**PROPOSED**

**BS SOCIAL WORK**

**4-YearProgramme**

**(Semester System)**

**Scheme of Studies (2016 onwards)**

**BS in Social Work**

**Semester System**

|  |  |  |
| --- | --- | --- |
| **Semester/Year** | **Name of Subject** | **Credits** |
| **Year-1 (1st Semester)** |
| SW-311 | English – I (Basic Skills) | 3 |
| SW-312 | Pakistan Studies | 3 |
| SW-313 | Maths/Statistics – I | 3 |
| SW-314 | Introduction to Sociology  | 3 |
| SW-315 | Introduction to Social Work | 3 |
|  |  | **15** |
| **(2nd Semester)** |
| SW-321 | English – II (Composition)  | 3 |
| SW-322 | Islamic Studies / Ethics | 3 |
| SW-323 | Basic Statistics – II  | 3 |
| SW-324 | Introduction to Social Welfare  | 3 |
| SW-325 | Introduction to Economics | 3 |
|  |  | **15** |
| **Year-2 (3rd Semester)** |
| SW-431 | English – III  | 3 |
| SW-432 | Computer Applications  | 3 |
| SW-433 | Introduction to Psychology  | 3 |
| SW-434 | Introduction to Peace and Conflict Studies  | 3 |
| SW-435 | Introduction to Demography  | 3 |
|  |  | **15** |
| **(4th Semester)** |
| SW-441 | English – IV  | 3 |
| SW-442 | Introduction to Gender Studies | 3 |
| SW-443 | Youth Welfare  | 3 |
| SW-444 | Human Rights | 3 |
| SW-445 | NGOs Management  | 3 |
|  |  | **15** |
| **Year-3 (5th Semester)** |
| SW-551 | Theories of Social Work  | 3 |
| SW-552 | Social Case Work | 3 |
| SW-553 | Social Group Work | 3 |
| SW-554 | Social Problems and Social Policy | 3 |
| SW-555 | Social Legislations  | 3 |
|  | Field Work – I  | 3 |
|  |  | **18** |
| **(6th Semester)** |
| SW-561 | Community Organization and Development  | 3 |
| SW-562 | Social Welfare Administration  | 3 |
| SW-563 | Social Action  | 3 |
| SW-564 | Social Work with Special People  | 3 |
| SW-565 | Human Growth and Personality Development | 3 |
|  | Field Work – II  | **3** |
|  |  | **18** |
| **Year-4 (7th Semester)** |
| SW-671 | Social Development  | 3 |
| SW-672 | Social Welfare in Pakistan  | 3 |
| SW-673 | Social Research Methodology  | 3 |
| SW-674 | Social Gerontology  | 3 |
| SW-675 | Child Protection and Welfare  | 3 |
|  | Field Work – III  | 3 |
|  |  | **18** |
| **(8th Semester)** |
| SW-681 | Social Work and Disaster Management  | 3 |
| SW-682 | Project Planning and Management | 3 |
| SW-683 | Criminology | 3 |
|  | Field Work – IV  | 3 |
|  | Thesis/Dissertation  | 6 |
|  |  | **18** |
|  | **Sub total**  | **132** |

**SW-311 ENGLISH I (Basic Skills) Cr.Hrs: 03**

**Objectives:**

Enhance language skills and develop critical thinking.

**Contents:**

1. Basics of Grammar
2. Parts of speech and use of articles
3. Sentence structure, active and passive voice
4. Practice in unified sentence
5. Analysis of phrase, clause and sentence structure
6. Transitive and intransitive verbs
7. Punctuation and spelling
8. Comprehension
* Answers to questions on a given text
1. 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)
1. Listening
* To be improved by showing documentaries/films carefully selected by subject teachers
1. Translation skills
2. Urdu to English
3. Paragraph writing
* Topics to be chosen at the discretion of the teacher
1. Presentation skills
* Introduction

*Note: Extensive reading is required for vocabulary building*

**RECOMMENDED READINGS: :**

a) **Grammar**

* A.J. Thomson and A.V. Martinet. (1997). Practical English Grammar Exercises 1. Third edition. Oxford University Press.
* A.J. Thomson and A.V. Martinet. (1997) .Practical English Grammar Exercises 2. Third edition. Oxford University Press.

b) **Writing**

* Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet. (1993).Writing. Intermediate. Oxford Supplementary Skills.

c) **Reading/Comprehension**

* Brain Tomlinson and Rod Ellis, (1992). Upper Intermediate Oxford Supplementary Skills. Third Impression.

