

TAMIL NADU PUBLIC SERVICE COMMISSION
COMBINED SYLLABUS FOR THE POST OF
SOCIAL CASE WORK EXPERT
(UG DEGREE STANDARD)

Code :423

Social Work

UNIT-I Social Work Basic Concepts, Methods, Fields and Approaches

Social Work Profession: Definition, Meaning, Objectives, Philosophy, Beliefs, Values, Characteristics, Principles, Functions and Code of Ethics, Social Work as a Profession.

Basic concepts related to Social Work: Social Service, Social Development, Social Reform, Social Defence, Social Security, Social Welfare, Social Justice and Human Rights. Historical Development of Social Work in UK, USA and India.

Methods of Social Work: Definition and Objectives of Social Case Work, Social Group Work, Community Organisation, Social Welfare Administration, Social Work Research and Social Action.

Fields of Social Work: Community Development (Rural, Urban and Tribal), Medical and Psychiatry, Family and Child Welfare, Social Work in Correctional Settings, Social Work in Industrial Settings, Social Work in Rehabilitation Settings, School Social Work, Social Work with Youth, Aged and LGBTQ+ Communities Human Rights and Social Work.

Approaches in Social Work Practice: Remedial, Preventive, Promotive, Rehabilitative, Welfare, Developmental, Empowerment, Rights Based and Participatory Approaches.

UNIT- II Social Case Work

Social Case Work: Definition, Meaning, Objectives, Principles, Roles, Skills and Components of Social Case Work, Process of Social Case Work (Intake, Study, Diagnosis, Treatment, Termination and Follow up) Case Worker – Client relationship and the use of Professional Self, Problems in professional relationship, Transference and Counter Transference.

Tools and Techniques in Case Work: Tools and Techniques in Case Work: observation, interview, collateral contacts, home visits, referrals, ventilation, emotional support, advocacy, environment modification, modelling, role-playing, confrontation, Case history taking, Recording – uses, principles, types, structure and content. Use of genograms, eco-maps, and family schema in records.

Theoretical Approaches to Case Work / Models of Case Work Practice: Eclectic approach, Family Centered approach, Behavioural Approach, and Eco-system perspective in Social Case Work, Psychosocial model, Functional model, Life model, Problem Solving model and Crisis Intervention model.

Skills of Social Case Work: Definition, Process -Interviewing, Effective Listening, Assessment, Empathy, Problem Solving. Psychotherapy, Counselling and Social Case Work- similarities and differences.

Unit-III Social Group Work

Social Group Work: Definitions, Objective, Values and Principles of Social Group Work, Skills and Roles of Social Group Worker.

Group Dynamics and Group Functioning: Dynamics of Groups: Bond, Acceptance, Isolation, Rejection, Subgroups, Conflict and Control. Group Membership, Group Norm, Group Cohesiveness, Group Culture, Group Morale, Group Attraction. Leadership and Communication in groups, Sociogram and Sociometry.

Phases and Process of Social Group Work: Group Phases: Forming, Storming, Norming, Performing, Adjourning. Social Group Work Process: Intake, Study, Analysis and Assessment, Negotiating, Contracts, Treatment, Evaluation, Termination and Stabilization of change effort.

Models of Social Group Work: Remedial, Reciprocal and Social Goal Model, Skills, Qualities and Roles of Social Group Worker, Significance of Group therapy and Group Counselling. Recording in Social Group Work: Principles, Structure and Types.

UNIT IV Social Work in Correctional Setting

Correctional Administration: Evolution of Correctional Administration System, Contemporary Correctional Administration- Prison, Purpose of Imprisonment.

Psycho Social problems of Prisoners: Adjustment problems, Addiction, Abuse: Physical, Emotional, Psychological and Sexual. Violence: Cycle of Violence, Psycho Social impact of Imprisonment, Recidivism.

