

Ph.D. Entrance Test - SYLLABUS - Social Work
RESEARCH METHODOLOGY (50%) : Part-I

NB: The Research Methodology of 50 MCQs will constitute questions related to English Proficiency, Reasoning Ability, Basic Computer Skills; each of 5 questions – total 15 and 35 Questions of Subject Specific Research Methodology

DESCRIPTION
Social research meaning, objectives, characteristics, purpose and qualities. Social work Research: meaning, objectives, scope and importance, functions, characteristics, Difference between social work research and social research types of research pure, Applied and action research. Basic concepts of theory, facts, variables, research Problem and hypotheses.
Research design: meaning, importance and concepts; features of a good research Design-types of research design: exploratory, formulative, descriptive, diagnostic Experimental, quasi- experimental, evaluative , multi design, participatory research And single subject research. Scaling techniques: likert, Guttman, thurstone and Sociometry.
Social survey: concept, scope, advantages and disadvantages of social survey, social Survey and social research. Sampling: concepts and sample frame, probability and no probability

Sampling techniques- sampling process and sample size, characteristics of a Good sampling design. Methods of data collection- observation- participant observation, Interview method and case study. Tools of data collection, schedule, mailed Questionnaire, interview guide.
Data analysis: checking, editing, coding, classification and tabulationData entry on computers- use of spreadsheets, data bases and spss: measures of central tendency and dispersion; correlation and regression, tests of significance, chi-square Test, t-test and analysis of variance (anova); contentanalysis.
Report writing: purpose: structure and writing, style of a research report, utilization and presentation of diagrams, graphs and tables, bibliography and appendices in Research report.

Part - 2

Core Subject Content (50%)

UNITS. TITLE	CONTENT
Historical Development of Social Work	Historical background of Social work in U.K., U.S.A. and India. Social work history of Gujarat
Introduction of social work	Social work meaning, definition, nature, scope, objectives, goals, principle, value, functions, model, basic assumptions, ethics in social work
Concept of social work	Social welfare, social services, Socialreform, and Social Development. Social work relation with other social science
Social work profession	Social work of profession. Its nature, goal, and functions. Trends in social work Profession in India, field work and profession, problems faced by the social work profession in India.
Gandhi an Social work	Gandhi an thoughts and Approach Constructive Programmes Gandhi an and Professional Social work Philosophy of “ sarvoday”

UNITS TITLE	CONTENT
The method and philosophy of case work and group work	Concepts, objectives, component and principles, values of case work and group work. Philosophical assumption of case work and group work
Tools and techniques of case work and group work	Case work and group work tools observation, listening, interview, home visit, communication, repo building and recording Techniques of case work and group work. Resource mobilization, Fields of Social Group Work,
Process of case work and group work	Case work process : Intake,study,social diagnosis, treatment, termination and evaluation Social Group Work as a Scientific Method : Fact Findings, Diagnosis, Treatment Model of Group Work
Group Work Element	Group work dynamics, member'sbehaviour and leadershipProgramme, Planning , Development Use of Programme Media
Importance of social worker in case work and group work	Role of Social group worker in various setting. Role of social case worker in various setting Difference Between Case Work & Group Work

UNITS TITLE	CONTENT
Methods of Community Organization	Concept, Nature, Meaning, Fields, Characteristics, Historical Background, Aims & Objectives, Basic Assumptions, Skill, Principles, Role of Community Organizer, Steps, Community Council & Community Chest, Community Development & Community Organization.
Social Action	Concept, Meaning, Objectives, Principles, Strategies, Basic Elements, Nature, Model Social Action and Social Work
Social Welfare Administration	Meaning, Definitions, Scope and Process, Characteristics, Fields, Function, Principles Social Work and Social Welfare Administration
Counseling	Concept, Meaning, Types, Techniques, Process, Characteristics of Counselor
Integrated Social Work Practice	Integrated Social Work Practice Methods