**SW- 312 PAKISTAN STUDIES Cr.Hrs: 03**

**COURSE OBJECTIVES: :**

* To develop Vision of Historical Perspective, Government, Politics, Contemporary Pakistan, and Ideological Background of Pakistan.
* To study the Process of Governance, National Development, Issues Arising in the Modern Age and Posing Challenges to Pakistan.

**COURSE OUTLINES:**

**I. Historical Perspective:**

* + Ideological Rationale with Special Reference to Sir Syed Ahmed Khan, Allama Muhammad Iqbal and Quaid-i-Azam Muhammad Ali Jinnah.
	+ Factors Leading to Muslim Separatism
	+ People and Land
		1. Indus Civilization
		2. Muslim Advent
		3. Location and Geo-Physical Features.

**II. Government and Politics in Pakistan:**

Political and Constitutional Phases:

* + 1947-58
	+ 1958-71
	+ 1971-77
	+ 1977-88
	+ 1988-99
	+ 1999 onward

**III. Contemporary Pakistan:**

* + Economic Institutions and Issues
	+ Society and Social Structure
	+ Ethnicity
	+ Foreign Policy of Pakistan and Challenges
	+ Futuristic Outlook of Pakistan

**RECOMMENDED READINGS: :**

* Burki, Shahid Javed (1980). *State & Society in Pakistan,* The Macmillan Press Ltd.
* Akbar, S. Zaidi.(2000). *Issue in Pakistan’s Economy.* Karachi: Oxford University Press.
* S.M. Burke and Lawrence Ziring.(1993). Pakistan’s Foreign Policy: An Historical analysis. Karachi: Oxford University Press.
* Mehmood, Safdar. (1994).*Pakistan Political Roots & Development.* Lahore.
* Wilcox, Wayne (1972). The Emergence of Bangladesh. Washington: American Enterprise, Institute of Public Policy Research.
* Mehmood, Safdar. (n.d).Pakistan Kayyun Toota, Lahore: Idara-e-Saqafat-e-Islamia, Club Road.
* Amin, Tahir. (n.d). Ethno -National Movement in Pakistan,Islamabad: Institute of Policy Studies, Islamabad.
* Ziring, Lawrence, (1980). Enigma of Political Development. Kent England: Dawson & sons Ltd.
* Zahid, Ansar, (1980). History & Culture of Sindh.Karachi: Royal Book Company.
* Afzal, M. Rafique,(1998). Political Parties in Pakistan, Vol. I, II & III. Islamabad: National Institute of Historical and cultural Research.
* Sayed Khalid Bin, (1967). The Political System of Pakistan. Boston: Houghton Mifflin.
* Aziz, K.K. (1976).Party, Politics in Pakistan, Islamabad: National Commission on Historical and Cultural Research.
* Muhammad Waseem, (1987).Pakistan Under Martial Law, Lahore: Vanguard.
* Haq, Noor ul, (1993). Making of Pakistan: The Military Perspective. Islamabad: National Commission on Historical and Cultural Research.

**SW- 313 STATISTICS-I Cr.Hrs: 03**

**COURSE 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.

**COURSE CONTENTS:**

* The Nature and Scope of the Statistics.
* Organizing of Data, Classification of Data,
* Graphs and Charts: Stem-and Leaf Diagram, Box and Whisker plots and Their Interpretation.
* Measures of Central Tendency and Dispersion: Their Properties, usage, Limitations and Comparison. Calculations for the Ungrouped and Grouped Data.
* Measures of Skewness and Kurtosis and Distribution Shapes.
* Probability Concepts,
* Addition and Multiplication Rules,
* Bivariate Frequency Tables
* Joint and Marginal Probabilities, Conditional Probability and
* Independence, Bayes’ Rule.

