



UNIVERSITY OF DHAKA

Syllabus

Syllabus for M.S.S. Final Year in Social Work(Affiliated Colleges)
(Sessions: 2017-2018, 2018–2019 & 2019-2020)

Distribution of Marks

For 4 Credit Theoretical Course	100 Marks
For 4 Credit Field Practice	100 Marks
For 2 Credit Comprehensive	50 Marks
For 2 Credit Viva-voce(Theoretical & Practical)	50 Marks

Distribution of Marks for a 4 Credit Theoretical Course

Year Final Examination	80 Marks
In-Course Examination	10 Marks
Attendance	05 Marks
Assignment	05 Marks

Total **100 Marks**

Academic Standard

A student will get individual Grade Point or Letter Grade for every complete course. Usually upon completion of each year, a Grade Point Average (GPA) is calculated by using the following formula where individual GP and credit of the course are considered.

$$\text{GPA} = \frac{(\text{Credit of the course passed} \times \text{Grade Points earned})}{\text{Credit of all courses attended}}$$

The Cumulative Grade Point Average (CGPA) will be calculated by the same formula where the only difference is that while calculating the GPA of a year, the credit and GPA of only the courses of that particular year be considered, whereas in calculating CGPA, the Grade Point and Credit of all courses completed shall be considered. The Grading Structure as given below be followed :

Letter Grading Structure

Numerical Marks	Letter Grade	Grade Points
80 and above	A+ (A plus)	4.00
75% to 79%	A (A regular)	3.75
70% to 74%	A- (A minus)	3.50
65% to 69%	B+ (B plus)	3.25
60% to 64%	B (B regular)	3.00
55% to 59%	B – (B minus)	2.75
50% to 54%	C + (C Plus)	2.50
45% to 49%	C (C regular)	2.25
40% to 44%	D	2.00
Less than 40%	F	00
	I	Incomplete
	W	Withdrawn

In the Transcript/Grade Sheet, only the Letter Grade and the Corresponding Grade Points, and finally, the CGPA, not the numerical marks, will be shown.

Examination System

- a. Final examination of Masters in Social Work (MSW) will be held at the end of 40 weeks of each year.
- b. There will be provision for improvement of result which will be allowed only once during the continuance of the study program. Student having obtained C grade or below will be allowed to retake the course and that only once and the better grade will be taken for CGPA calculation.
- c. In the Final Examinations, 8 (eight) questions will be set in each course and students shall have to answer any five of them. Time for the final examinations will be 4 (four) hours.
- d. 5 (five) questions will be set in Comprehensive Course and students shall have to answer any three of them. Questions of the Comprehensive Course will be set on the basis of taught Courses. Time for the Comprehensive examinations will be 3 (Three) hours.

e. Viva-Voce

The concerned Examination Committee will take Viva-Voce.

Affiliated Colleges
University of Dhaka
Syllabus for Masters in Social Work Final Year
Subject: Social Work
Session: 2017-2018, 2018-2019 & 2019-2020

Course Description

Paper Code	Paper Title	Marks	Credits
MSW 01	Social Administration	100	4
MSW 02	Advanced Social Research and Statistics	100	4
MSW 03	Industrial Relations and Labour Laws	100	4
MSW 04	Correction and Correctional Service	100	4
MSW 05	Women and Family Welfare	100	4
MSW 06	Welfare for the Child Youth and Older person	100	4
MSW 07	Guidance and Counseling in Social Work	100	4
MSW 08	Field Practicum	100	4
MSW 09	Comprehensive	50	2
MSW 10	Viva-voce(Theoretical & Practical)	(25+25)50	2
Total:		900	36

Course Title	Social Administration			
Course Code	MSW 01	Marks 100	Credits 4	Class Hours 60 hrs

1. **Administration:** Meaning, Nature, Objectives, Functions, Social Welfare Administration, Public Administration, Business Administration and their Interrelationship.]
2. **Organization:** Meaning, Types and Theories-Scientific Management, Human Relations, Structuralist, Concept of Bureaucracy-its Characteristics, Advantages and Limitations.
3. **Communication:** Meaning, Types, Channel and Methods, Communication as a tool of Administration.]
4. **Co-ordination:** Meaning, Types, Means and Methods, Co-ordination of Social Welfare Services in Bangladesh
5. **Supervision:** Meaning, Types, Scope, Methods and Functions, Supervision as an Educational Process.
6. **Job Design and Analysis:** Job Description, Specification and Evaluation, Process of Recruitment, Selection, Appointment, Training, Promotion, Demotion and Discharge.
7. **Power and Authority:** Meaning, Delegation of Power and Decentralization of Authority.
8. **Line and Staff Functions:** Meaning, Objective, Role of Social Worker in the Agency.
9. **Financial Management:** Meaning, Scope, Importance, Fiscal Policy and Budgeting: Budgetary Control and Securing Funds, Accounts Keeping, Auditing and Evaluation.]

