeed, Khalid Bin. *The Political System of Pakistan.* Boston: Houghton Mifflin, 1967.
12. Aziz, K. K. *Party, Politics in Pakistan,* Islamabad: National Commission on Historical and Cultural Research, 1976.
13. Muhammad Waseem, Pakistan Under Martial Law, Lahore: Vanguard, 1987.
14. Haq, Noor ul. *Making of Pakistan: The Military Perspective.* Islamabad: National Commission on Historical and Cultural Research, 1993.

ISLAMIC STUDIES
(Compulsory)

Objectives

This course is aimed at:
1 To provide Basic information about Islamic Studies
2 To enhance understanding of the students regarding Islamic Civilization
3 To improve Students skill to perform prayers and other worships
4 To enhance the skill of the students for understanding of issues related to faith and religious life.

Detail of Courses

Introduction to Quranic Studies

1. Basic Concepts of Quran
2. History of Quran
3. Uloom-ul-Quran

Study of Selected Text of Holly Quran

1. Verses of Surah Al-Baqara Related to Faith(Verse No-284-286)
2. Verses of Surah Al-Hujrat Related to Adab Al-Nabi (Verse No-1-18)
3. Verses of Surah Al-Mumanoon Related to Characteristics of faithful (Verse No-1-11)
4. Verses of Surah al-Furqan Related to Social Ethics (Verse No.63-77)
5. Verses of Surah Al-Inam Related to Ihkam (Verse No-152-154)

Study of Selected Text of Holly Quran

1. Verses of Surah Al-Ihzab Related to Adab al-Nabi (Verse No.6, 21, 40, 56, 57, 58.)
2. Verses of Surah Al-Hashar (18,19,20) Related to thinking, Day of Judgment
3. Verses of Surah Al-Saf Related to Tafakar, Tadabar (Verse No-1,14)

Seerat of Holy Prophet (S.A.W) I

1. Life of Muhammad Bin Abdullah (Before Prophet Hood)
2. Life of Holy Prophet (S.A.W) in Makkah
3. Important Lessons Derived from the life of Holy Prophet in Makkah

Seerat of Holy Prophet (S.A.W) II
1. Life of Holy Prophet (S.A.W) in Madina
2. Important Events of Life Holy Prophet in Madina
3. Important Lessons Derived from the life of Holy Prophet in Madina

Introduction to Sunnah
1. Basic Concepts of Hadith
2. History of Hadith
3. Kinds of Hadith
4. Uloom –ul-Hadith
5. Sunnah & Hadith
6. Legal Position of Sunnah

Selected Study from Text of Hadith

Introduction to Islamic Law & Jurisprudence
1. Basic Concepts of Islamic Law & Jurisprudence
2. History & Importance of Islamic Law & Jurisprudence
3. Sources of Islamic Law & Jurisprudence
4. Nature of Differences in Islamic Law
5. Islam and Sectarianism

Islamic Culture & Civilization
1. Basic Concepts of Islamic Culture & Civilization
2. Historical Development of Islamic Culture & Civilization
3. Characteristics of Islamic Culture & Civilization
4. Islamic Culture & Civilization and Contemporary Issues

Islam & Science
1. Basic Concepts of Islam & Science
2. Contributions of Muslims in the Development of Science
3. Quran & Science

Islamic Economic System
1. Basic Concepts of Islamic Economic System
2. Means of Distribution of wealth in Islamic Economics
3. Islamic Concept of Riba
4. Islamic Ways of Trade & Commerce

Political System of Islam
1. Basic Concepts of Islamic Political System
2. Islamic Concept of Sovereignty
3. Basic Institutions of Govt. in Islam

Islamic History
1. Period of Khlaft-E-Rashida
2. Period of Ummayyads
3. Period of Abbasids
Social System of Islam
2. Basic Concepts of Social System of Islam
3. Elements of Family
4. Ethical Values of Islam