**RECOMMENDED READINGS:**

* Spiegel, M.R., Schiller, J.L. and Sirinivasan, R.L. (2000).Probability and Statistics, 2nd edition.New York: Schaums Outlines Series. McGraw Hill.
* Clark, G.M and Cooke, D. (1998).A Basic Course in Statistics, 4thedition, London: Arnold.
* Walpole, R.E., Myers, R.H and Myers, S.L. (1998). Probability and Statistics for Engineers and Scientist 6th edition, New York: Prentice Hall.
* Mclave, J.T., Benson, P.G. and Snitch, T. (2005).Statistics for Business & Economics,9th edition. New Jersey: Prentice Hall.
* Weiss, N,A.(1997).Introductory Statistics,4th edition. Addison-Wesley Pub. Company, Inc.
* Chaudhry, S.M.and Kamal, S. (1996).Introduction to Statistical Theory, P-I & P-II, 6th edition, Lahore: Ilmi Kitab Khan

**PROPOSED**

**SW-314 INTRODUCTION TO SOCIOLOGY Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The course is designed to introduce the students with sociological concepts and the discipline. The focus of the course shall be on significant concepts like culture, socialization,social structures and processes.

**COURSE CONTENTS:**

1. Introduction:

* 1. Definition, Scope and Significance of Sociology
	2. Fields and Application of Sociology

2. Social Interaction and Social Structure:

1. Social Interaction
2. Social Processes
3. Social Structure: Role and Status, Social Institutions

3. Culture:

1. Definitions and Types of Culture
2. Elements and Organizations of Culture
3. Related Concepts: Sub Culture, Cultural Lag, Cultural Variation, Cultural Relativism, Counter Culture, Ethnocentrism and Xenocentrism

4. Groups and Organization:

1. Social Groups: Types and Functions of Groups
2. Formal and Informal Organizations

5. Socialization:

1. Definition and Process of Socialization
2. Types of Socialization
3. Agents of Socialization

6. Social Stratification:

1. Definition and Meaning
2. Caste and Class
3. Approaches to the Study of Social Stratification

7. Social Change:

1. Definition
2. Types of Social Change
3. Theories of Social Change (Cyclic Theory, Dialectic Theory)
4. Factors which Promote and Hinder Social Change

# 8. Basic Social Institutions

* 1. Family
	2. Religion
	3. Education
	4. Economy
	5. Politics

# RECOMMENDED READINGS:

* Margaret, A., & Taylor, H.F. (2001). *Sociology: Tthe Essentials*. Australia; Wadsworth.
* Brown, K. (2004). *Sociology*. Polity Press.
* Gidden, A. (2009). *Introduction to Sociology*. (6thed.). Cambridge: Polity Press.
* Macionis, J.J.(2006). *Sociology.* (10thed.). New Jersey: Prebtuce-Hall
* Kendall, D. (2015). *Sociology in Our Times: The Essentials* (10thed.) Boston:Cengage Leaning
* Tischler, H.L. (2002). *Introduction to Sociology.* (7thed.). New York: The Harcourt Press.
* Magill, F.N. (2003). *International Encyclopedia of Sociology*. Fitzroy Dearborn Publishers.
* Rao, C.N.S. (2007) S*ociology: Principles of Sociology with an Introduction to Sociological Thought*. (5thed). New Dehli: S chand and Co.Ltd.
* Schaefer, R.T. (2004). *Sociology: AN Introduction.* (5thed.) Boston: McGraw Hill
* Taga, A.H. (2009). *An Introduction to Sociology.* Lahore: Abdul Hameed Taga&Sons
* Thio, A. (2005). *Sociology: A Brief Introduction.* (6thed.) Boston: Allyn & Bacon
* Henslin, J.M. (2004). *Sociology: A Down to Earth Approach*. Toronto: Allen and Bacon.