Books Recommended:

01. Rapp C,E Poerter,j, : 2009. Social Administration: A Client-Centered Approach. New York: Longman.
02. Chowdhury, D. P. : 1975. Social Welfare Administration, Delhi, Atma Ram & Sons.
03. Hussain, M. N. and : 1970. Introduction to Social Work Methods, Dhaka, ISWR.
04. Trecker, H. B. : 1955. Group Process in Administration, New York, Women's Press.
05. Trecker, H. B. : 1965. New Understandings of Administration, New York, Association Press.
06. Rahman, Mohammad : Planning and Development of Upazila in Bangladesh, Dhaka National Institute of Local Govt. Shafiqur
07. Goal S. L. and Jan R. K. : 1980. Social Welfare Administration, India, New Delhi, Associated Publishing House.
08. Sachdeva, D. R. and : 1980. Public Administration: Concepts and Sogani, Meena Application, New Delhi, Associated Publishing House.
09. Zafarullah, Habib (ed.) : 1924. Policy issues in Bangladesh, Dhaka: The University Press Ltd.
10. আহমদ, ইকবাল : ১৯৯৩, কর্মী ব্যবস্থাপনা, ঢাকা, বাংলা একাডেমী।
11. মকবুল, হোসাইন ও অন্যান্য : ১৯৮৯, আর্থিক ব্যবস্থাপনা, ঢাকা, বাংলাদেশ বিশ্ববিদ্যালয় মঞ্জুরী কমিশন।
12. ইসলাম, মোঃ নুরুল ইসলাম : ২০০৬, সামাজিক প্রশাসন, ঢাকা, তাসমিয়া পাবলিকেশন।

Course Title	Advanced Social Research and Statistics			
Course Code	MSW 02	Marks 100	Credits 4	Class Hours 60 hrs

A. Advance Social Research

1. **Literature Review:** Meaning, Nature, Use of Literature, Importance and Function of Literature Review in Conducting Social Research, Techniques of Mentioning References and Preparing Bibliography.
2. **Development of a Study Proposal:** Formation of research proposal: Title, Introduction, Objectives, Hypothesis or Assumptions, Definition of Terms and Concepts, Methodology: Area,

Sample and Sampling, Instrument of Data Collection, Data Processing and Analysis, Preparation of Report, Time Schedule, Budget.

3. **Techniques of Data Collection:** Observation, Interview with Schedule, Questionnaire, Focus Group Discussion (FGD), Use of Documents, Projective Technique, Participatory Rural Appraisal (PRA), Use of Multiple Technique of Data Collection.
4. **Analysis and Presentation of Data:** Qualitative and Quantitative.
5. **Principles of Measurement:** Levels and Scale of Measurement, Reliability and Validity of Data.]
6. Use of Social Research in Policy Formulation, Service Planning and Evaluation of Development Programs.]

B. Statistics

1. **Probability and Probability Distribution:** Definition, and related concepts. Random variable, Discrete and continuous random variable, probability functions, Selected probability distributions- Binomial, Poisson and normal.]
2. **Sampling:** Concepts and methods of sampling, Simple random sampling. Stratified random sampling. Systematic sampling. Cluster sampling, sampling and non-sampling errors.
3. **Sampling Distributions:** Concept of t, F & x distributions. Test of hypothesis: Procedure of hypothesis testing, Type 1 error and Type II errors, One-tailed and Two-tailed tests, Detail Practical applications of normal, t F & z tests. Analysis of variance: One-way and two-way classifications.
4. **Index Number:** Definition, Types of Index Number, Problems of Constructions of Index Number, Methods of Calculating and Uses of Index Number.

Books Recommended:

Goode and Hatt., 1952, Methods in Social Research. New York: McGraw Hill.

Hans, Raj., 1987. Theory and Practice in Social in Social Research. Delhi: Surjeet Publication.

Mostafa, M.G. 1972. Methods of statistics. Dhaka : Anwari Publication.

Bailey, Kenneth, D. (1982). *Methods in Social Research*. New York: Free Press.