Institutional Welfare Services and Limitations: Education, Vocational Training, Recreation, Counselling, Rehabilitation, Good Time, After Care Services, Discharged Prisoners Aid Society and its functions, Referral Services to Prisoners Family – Foster Care, Sponsorship, District Child Welfare Committee, District Child Protection Unit, Adoption Centres, NGO's working for rehabilitation of prisoners and their families, Disadvantages of Institutionalization.

Roles of Social Case Worker: Case Manager- Interviewing the inmate, assessment and preparation of Case Study reports, working with Prisoners, Family and Collaterals, Mediating, Educating, Advocating, Counselling Individuals and Groups, Documentation, Record Maintenance and Reporting. Social Work Research: Meaning, Objectives and Characteristics; Steps in Research Process- Data Collection, Processing and Analysis, Preparation and Presentation of Research Reports; Qualitative and Quantitative Research.

SOCIAL SCIENCE

UNIT-V SOCIAL SCIENCE

An approach to the study of society – approaches – Structural, Functional, Conflict, Symbolic interaction. Social Stratification – Meaning – Forms of social inequality - Caste, Class, power, and Gender – Caste in Contemporary India – Social Mobility – Social Change and Social Movements – Social Movements specific to Tamil Nadu and its Impact. Social Process – Associative and Dissociative social process.

Culture – Definition, components of culture – role, and functions of culture – cultural lag, material, and non-material culture.

Social issues – Poverty, Unemployment, Corruption, Violence against Women and Children, domestic violence, Child in Conflict with law, child abuse, migration, displacement and Problems of refugees.

Gender – Definition, gender roles, gender stereotypes, gender discrimination, working towards gender equality

UNIT–VI SOCIAL PSYCHOLOGY

Definition and meaning – Personality – Meaning, theories of personality – Personality development – Social Cognition and Social Perception, Impression Formation, and Impression Management – Behavior and Attitudes – Social relations – Stereotypes, Discrimination, Prejudice, Aggression, Attraction and Intimacy, Helping, Conflict and peace making and – Social Influence – conformity and Obedience. Social beliefs and Judgment – Mental Health & Mental illness.

Economics: Development – Meaning - Approaches and Indicators. State Programmes for Rural, Urban and Tribal Development, Globalization – its impact on Development of India. Panchayat Raj Institution – Three-tier structure.

Political Science: Concept of State – Types and Characteristics, forms of power. Policies and Plan – Need and Importance. Types of social policy. Constitution – Source of policy planning in India. National Policies related to – Health, Women, Children, Youth, Environment, and Education.

SOCIOLOGY

UNIT-VII SOCIAL INSTITUTIONS

Family: Definition and Characteristics, Types of family- Patriarchal and Matriarchal family, Joint and Nuclear family, Functions of family, changing Trends in the family system, Understanding the issues of single parents, same sex couples, live in relationship and Emerging perspectives on family.

Marriage: Definition and Characteristics, Functions of marriage, Forms of marriage: Polygamy, Polyandry, Monogamy, Endogamy, Exogamy.

Social Groups and Socialisation

Social groups: Definition, Classification, Characteristics of Social Groups and its importance. **Types of Social Groups:** In-groups, Out-groups, Primary and Secondary groups, Reference groups and Peer groups.

Socialisation: Definition, types of Socialisation: Primary, Anticipatory, Adult socialisation and Re-socialisation.

Process of Socialisation and Agencies of Socialisation: Family, Peer Group, School, Neighbourhood, Mass Media, Religion and State.

Social control:

Informal means of social control: Folkways, Mores, Customs, Sanctions, Values and Public Opinion.

Formal means of Social Control: Judiciary and Social Legislations.

UNIT - VIII SOCIAL PROBLEMS

Social problems: Definition, characteristics and causes of social problems.

Social Disorganisation: - Definition, characteristics and causes of Social disorganisation.

Approaches to social problems: Deviance, Labelling, Disorganisation, Value conflict and Anomie approaches.