**PROPOSED**

**SW-315 INTRODUCTIONS TO SOCIAL WORK Cr.Hrs: 03**

**COURSE OBJECTIVE:**

The purpose of this course is to acquaint students with the nature and scope of social work. This course will familiarize the students with the basic knowledge of social work.

**COURSE CONTENTS:**

1. Introduction:

1. Basic Concepts: Social Work, Social Welfare, Social Services, Charity, Philanthropy
2. History of Contemporary Social Work-
3. Goals and Objectives of Social Work
4. Philosophical Base of Social Work
5. Basic Principles of Social Work
6. Approaches of Social Work: Preventive, Curative, Rehabilitative

2. Social Work Methods:

1. Primary Methods: Social Case Work, Social Group Work, Community Organization and Development
2. Secondary Methods: Social Research, Social Welfare Administration, Social Action

3. Important Fields of Social Work Practice:

1. Medical Social Work,
2. Social Work and Mental Health,
3. Social Work and Labour,
4. School Social Work
5. Social Work with Disabled Persons

**RECOMMENDED READINGS:**

* Alston, M., & McKinnon, J. (2008). Social Work: Fields of Practice. Oxford University Press
* [Ambrosino, R.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Ambrosino,%20Rosalie.) (2005). *Social Work and Social Welfare: Introduction*.  Mexi: Thomson.
* [Bogo, M.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Bogo,%20Marion.) (2007). *Social work practice*.  New Dehli: Rawat Publications.
* Catherine, N. D., & Karen, M.S. (2012). *Social Work Fields of Practice*. Canada: John Wiley&Sons.
* Ferguson, E.A. (1990). *Social Work, An Introduction*, New York: Lippince M Inc..
* Friedlander, W.A. (1964). *Concept &Methods of Social Work*, New York: Prentice Hall.
* Gautam, P.R., & Singh, R.S. (2011). *Principles and Practices of Social Work*. New Delhi: Balaji Offset.
* Healy, L.M. (2001). International Social Work. Oxford University Press.
* Hepworth, D. H., & Rooney, R. (2010). *The Direct Social Work Practice: Theory and skills.* Belmont: Brook cole.
* Khalid M., (2014). *Social Work Theory & Practice with Special Reference to Pakistan,*Karachi: Kifayat Academy.
* Miley. K., and Dubois, B. (1995). *Social Work: An Empowering Profession.* Sydney: Allan and Bacon Publishers.
* Thackery, S.S. (1964).*Introduction to Social Work.* New York: Prentice Hall.
* Thompson, N. (2000). Understanding Social Work: Preparing for Practice.
* Thompson, N. (2010). *Theorizing Social Work Practice*. Palgrave, London.
* Veronica, C., & Joan, O. (2012). *Social Work Practice*. BASW Palgrave Macmillan.

**SW- 321 ENGLISH-II Cr.Hrs: 03**

**COURSE OBJECTIVES:**

To enable the Students to meet their real Life Communication needs.

**COURSE CONTENTS:**

**Paragraph writing:**

Practice in Writing a Good, Unifi edition 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 READINGS:**

**Communication Skills**

a) **Grammar**

* A.J. Thomson and A.V. Martinet. (1986).Practical English Grammar Exercises.2 3rd edition. London: Oxford University Press.

b) **Writing**

* W.Marie-Chrisitine Boutin, Suzanne Brinand and Francoise Grellet. (1993).Intermediate English. London: Oxford University Press.
* Rob Nolasco (1992). Intermediate English 4th edition London: Oxford University Press.

c) **Reading**

* Brian Tomlinson and Rod Ellis. Advance 3rd edition, (1991). London: Oxford University Press.
* John Langan, (1999). Reading and Study Skills, London: Oxford University Press.
* Riachard Yorky. (1990). Study Skills, London: Oxford University Press.