Reference Books

1. Hameed ullah Muhammad, "Emergence of Islam" , IRI, Islamabad
2. Hameed ullah Muhammad, "Muslim Conduct of State"
3. Hameed ullah Muhammad, 'Introduction to Islam
5. Mulana Muhammad Yousaf Islahi,"
5. Hussain Hamid Hassan, "An Introduction to the Study of Islamic Law" leaf Publication Islamabad, Pakistan.
6. Ahmad Hasan, "Principles of Islamic Jurisprudence" Islamic Research
   Institute, International Islamic University, Islamabad (1993)
7. Mir Waliullah, "Muslim Jurisprudence and the Quranic Law of Crimes"
   Islamic Book Service (1982)
8. H. S. Bhatia, "Studies in Islamic Law, Religion and Society" Deep & Deep
   Publications New Delhi (1989)
9. Dr. Muhammad Zia-ul-Haq, "Introduction to Al Sharia Al Islamia" Allama
   Iqbal Open University, Islamabad (2001)

***Note: One course will be selected from the following six courses of
Mathematics.***

**COMPULSORY MATHEMATICS
COURSES FOR BS (4 YEAR)**

***(FOR STUDENTS NOT MAJORING IN
MATHEMATICS)***

1.   MATHEMATICS I (ALGEBRA)

Prerequisite(s):   Mathematics at secondary level

Credit Hours: 3 + 0

Specific Objectives of the Course: To prepare the students, not
majoring in mathematics, with the essential tools of algebra to apply the
concepts and the techniques in their respective disciplines.

Course Outline:

Preliminaries: Real-number system, complex numbers, introduction to
sets, set operations, functions, types of functions. *Matrices:* Introduction to
matrices, types, matrix inverse, determinants, system of linear equations,
Cramer's rule.

Quadratic Equations: Solution of quadratic equations, qualitative analysis
of roots of a quadratic equations, equations reducible to quadratic
equations, cube roots of unity, relation between roots and coefficients of
quadratic equations.

Sequences and Series: Arithmetic progression, geometric progression,
harmonic progression. *Binomial Theorem:* Introduction to mathematical
induction, binomial theorem with rational and irrational indices.
Trigonometry: Fundamentals of trigonometry, trigonometric identities.

Recommended Books

1.   Dolciani MP, Wooton W, Beckenback EF, Sharron S, *Algebra 2 and
      Trigonometry*, 1978, Houghton & Mifflin, Boston (suggested text)
2.   Kaufmann JE, College *Algebra and Trigonometry*, 1987, PWS-Kent
      Company, Boston
3.   Swokowski EW, *Fundamentals of Algebra and Trigonometry* (6th
      edition), 1986, PWS-Kent Company, Boston

2. MATHEMATICS II (CALCULUS)

Prerequisite(s): Mathematics I (Algebra)
Credit Hours: 3 + 0

Specific Objectives of the Course: To prepare the students, not majoring in mathematics, with the essential tools of calculus to apply the concepts and the techniques in their respective disciplines.

Course Outline:

Preliminaries: Real-number line, functions and their graphs, solution of equations involving absolute values, inequalities. *Limits and Continuity:* Limit of a function, left-hand and right-hand limits, continuity, continuous functions.

Derivatives and their Applications: Differentiable functions, differentiation of polynomial, rational and transcendental functions, derivatives.
Integration and Definite Integrals: Techniques of evaluating indefinite integrals, integration by substitution, integration by parts, change of variables in indefinite integrals.

Recommended Books

1. Anton H, Bevens I, Davis S, *Calculus: A New Horizon* (8th edition), 2005, John Wiley, New York
2. Stewart J, *Calculus* (3rd edition), 1995, Brooks/Cole (suggested text)
3. Swokowski EW, *Calculus and Analytic Geometry*, 1983, PWS-Kent Company, Boston
4. Thomas GB, Finney AR, *Calculus* (11th edition), 2005, Addison-Wesley, Reading, Ma, USA

3. MATHEMATICS III (GEOMETRY)

Prerequisite(s): Mathematics II (Calculus)
Credit Hours: 3 + 0

Specific Objectives of the Course: To prepare the students, not majoring in mathematics, with the essential tools of geometry to apply the concepts and the techniques in their respective disciplines.

Course Outline:
Geometry in Two Dimensions: Cartesian-coördinate mesh, slope of a line, equation of a line, parallel and perpendicular lines, various forms of equation of a line, intersection of two lines, angle between two lines, distance between two points, distance between a point and a line.