UNITS TITLE	CONTENT
Foundation of Research	Concept of Social Work Research Social Science Research, Types and Methods of Research, Characteristics Steps for Research Concept of Research Design, Type of Research Design and Steps of Research Design
Literature, Planning and Sampling	Literature : Need for Reviewing Literature, What to Review and for What Purpose, Literature Search Procedure Planning : Planning Process, Selection of a problem for research, Formulation of selected problem, Hypothesis, Variable Sampling : concept, characteristics of good sample, Methods of sampling, Sampling and Non-sampling Errors
Data Collection	Meaning and Importance of Data Types of Data Tools of Data, Sources of Data Pilot Study : Need, Meaning, Functions Pre-test : Need, Purposes, Procedure
Processing of Data	Coding and Classification of data Tabulation Presentation with Graph/Chart/Diagrams

Statistical Analysis and Report Writing	Measures of central tendency – Mean, Median, Mode. Measures of dispersion – Standard Deviation. Testing of hypothesis – Chi-square test, T-test, Correlation..... Use of computer for Social Work Research, SPSS. Reporting : Format and reference Documentation : Footnotes, Types of Footnote and Bibliography Report Writing, Importance of Report Writing, Research Report Format, Abbreviations used in Research Report
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UNIT TITLE	CONTENT.
Services, Organization	Development and Welfare Organizations Response to Social Needs Role of State Voluntary and Corporate Sector. Civil Society meaning, Principles, functions Characteristics
Services and their delivery	Types of Services, Organizational Characteristics Management Process : Vision of Planning, Organizing, directing, staffing co-operation, evaluation Establishment, registration, different types of legislation, legal status, constitution. Financial Resources : Organizational budget, sources of finance, fund raising, records, audit Financial resources: organizational budget, sources of finance, fund raising records, audit.
Organizational Climate and management processes	Programme management : long term, short term and documentation Project proposal : meaning, need, importance, steps to prepare project proposal Project management
Policies and practices	Policies and practices for personnel in organization: Volunteers, professionals, para-professionals Communication in an organization-essential components, types, barriers, Decision making levels and methods
Work Processes tasks	Unit of work, time allotment, workload, responsibility, coordination Staff-client relation Teamwork, Supervision, Directing, Monitoring, Evaluation Conflict Resolution Public Relation

UNITS TITLE	CONTENT
HRM & Personnel Management	Nature of HRM, Scope of HRM, HRM Objective, Paradoxes in HRM, Evolution of HRM Role of Personnel Management in Organization SWOT Analysis Practical Implementation of Organization
HRM Functions, International Bodies & HRM	Human Resource Planning Analyzing Work & Designing Job Recruiting Human Resources Selecting Human Resources Inducting & Planning New Hires Training, Development & Career Management Appraising & Managing Performance Incentives and Performance-based Payments Motivation, Empowering Employees Bodies in the development of HRM The ILO Standards, The Human Rights Commission's Impact, UNO's Impact
Performance appraisal & compensatory packages.	Definitions and objectives performance appraisal, methods of performance appraisal, Limitations of performance appraisal. Wage and salary administration mode& methods of payment. Other allowances, perks, incentive and bonus
Human relations & human utilization	Concept of human relations, human relations and industrial relations, dynamics of inter relations. Definitions and concept of human resource management principles & scope of human resource management. Different between personal management and human resource management. Changes & challenges of human resource management.
Workers of the organized	Definitions & characteristics of organized and unorganized sector workers. Problems of unorganized sector workers

andunorganized sector	
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UNITS TITLE	CONTENT
Concept of Growth and Development	Principles, values of growth and Development Social work significance of development Child rearing practice, deprivation and development
Theories of Human Development	Freud's Theory of cognitive development
Indian Theory of cognitive development	Understanding Indian Concept of Life Stages of life Indian concept of development
Human Development	Social and psychological aspects Lifestyle effects Youth in Indian society
Human growth and development	Concept Nature and Importance Relevance to social work practice/ exploration programmes Development needs tasks, health, problems and services. Relevance to social work practice across the stages of development

UNITS TITLE	CONTENT
Concept of CSR	Corporate Social Responsibility : Concept and Issue Historical Perspective of CSR
Model of CSR	CSR Models CSR : From Philanthropy to Public Private People Partnership
Business Ethics of CSR	Functions of CSR Different Business Ethics of CSR Role of CSR
Corporate Governance	Corporate Governance : Concepts and Hallmarks Corporate Governance – Norms in India : CII Code and Kumar Mangalam Birla Report
Trends and Challenges in CSR	Different Kind of Trends in CSR Challenges of CSR