**SW- 322 ISLAMIC STUDIES Cr.Hrs: 03**

**COURSE OBJECTIVES:**

This Course is aimed at:

* To Provide basic information about Islamic Studies
* To enhance the understanding of the students regarding Islamic civilization
* To improve the students skill to perform prayers and other worships
* To enhance the skill of the students for understanding of issues Related to faith and religious life.

**COURSE CONTENTS:**

**I. Introduction to Quranic Studies:**

* Basic Concepts of Qur’an
* History of Qur’an
* Uloom Ul Qur’an

**II. Study of Selected Text of Holly Quran:**

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

**III. Study of Selected Text of Holly Quran:**

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

**IV**. **Seerat of Holy Prophet (SAW) I:**

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

**V. Seerat of Holy Prophet (SAW) II:**

* Life of Holy Prophet (S.A.W) in Madina
* Important Events of Life Holy Prophet in Madina
* Important Lessons Derived from the Life of Holy Prophet in Madina

**VI. Introduction to Sunnah:**

* Basic Concepts of Hadith
* History of Hadith
* Kinds of Hadith
* Uloom –ul-Hadith
* Sunnah & Hadith
* Legal Position of Sunnah

**VII. Selected Study from Text of Hadith:**

**VIII. Introduction to Islamic Law & Jurisprudence:**

* Basic Concepts of Islamic Law & Jurisprudence
* History & Importance of Islamic Law & Jurisprudence
* Sources of Islamic Law & Jurisprudence
* Nature of Differences in Islamic Law
* Islam and Sectarianism

**IX. Islamic Culture & Civilization:**

* Basic Concepts of Islamic Culture & Civilization
* Historical Development of Islamic Culture & Civilization
* Characteristics of Islamic Culture & Civilization
* Islamic Culture & Civilization and Contemporary Issues

**X. Islam and Science:**

* Basic Concepts of Islam & Science
* Contributions of Muslims in the Development of Science
* Quran& Science

**XI. Islamic Economic System:**

* Basic Concepts of Islamic Economic System
* Means of Distribution of wealth in Islamic Economics
* Islamic Concept of Riba
* Islamic Ways of Trade & Commerce

**XII. Political System of Islam:**

* Basic Concepts of Islamic Political System
* Islamic Concept of Sovereignty
* Basic Institutions of Govt. in Islam

**XIII. Islamic History:**

* Period of Khlaft-E-Rashida
* Period of Umayyad
* Period of Abbasids

**XIV. Social System of Islam:**

* Basic Concepts of Social System of Islam
* Elements of Family
* Ethical Values of Islam

**RECOMMENDED READINGS:**

* Hameed ullah, Muhammad (nd). Emergence of Islam, Islamabad: Islamic Research Institute.
* Hussain, H. H. (1992). An Introduction to the Study of Islamic Law” leaf Publication Islamabad, Pakistan.
* Ahmad Hasan,(1993). Principles of Islamic Jurisprudence, Islamabad : Islamic Research, Institute, Inter National Islamic University,
* Mir Waliullah,(1982). Muslim Jurisprudence and the Quranic Law of Crimes” Islamabad: Islamic Book Service
* H.S. Bhatia, (1989). Studies in Islamic Law, Religion and Society. New Delhi: Deep & DeepPublications
* Muhammad, Zia-ul-Haq, (2001). Introduction to Al Sharia Al Islamia, Islamabad: AllamaIqbal Open University.

**SW- 323 STATISTICS-II Cr.Hrs: 03**

**COURSE 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

**COURSE CONTENTS:**

* Estimation: Point Estimation.
* Desirable Properties of a Good Estimator.
* Interval Estimation. Interval Estimation of Population Mean.
* Large and Small Sample Confidence Intervals of Mean.
* Large and Small Sample Inferences for Mean.
* Inferences for the Mean of Two Normal Populations Using Independent Samples (Variances are Assumed Equal/Not Equal).Including Both C.I and Testing.
* Inference for Two Populations Mean using Paired Samples.
* Inference for More Than Two Populations Means (ANOVA).