Circle: Equation of a circle, circles determined by various conditions, intersection of lines and circles, locus of a point in various conditions.
Conic Sections: Parabola, ellipse, hyperbola, the general-second-degree equation

Recommended Books

1. Abraham S, Analytic Geometry, Scott, Freshman and Company, 1969
2. Kaufmann JE, College *Algebra and Trigonometry*, 1987, PWS-Kent Company, Boston
3. Swokowski EW, *Fundamentals of Algebra and Trigonometry* (6th edition), 1986, PWS-Kent Company, Boston

4. COURSE FOR NON-MATHEMATICS MAJORS IN SOCIAL SCIENCES

Title of subject:		MATHEMATICS
Discipline	:	BS (Social Sciences).
Pre-requisites	:	SSC (Metric) level Mathematics
Credit Hours	:	03 + 00
Minimum Contact Hours:		40
Assessment	:	written examination;
Effective	:	2008 and onward

Aims : To give the basic knowledge of Mathematics and prepare the students not majoring in mathematics.

Objectives : After completion of this course the student should be able to:

- Understand the use of the essential tools of basic mathematics;
- Apply the concepts and the techniques in their respective disciplines;
- Model the effects non-isothermal problems through different domains;

Contents :
3. *Algebra*

Preliminaries: Real and complex numbers, Introduction to sets, set operations, functions, types of functions. *Matrices:* Introduction to matrices, types of matrices, inverse of matrices, determinants, system of linear equations, Cramer's rule. *Quadratic equations:* Solution of quadratic equations, nature of roots of quadratic equations, equations reducible to quadratic equations. *Sequence and Series:* Arithmetic, geometric and harmonic progressions. *Permutation and combinations*: Introduction to permutation and combinations, *Binomial Theorem:* Introduction to binomial theorem. *Trigonometry:* Fundamentals of trigonometry, trigonometric identities. *Graphs:* Graph of straight line, circle and trigonometric functions.

4. *Statistics*
   Introduction: Meaning and definition of statistics, relationship of statistics with social science, characteristics of statistics, limitations of statistics and main division of statistics. *Frequency distribution*: Organisation of data, array, ungrouped and grouped data, types of frequency series, individual, discrete and continuous series, tally sheet method, graphic presentation of the frequency distribution, bar frequency diagram histogram, frequency polygon, cumulative frequency curve. *Measures of central tendency*: Mean medium and modes, quartiles, deciles and percentiles. *Measures of dispersion*: Range, inter quartile deviation mean deviation, standard deviation, variance, moments, skewness and kurtosis.

Recommended Books

7. Swokowski. E. W., '*Fundamentals of Algebra and Trigonometry*', Latest Edition.
8. Kaufmann. J. E., '*College Algebra and Trigonometry*', PWS-Kent Company, Boston, Latest Edition.
9. Walpole, R. E., '*Introduction of Statistics*', Prentice Hall, Latest Edition.
10. Wilcox, R. R., '*Statistics for The Social Sciences*',

5. MATHEMATICS FOR CHEMISTRY

Credit Hours: 3

Prerequisites: Mathematics at Secondary level

Specific Objectives of Course:

To prepare the students not majoring in mathematics with the essential tools of Calculus to apply the concepts and the techniques in their respective disciplines.

Course Outline

Preliminaries: Real Numbers and the Real Line, *Functions and their graphs*: Polynomial Functions, Rational Functions, Trigonometric Functions, and Transcendental Functions. Slope of a Line, Equation of a Line, Solution of equations involving absolute values, Inequalities. *Limits and Continuity:* Limit of a Function, Left Hand and Right Hand Limits, Continuity, Continuous Functions. *Derivatives and its Applications:* Differentiation of Polynomial, Rational and Transcendental Functions, Extreme Values of Functions. *Integration and Indefinite Integrals:* Integration by Substitution, Integration by Parts, Change of Variables in Indefinite Integrals. Least-Squares Line.

Recommended Books

1. Thomas, Calculus, 11th Edition. Addison Wesley publishing company, 2005.
2. H. Anton, I. Bevens, S. Davis, Calculus, 8th edition, John Willey & Sons, Inc. 2005.
3. Hughes-Hallett, Gleason, McCallum, et al, Calculus Single and Multivariable, 3rd Edition. John Wiley & Sons, Inc. 2002.
4. Frank A. Jr, Elliott Mendelsohn, Calculus, Schaum's Outline Series, 4th edition, 1999.
5. E. W. Swokowski, Calculus and Analytic Geometry PWS Publishers, Boston, 1983.
6. John H. Mathews, Numerical Methods for Mathematics Science and Engineering, Prentice-Hall, Second Edition 1992.