Socio- Cultural problems: - Cybercrime, Honour Killing, Suicide, Unemployment, Alcoholism and drug addiction, Commercial Sex work, Beggary, AIDS, Ethnic conflicts and war.

Problems of the vulnerable groups: Child marriage, female infanticide and feticide, sex selective abortion, dowry death, rape, domestic violence, LGBTQ+ communities and human trafficking.

Policies for prevention and welfare measures: Child welfare, Youth welfare, Welfare for differently abled and aged.

Remedial measure: Role of Government, NGOs and Civil Society

CRIMINOLOGY

UNIT – IX

Concepts and definitions of Crime - Sociological and Legal - Types of Crimes, Causes for Crime - Classical, Neo Classical, Biological - Psychology of Crime – Eysenck and Freud’s theory of Personality, Maslow’s Hierarchical theory of Motivation, Frustration and Aggression, Emotional Quotient and Crime, Intelligent Quotient and Crime, Personality disorders – Psychopath and Sociopath - Sociological Theories - Social Strain Theories - Merton's Anomie theory, Opportunity Structure theory, Cloward and Ohlin, Durkheim’s Anomie theory, Social Reaction Theories - Labelling and Shaming theories, Social Learning theories - Differential Association theory, Social differentiation theory, Differential identification theory, Differential reinforcement , Laws of imitation - Rational Choice theory, routine activity theory – Crime Prevention, Methods of Crime Prevention.

UNIT - X

Punishment – Concept, Scope and Techniques, Sentencing Principles, Policies and Procedures – Correctional Manuals and rules, Prison Act, 1894, Prisoners Act 1950, Transfer of Prisoners Act, 1950, UN Standard Minimum Rules of Treatment of Prisoners – Prison Systems, Juvenile Justice System, Probation and Parole – Classification of Prison and Prisoners, Prisoner’s Rights, Treatment of Prisoners – After care programmes, Role of Government and Non-Governmental agencies in Correctional setting.

ANDRAGOGY

UNIT - XI ADULT EDUCATION

Andragogy: Meaning, Concept, Principles - Motivators / Specilidators - Difference between Andragogy and Pedagogy - Adult Education - Concept and Definition - Adult Learning - Adult Psychology - Types of Training for Adult Education Functionaries: Lecture, Discussion, Demonstration, Role Play, Games and Simulation, Brain Storming, Field Trip, Case Studies, Questions and Answer, Problem Solving, Assignment and Seminars - Communication - Mass Media - Radio, film, Press, Television, Social Media - Alternative Learning system - Life Long Learning - Non-Formal Education - Continuing Education - Inclusive Education - Open Schools - Distance Education - Online Education- Community Colleges - Vocational Education - Behavioral Change - Role of Government and NGO in promoting Adult Education - Adult Education in Five year plans - National Policy on Education - National Adult Education Programme (NAEP) - National Literacy Mission and Saakshar Bharat Programme and New India literary Programme - Curriculum for Adult Education and Research in Adult Education .

UNIT-XII EXTENSION/FIELD OUTREACH PROGRAM IN ADULT EDUCATION

Social awareness - Environmental Education - Environmental Resources - Environmental Hazards and Disaster Management - Environmental Pollution (Air, Water, Soil, Sound) - Population Education and Population Studies - Themes in Population Education (Fertility, Migration, Employment, Literacy, Enrolment, Reproductive Health) - Nutrition, Health education - Yoga - Government Policy and Schemes. Illiteracy and Poverty Eradication - Rural Technology Dissemination - Participatory Methods (PRA) - Human Rights Education - National Human Rights Commission - State Human Rights Commission - National Commission for Women, Minorities, S.C & S.T, Children - Guidance and Counselling for Adult Learners - Life Skills - Counselling Techniques and Skill Development Training - Socio- Economic Development of Adults - Legal Awareness - Consumer Rights, Consumer Protection Act (1986), Public Interest Litigation, Legal Aid. Right to Information Act, 2005 and Right to Education Act and Education for all.