Gupta, S.P and Gupta, M.P. (1990) *Methods in Social Research*. New Delhi: Sultan Chand And Sons.

Wilkinson. T.S. and Bhandarkar. P.L. (1984). *Methodology and Techniques of Social Research*. Bombay: Himalaya Inc.

Young. P.V. (1984). *Scientific Social Survey and Research*. New Delhi: Prentice Hall of India of India Pvt. Ltd.

বেগম, নাজমির নূর। (১৯৮৮)। সামাজিক গবেষণা পরিচিতি। ঢাকা: নলেজ ভিউ

রহমান, এ এস এম আতীকুর এবং শওকতুজ্জামান, সৈয়দ। (২০০২)। সমাজ গবেষণা পদ্ধতি (৩য় সংস্করণ)। ঢাকা: নিউএইজ

ইসলাম, মোঃ নুরুল ইসলাম (২০০১) উচ্চতর সামাজিক গবেষণা ও পরিসংখ্যান, পার্ট-১ ও পার্ট-২, তাসমিয়া পাবলিকেশন
আবদুর রাজ্জাক, মোঃ (২০০৩) সামাজিক পরিসংখ্যান পরিচিতি, বরিশাল : রুহী প্রকাশনী

Course Title	Industrial Relations and Labour Laws			
Course Code	MSW 03	Marks 100	Credits 4	Class Hours 60 hrs

1. **Industrial Relations:** Meaning, Evolution of Industrial Relations, Theory of Industrial Relations.
2. **Broader Perspective of Industrial Relations:** Setting Framework and Systems, Importance of Industrial Relations in Bangladesh.
3. **Industrial Disputes:** Meaning and causes of Industrial Disputes, Effects of Industrial Disputes, Preventing industrial disputes.
4. **Strikes:** Meaning, Elements of Strike, Causes, Forms and Effects of Strike, How to prevent and Meet strike situation.]
5. **Trade Unionism:** Concept, Origin, Growth, Objectives and Methods of Trade Union, Reasons for Formation of Trade Union by Workers, Impact of Trade Union on Management: Meaning,

Nature and Importance of Collective Bargaining, Rights and Privileges of Collective Bargaining Agents in Bangladesh.

6. **International Labour Organizations:** Historical Background, Guiding Principles of ILO, The ILO, The ILO and Tripartism, Structure, Functions and Influence of ILO on Labour Movement, ILO and Labour Standards, An Appraisal of ILO.
7. **Labour Laws in Bangladesh:** Historical Review of Labour Laws in Bangladesh, Importance of Labour Laws, Some Important Labour Laws in Bangladesh. The labor Act 2006.

Books Recommended:

L & Loyed, G., 1959. Labour Economics and Labor Relations. Englewood: Prentice-Hall.
 Puneekar, S.D. et. al. (1981) *Labour Welfare, Trade Unionism and Industrial Relation*. Himalya Publishing House.
 Singh, V.B. (ed.) (1964). *Industrial Labour in India*. Bombay.
 এ.এ. খান। (১৯৮১) শ্রম ও শিল্প আইন। ঢাকা: খোশরোজ কিতাবমহল।
 আলী, খান মোহাম্মদ। (২০০২)। সমাজকল্যাণ ও শিল্প সম্পর্ক। ঢাকা: বাংলা একাডেমী।
 তালুকদার, এম.এ.এস। (১৯৯৭)। শ্রম ও শিল্প। ঢাকা: নাসা প্রকাশনী।
 ইসলাম, মোঃ নুরুল ইসলাম (২০১২) শিল্প সম্পর্ক ও শ্রম আইন, ঢাকা, তাসমিয়া পাবলিকেশন।

Course Title	Correction and Correctional Service			
Course Code	MSW 04	Marks 100	Credits 4	Class Hours 60 hrs