6. MATHEMATICS FOR PHYSICS

Contents

1. **Preliminary calculus.**

- Differentiation
  Differentiation from first principles; products; the chain rule; quotients; implicit differentiation; logarithmic differentiation; Leibnitz' theorem; special points of a function; theorems of differentiation.
- Integration
  Integration from first principles; the inverse of differentiation; integration by inspection; sinusoidal function; logarithmic integration; integration using partial fractions; substitution method; integration by parts; reduction formulae; infinite and improper integrals; plane polar coordinates; integral inequalities; applications of integration.

2. **Complex numbers and hyperbolic functions**

- The need for complex numbers
- Manipulation of complex numbers
  Additions and subtraction; modulus and argument; multiplication; complex conjugate; division
- Polar representation of complex numbers Multiplication and division in polar form
- de Moivre's theorem
  Trigonometrical identities; finding the nth roots of unity; solving polynomial equations
- Complex logarithms and complex powers
- Applications to differentiation and integration

- Hyperbolic functions
  Definitions; hyperbolic-trigonometric analogies; identities of hyperbolic functions; solving hyperbolic equations; inverses of hyperbolic functions; calculus of hyperbolic functions

3. Series and limits

- Series
- Summation of series
  Arithmetic series; geometric series; arithmetico-geometric series; the difference method; series involving natural numbers; transformation of series
- Convergence of infinite series
  Absolute and conditional convergence; convergence of a series containing only real positive terms; alternating series test
- Operations with series
- Power series
  Convergence of power series; operations with power series
- Taylor series
  Taylor's theorem; approximation errors in Taylor series; standard McLaurin series
- Evaluation of limits

4. Partial differentiation

- Definition of the partial derivative
- The total differential and total derivative
- Exact and inexact differentials
- Useful theorems of partial differentiation
- The chain rule
- Change of variables
- Taylor's theorem for many-variable functions
- Stationary values of many-variable functions
- Stationary values under constraints

5. Multiple integrals

- Double integrals
- Triple integrals
- Applications of multiple integrals
  Areas and volumes; masses, centers of mass and centroids; Pappus' theorems; moments of inertia; mean values of functions
- Change of variables in multiple integrals
  Change of variables in double integrals;

6. Vector algebra

- Scalars and vectors

- Addition and subtraction of vectors
- Multiplication by a scalar
- Basis vectors and components
- Magnitude of a vectors
- Multiplication of vectors
  Scalar product; vector product; scalar triple product; vector triple product
- Equations of lines and planes
  Equation of a line; equation of a plane
- Using vectors to find distances
  Point to line; point to plane; line to line; line to plane
- Reciprocal vectors

7. Matrices and vector spaces

- Vectors spaces Basic vectors; the inner product; some useful inequalities
- Matrices
- The complex and Hermitian conjugates of a matrix
- The determinant of a matrix
  Properties of determinants
- The inverse of a matrix
- The rank of a matrix
- Simultaneous linear equations
  N simultaneous linear equations in N unknowns
- Special square matrices
  Diagonal; symmetric and antisymmetric; orthogonal; Hermitian; unitary normal
- Eigen vectors and eigen values
  Of a normal matrix; of Hermitian and anti-Hermitian matrices; of a unitary matrix; of a general square matrix
- Determination of eigen values and eigen vectors Degenerate eigen values

8. Vector calculus

- Differentiation of vectors Composite vector expressions; differential of a vector
- Integration of vectors
- Space curves
- Vector functions of several arguments
- Surfaces
- Scalar and vector fields
- Vector operators
- Gradient of a scalar field; divergence of a vector field; curl of a vector field

- Vector operator formulae
- Vector operators acting on sums and products; combinations of grad, div and curl
- Cylindrical and spherical polar coordinates
- Cylindrical polar coordinates; spherical polar coordinates.

Statistics-I   **Credit 3 (2-1)**

Definition and importance of Statistics in Agriculture, Data Different types of data and variables

Classification and Tabulation of data, Frequency distribution, stem-and-Leaf diagram, Graphical representation of data Histogram, frequency polygon, frequency curve.