UNIT TITLE	CONTENT
Industrial Relation-1	Introduction of Industrial Relation Definition of Industrial Relation, Content of Industrial Relation Objectives of Industrial Relation Participants/Variables in Industrial Relation Aspects of Industrial Relation Industrial Relation Strategy
Industrial Relation-2	Industrial Relation Program Scope of Industrial Relation Work Importance of Peaceful IR Collective Bargaining <ul style="list-style-type: none"> - Role of Collective Bargaining - Workers' Participation in Collective Bargaining
Trade Union-1	Definition and Characteristics of Trade Union Principles of Trade Unionism Objectives & Functions of a Trade Union Trade Union Movement in India Growth of Trade Union Movement Federations of Trade Unions Features and Weakness of Trade Unionism Recommendations of the National Commission on Labour
Labour Welfare	Definition & Concept of Labour Welfare Aims, Objectives, Value & Motivation of Labour Welfare Principles, Theories of Labour Welfare Statutory & Non-Statutory Measure in India Function & Role of Labour Welfare Officer

Industrial Dispute	Definition of Industrial Dispute Types of Industrial Dispute Effect of Industrial Dispute Internal & External Industrial Dispute Procedure Authority under act 1947
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UNIT TITLE	CONTENT
Social Security	Definition & Objective of Social Security Evolution of Social Security ILO, Structure, Function & Impact of ILO on Indian Labour Legislation Social Security in Developing Countries Social Security for Unorganized Sector Labour Policy : Concept, Principle Labour Commission in India
Labour Law-1	Factories Act-1948 Bombay Industrial Relation Act-1947 Industrial Dispute Act-1926
Labour Law-2	Payment of Bonus Act-1965 Payment of Wages Act-1948 Contract Labour (abolition & regulation) act-1970 Employees' Provident Fund & Miscellaneous Provision Act-1952 Apprentice Act-1961
Labour Law-3	Trade Union Act-1926 Workman's Compensation Act-1923 Payment of Gratuity Act-1972 Minimum Wages Act-1961 Model Standing Orders(Gujarat State) and Industrial Employment (Standing Order) Act-1946
Labour Law-4	Maternity Benefit Act-1961 Child Labour (Regulation & Abolition) Act-1986 Bombay Labour Welfare Fund Act-1953 ESIC Act-1948 Employment Exchange (Notification)

UNITS TITLE	CONTENT
Environment	Concept and Meaning of Environment Scenario Problems and perspective Emerging Concerns and Challenges, Pollution and its effect, Role of Social Worker in Environment Protection
Environmental Movement & Law	Environmental Movement in India Forest conservations Act, Environmental protection Act , Water Act, Air Act
Introduction of Disaster	Content and Definition, Types and Classifications, Impact of Disaster on level of Development & special groups(children, women, elderly and disable)
Issues Concerned	Pre-Disaster & Post-Disaster Steps Policy Issues and its implementations of Disaster
Role of Social Worker	Role of social Worker, NGO, Government in Disaster Management

UNITS. TITLE	CONTENT
Physiology and anatomy	Physiology and anatomy Various systems Epidemiology of various diseases approaches for treatment, prevention, rehabilitation and management of various health problems. Communicable & Non-Communicable Disease
Health concepts and public health	Changing concepts of health and health care Over view of social work practice in the field of health Concepts of public health, it's need , and objectives Structure of health care centers in India National Health Policy Personnel Hygiene & Environment Hygiene
various health methods and medical social work	Various health methods, Institutional, Non-Institutional, Government and Non-Government services for health. Concept & History of Medical Social Work Methods of Medical Social Work Approaches and Principles of Medical Social Work Role of Medical Social Worker
Maternal and child health.	Maternal and child health, family welfare programs, reproductive health, population dynamics and population policy Role of International NGOs in Health

communities health problems and communities health education	Health social work in communities: identifying health problems and services Approaches to work in community Occupational Health, School health, nutritional problems. Health education& Communication
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