1. **Modern correctional treatment:** Emergence of the concept of corrections, philosophical basis and objectives, Evolution of Correctional Measures and Services in Bangladesh.
2. **Prison system:** Penal history in Bangladesh, pattern of penal institutions, classifications of prisoner, pitfall of jail system, modern trends of prison, jail reforms, prison administration and prison programs in Bangladesh.
3. **After care services for the released prisoners:** Attitude of the society towards the released prisoners, system of rehabilitation, role of social workers, after care services, development of community services in Bangladesh, after care services in Bangladesh.
4. **Parole as a Correctional Treatment:** Concept, Evolution, objectives, elements, selection conditions, procedure and importance of working techniques and role of a parole officer, parole system in Bangladesh.
5. **Probation as correctional treatment:** Meaning, objectives, evolution, elements, selection, conditions, procedure and importance of probation, working techniques and role of a probation officer, Probation services in Bangladesh, The Probation of Offender's Act 1964.
6. **Juvenile delinquency and correction:** Concept, causes, nature and consequences of delinquency, difference between crime and delinquency, prevention of delinquency, probation and other measures for the correction of the delinquents, correctional services for the delinquents in Bangladesh.
7. **Correctional Institute:** Juvenile court, remand home, diagnostic and classification centre, approved homes.
8. Non-government and private initiatives for the correction of the criminals and delinquents in Bangladesh, problems and prospects.

Books Recommended:

BLAST & PRI (2013). Development and uUse of the Probation System in Bangladesh. Dhaka: BLAST & PRI.
 BLAST & PRI (2013). The Children Act 2013: A commentary by justice Imman Ali, Dhaka : BLAST & PRI
 Dressler, David. (1962). *Practice and Theory: Probation and Parole*.
 Tappan, P.W. (1949). *Juvenile Delinquency*. New York: McGraw-Hill

আলী, মো: খোশবর । (১৯৯১) । *বাংলাদেশের কারাব্যবস্থা* । রাজশাহী: স্বাগতম নমস্কার
মোহাম্মদ, সাদিক । (১৯৮৯) *অপরাধ ও সংশোধন* । রাজশাহী ।

Course Title	Women and Family Welfare			
Course Code	MSW 05	Marks 100	Credits 4	Class Hours 60 hrs

1. **Women Development:** Meaning, Historical Background, Gender and Development, Gender Discrimination, Women Empowerment, Factors of Women Development.
2. **Status of Women as Stated in major Religions:** Islam, Hinduism, Buddhism and Christianity.
3. Situation of Women in Health, Education, Employment and Politics in Bangladesh.
4. Plan, Program and Legal Status for Women welfare in Bangladesh. NGO Initiatives.
5. **International Initiatives for Women Development:** Cairo and Beijing Conference, CEDAW, UN Recommendations.
6. **Family:** Role and Status, the Changing Patterns of Marriage and Family and their Functions.
7. **Family Welfare:** Meaning, Background, Scope, Concept of Family Organization and Disorganization. Problems of Divorce, Separation, Widowhood, Disability, Old age and Poverty.
8. Problems and Prospects of Women Development and Family Welfare in Bangladesh. Role of Social Workers.

Books Recommended

Hanmen, Jalan and Statham, Daphne.(1990). *Women and Social Work: Towards a Women Centred Practice*. London: Mac-millan.

Langan. Mary and Day, Lesley (ed.). (1992). *Women Oppression and Social Work: Issue in Anti-Discriminatory Practice*. New York: Routledge

Usha Jumani. (1991). *Dealing with Poverty Self-employment for Poor Rural Woman*, New Delhi: Sage publication.

আখতার, তাহমিনা । (১৯৯৪) । *মহিলা উন্নয়ন ও পরিকল্পনা-বাংলাদেশ প্রেক্ষাপট*, ঢাকা: বাংলা একাডেমী ।

হোসেন, সেলিনা ও মাসুদুজ্জামান (সম্পাদিত) । (২০০৩) । *নারীর ক্ষমতায়ন: রাজনীতি ও আন্দোলন* । ঢাকা: মাওলা ব্রাদার্স ।

Course Title	Welfare for the Child, Youth and Older Persons			
Course Code	MSW 06	Marks 100	Credits 4	Class Hours 60 hrs

1. Concept of Child, Youth and Older Person's Welfare.
2. **Needs of Children:** Physical, Emotional and Social, Problem of Disabled Children's, Physical, Social and Intellectual: Special Services for them.
3. **Child Welfare Services in Bangladesh:** Institutional Care, Institutions as a Substitute of Family, Day Care Centre, Baby Home and other Child Welfare Institutions in Bangladesh.
4. UN Convention on the Rights of Children (CRC), Legislations Related to Child Welfare in Bangladesh.
5. **Youth Welfare Services in Bangladesh:** GO and NGO Initiatives.
6. **Older Persons in Bangladesh:** Needs and Problems.
7. **Support System for the Older Person:** Family, Community, Religion, GO, NGO and UN Initiatives, Pension, Old Age Allowance, World Assembly on Aging 1982 and 2002.
8. Social Work Practice with Child, Youth and Older Persons.