Measure of Central tendency, Definition and calculation of Arithmetic mean, Geometric mean, Harmonic mean, Median quantiles and Mode in grouped and un-grouped data.

Measure of Dispersion, Definition and Calculation of Range, quartile deviation, Mean deviation, Standard deviation and variance, coefficient of variation.

Practical

a.   Frequency Distribution

b.   Stem-and-Leaf diagram

c.   Various types of Graphs

d.   Mean, Geometric mean Harmonic Mean,

e.   Median, Quartiles Deviation, mean Deviation.

f.   Standard Deviation, Variance, Coefficient of variation,

g.   Skewness and kenosis

Recommended Books

1.   Introduction to Statistical Theory Part- I by Sher Muhammad and Dr. Shahid Kamal (Latest Edition)
2.   Statistical Methods and Data Analysis by Dr. Faquir Muhammad
3.   A. Concise Course in A. Level Statistic with world examples by J. Crashaw and J. Chambers (1994)
4.   Basic Statistics an Inferential Approach 2nd Ed. (1986) Fran II. Dietrich-II and Thomas J. Keans

Statistics-II   **Credit 3 (2-1)**

Sampling Probability and non-Probability Sampling, Simple random sampling stratified random sampling Systematic sampling error, Sampling distribution of mean and difference between two means. Interference Theory: Estimation and testing of hypothesis, Type—I and type-II error, Testing of hypothesis about mean and difference between two means

using Z-test and t-test, Paired t-test, Test of association of attributes using $X2$ (chi-square) Testing hypothesis about variance.

Practical

a.   Sampling random sampling
b.   Stratified random sampling.
c.   Sampling distribution of mean
d.   Testing of hypotheses regarding population mean
e.   Testing of hypotheses about the difference between population means
f.   Chi-square test
g.   Testing of Correlation Coefficient
h.   Fitting of simple linear regression
i.   One-way ANOVA
j.   Two-way ANOVA

Recommended Books

1.   Introduction to Statistical Theory Part-II by Sher Muhammad and Dr. Shahid Kamal (Latest Edition)
2.   Statistical Methods and Data Analysis by Dr. Faquir Muhammad
3.   Principles and Procedures of Statistics A Bio-material approach, 2nd Edition, 1980 by R. G. D Steal and James H. Tarric
4.   Statistical Procedures for Agricultural Research 2nd Edition (1980) by   K. A. Gomez and A. A. Gomez

Introduction to Information and Communication Technologies

Course Structure: Lectures: 2 Labs: 1   **Credit Hours:** 3
Pre-requisite: None   **Semester: 1**

Course Description

This is an introductory course on Information and Communication Technologies. Topics include ICT terminologies, hardware and software components, the internet and World Wide Web, and ICT based applications.
After completing this course, a student will be able to:
- Understand different terms associated with ICT
- Identify various components of a computer system
- Identify the various categories of software and their usage
- Define the basic terms associated with communications and networking
- Understand different terms associated with the Internet and World Wide Web.
- Use various web tools including Web Browsers, E-mail clients and search utilities.
- Use text processing, spreadsheets and presentation tools
- Understand the enabling/pervasive features of ICT

Course Contents

Basic Definitions & Concepts
Hardware: Computer Systems & Components
Storage Devices, Number Systems
Software: Operating Systems, Programming and Application Software
Introduction to Programming, Databases and Information Systems
Networks
Data Communication
The Internet, Browsers and Search Engines
The Internet: Email, Collaborative Computing and Social Networking
The Internet: E-Commerce
IT Security and other issues
Project Week
Review Week

Text Books/Reference Books

1.   Introduction to Computers by Peter Norton, 6th International Edition, McGraw-Hill

2. Using Information Technology: A Practical Introduction to Computer & Communications by Williams Sawyer, 6th Edition, McGraw-Hill
3. Computers, Communications & information: A user's introduction by Sarah E. Hutchinson, Stacey C. Swayer
4. Fundamentals of Information Technology by Alexis Leon, Mathews Leon, Leon Press.

RECOMMENDATIONS MADE BY THE NATIONAL CURRICULUM REVISION COMMITTEE BS Social Work Four Year Program

BS Social Work Program is offered in well-known universities in Pakistan. It is important to provide needed infrastructure for better and effective the four years BS Social Work Program. Social Work departments at university level need to be equipped with expert and relevant faculty, suitable buildings, lecture rooms, furniture, integrated time task, library, transport for staff and students to move in the field.