Books Recommended:

Biegel, David E and others (ed.). (1990). *Aging and Caregiving: Theory, Research and Policy*. New Delhi: SAGE Publications.

Bond, John, Coleman, Peter & Peace, Sheila. (1993). *Ageing in Society: An Introduction to Social Gerontology* (2nd ed.). London: SAGE Publications

- Bythewaay, Bill & Other. (1990). *Becoming and being Old: Sociological Approaches to bater Life*. London: SAGE Publications.
- Dwyer, Jeffrey, W. (ed.). (1992). *Gender, Families and Elder Care*. New Delhi: SAGE Publications.
- Hooyman, Nancy R. (1991). *Social Gerontology* (2nd ed.). London: Allyn and Bacon.
- Kabir, Md. (ed.). (2003). *The Elderly Contemporary Issues*. Dhaka: Bangladesh Association of Gerontology
- Taher, Md. Abu. (1995). *Aging: A Conceptual Overie*. Dhaka: Probin Hitaishi, January- June. The University Press Ltd.
- কামাল, মোহিত । (২০০৪) । শিশুর মনোগজ্ঞঃ শিশুর সৃজনশীল বেড়ে ওঠা ।
- হোসেন, সেলিনা । (২০০২) । বাংলাদেশের মেয়ে শিশু, ঢাকা:মাওলা ব্রাদার্স ।

Course Title	Guidance and Counseling in Social Work			
Course Code	MSW 07	Marks 100	Credits 4	Class Hours 60 hrs

1. **Guidance & Counseling:** Definition, Guidance and counseling, counseling needs, goals, principles, functions; importance of counseling in Social Work practice.
2. **Counseling Process and Stages:** DASIE model and the 3 stage model of counseling process; stages in counseling.
3. **Counseling Strategies and Techniques:** Initiating contact, intake rapport, establishing structural interaction, attending behaviour, observation, responding, rating (instrumental and non instrumental) and its interpretation.
4. **Counseling Model and Theories:** Biochemical model, the environmentalist model, classical conditioning, Major theories of counseling: person-centered, Gestalt, psycho-analytic, cognitive, trait factor, behavioural counseling and brief therapy.]
5. **Status of Counseling as Profession:** Counseling as a helping profession, The professional Counsellor, Characteristics of a counselor, counselor's education and training. Important ethical issues inherent in counseling: Clients welfare, competency of counselor, clients right of privacy, value issues inherent in the counseling process.
5. **Skills applied by counselor:** Primary, intermediate and advanced roles of counselor's. Problem solving skills including Shulman's twenty-seven basic helping skills. Role and qualites of an ideal counselor in social work practice.]
7. **Adapting the counseling process to specific populations:** Working with the Children and their parents, Working with Students, Working with couples, counseling for disabled people, mental health counseling, career counseling, health care counseling, workplace counseling, counseling for order adults, counseling for the Substance Abuser, Parenthood and family counseling.]

Books Recommended:

- Mishra, R.C. (2004). *Guidance and Counselling (Volume I&II)*. New Delhi: A.P.H Publishing Corporation.
- Patterson L.E. & Welfel E. R. (2004). *The Counselling Process* (Fifth Edition). Bangalore:Wadsworth Tomson Asia Pte. Ltd.
- Sharma R. N. & Sharma R. (2004). *Guidance and Counselling in India*, New Delhi: Atlantic Publishers and Distributors.

ইসলাম, মোঃ নূরুল ইসলাম (২০১৬), সমাজকর্মে নির্দেশনা ও কাউন্সেলিং, ঢাকা, তাসমিয়া পাবলিকেশন ।

Course Title	Field Practicum			
Course Code	MSW 08	Marks 100	Credits 4	60 Working days

[Field practicum consists of supervised practice in problem solving/socio-economic developmental activities in recognized government or non-government agencies operating in respective areas. Through those studies students are expected to learn to apply social work knowledge and develop insight in professional context and acquire necessary skills. The department of Social Work of the concerned college will arrange for proper placement of student in different agencies at random basis. The Students will be required to do field practicum, for a period of 60 working days (7 hours a day) under the direct supervision of an agency executive along with a counterpart teacher of the department. The students will be required to write a final report on his/her field practicum which will be examined by the supervisors responsible for field instruction. Hundred (100) marks are allotted for the field practicum-performance and reporting which will be awarded jointly by the supervisors concerned.]