IT Equipment
It is also recommended to equip students with IT instruments (computer lab and laptops) and faculty members should be provided laptops which are necessary for field report writing and research work. Separate computer labs with improved network facilities (Multimedia and LED screens) must be must be established in all social work departments for better knowledge delivery and learning. All classrooms should be equipped with IT desk (computer, internet) and multimedia (fitted in roof).

Social Work at Intermediate/Graduate Level
All committee agreed and recommended to introduce Social Work subject at intermediate level in all colleges. It would be of great importance of and helpful for the students willing to take admission in BS Social Work Program at university level. In this regard, the Committee recommended HEC for further instructions to provincial education departments to introduce the Social Work subject at intermediate level.

It was also discussed that in all provinces, Social Work subject has not been taught at graduate level in all colleges. Only a limited number of colleges offer the subject at graduate level which hurdles projection of the very important subject. It was also recommended to start Social Work subject in all government colleges even at Tehsil level. It was also recommended that HEC should include Social Work as separate discipline in list of Social Science category. HEC should take serious and immediate steps for inclusion of Social Work subject in the list of NADRA and all other government institutions as separate subject.

Field Work
Social Work degree remains incomplete without Field Work. Field Work provides learning of practical application of social work methods i.e. Social Case Work, Social Group Work, Community Organization, Social Welfare Administration, Social Action and Social Research. The committee emphasized the implementation of Field Work at BS and MA level for all Social Work Departments in universities. All Social Work Departments are required to put the students in the field work for two days per week. The

faculty members will supervise and guide the assigned groups of students during field visits. The committee also finalized that Field Work credit hours will be included in the workload of faculty members who will supervise the students during Field Work. They need proper supervision and guidance. The faculty should visit respective social welfare agencies.

Transport

The Committee also discussed transport problem faced by many Social Work Departments in different universities. It was argued that every Social Work Department must be provided with separate transport on permanent basis by the university and HEC for effective field work training. The Social work Departments of the universities are lacking transport facilities. It is not possible to monitor and supervise the students during field work without proper transport in urban and rural areas. It was recommended that every Social work Department must be provided at least permanent two vehicles (vans) on priority basis and a bus for students when needed.

Exchange Visit of Faculty and Students

Few Social Work Departments are established at university level in Pakistan. The committee recommended HEC to initiate exchange Program for faculty members and students as well. HEC should provide grants for these indigenous and foreign exchange visit and training Programs. It was discussed that various public and private institutions are not easy to be accessed for field learning of students due to long distance. The NCRC recommended HEC to provide funding and other facilitation for visiting those institutions for a period of one to two weeks. The committee also recommended compulsory exposure visits of faculty and students in different areas for period of 10-15 days before the end of every session.

National Council of Professional Social Work

It was realized and discussed the need of a national level body/council of Professional Social Work to deal with all academic and field matters of Social Work discipline. Without a national level council, Social Work subject would not grow in Pakistan. The committee recommended HEC to initiate a National Council of Professional Social Work having authorities to certify professional social workers with specializations in different fields. This Council should be constituted on the pattern of medical, engineering and bar council. This Council would be a channel for both professional social workers and agencies seeking professionals with specializations.

The Committee also recommended that various postgraduate diploma courses should be started in Social Work Departments at university level to provide specializations. Initially, these could include community development, human rights, human resource, disaster management, local government, drug abuse child rights, and women in development population welfare etc.

Employment Opportunities

Scope of Social Work subject was also discussed in Pakistan perspective. It was recommended HEC to include Social Work subject in list of Federal Public Service Commission and Provincial Public Service Commission Examinations. Social Work professional degree should also be considered for recruitment in all welfare departments at federal and provincial level (Social Welfare, Women Development, Child Protection, Population Welfare, Human Rights, Disaster Management, Local Government, Community Development, Livestock, Rural Development, Prison, Health Departments, Education Departments, Antinarcotics, Water Management, Police, Rescue Departments and Agriculture etc.). Provincial governments should initiate School Social Work for making school education better through employing social work graduates in schools. HEC should also take serious steps to value Social Work degree for recruitment in NGOs at international, national and local level,