**RECOMMENDED READINGS: :**

* Spiegel, MR., Schiller, J.L. and Sirinivasan, R.L. (2000).Probability and Statistics, 2nd edition.New York: Schaums Outlines Series. McGraw Hill.
* Clark, G.M. and Cooke, D. (1998).A Basic Course in Statistics,4thedition, London: Arnold.
* Mclave, J.T., Benson P.G. and Snitch, T. (2005).Statistics for Business & Economics 9th edition, New Jersey: Prentice Hall.
* Walpole, RE., Myers, R.H. and Myers, S.L. (1998).Probability and Statistics for Engineers and Scientist, 6th edition, New York: Prentice Hall.
* Weiss, N.A. (1997). Introductory Statistics, 4th edition. Addison-Wesley Pub. Company, Inc.
* Swokowski. E. W.,(n.d).Fundamentals of Algebra and Trigonometry, Latest Edition.
* Kaufmann. J. E.,(n.d).College Algebra and Trigonometry Latest Edition, Boston: PWS-Kent Company.
* Walpole, R. E., (1999). Introduction of Statistics Latest Edition, Prentice Hall.

Wilcox, R. R., (1995). Statistics for the Social Sciences.

**PROPOSED**

**SW-324 INTRODUCTION TO SOCIAL WELFARE Cr.Hrs: 03**

**COURSE OBJECTIVES:**

This course is designed to provide students with conceptual understanding of welfare history, theories, perspectives, politics and practices around the world.

**COURSE CONTENTS:**

1. Introduction:

1. Basics of Social Welfare: Terms, Ideologies
2. Concept, Scope and Nature of Social Welfare
3. Relationship of Social Work and Social Welfare
4. Concept of Welfare State

2. History and development of Social Welfare in the UK

1. The Early Poor Laws in England
2. The Poor Law of 1601, Reforms 1834 & 1905
3. Work Houses & Outdoor Relief
4. Partial Relief System 1795
5. Speenhalm Land Act
6. Child Labour& Factory Legislation
7. Prison Reforms
8. Beveridge Report

3. Theories of Welfare Development

1. Industrialization and Welfare
2. Welfare and Citizenship
3. Welfare as a Social Reform

4. Politics of Welfare

1. Residual vs Institutional Welfare
2. Conservative vs Liberal Welfare
3. Radical Welfare: Communism, Socialism

5. Welfare State

1. Concept and Nature of Welfare State
2. History of Welfare States
3. Classification of Welfare States: Social Democratic, Christian Democratic, Liberal
4. Welfare States: UK Model, Germany Model, French Model, Swedish Model, US Model, Chinese Model

6. Welfare and Poverty

1. The Poor and the Near Poor “Culture” of Poverty
2. Effects of Welfare on Poverty

7. Welfare and Religion

1. Charity, Philanthropy, Welfare and Religion

**RECOMMENDED READINGS:**

1. Dolgoff, R., and Feldstein, D. (2008). *Understanding Social Welfare*. Pearson/Allyn and Bacon
2. Friedlander, W.A., &Apte, R.Z. (1980). *Introduction to Social Welfare*. Prentice-Hall
3. Simpson, G., &Connor, S. (2011). *Social Policy for Social Welfare Professionals: Tools for Understanding, Analysis and Engagement*. Policy Press
4. DiNitto, D.M. (2011). *Social Welfare: Politics and Public Policy*. Allyn & Bacon
5. Berg-Weger, M. (2013). *Social Work and Social Welfare: An Invitation*. Routledge
6. Jawad, R. (2009). *Social Welfare and Religion in the Middle East: A Lebanese Perspective*. Policy Press
7. Zastrow, C. (2009). *Introduction to Social Work and Social Welfare: Empowering People.* Cengage Learning
8. Jawad, R. (2012). *Religion and Faith-based Welfare: From Wellbeing to Ways of Being*. Policy Press
9. Davis, N.J., &Robinson, R.V. (2012). *Claiming Society for God: Religious Movements and Social Welfare in Egypt, Israel, Italy, and the United States.* Indiana University Press
10. Nabi, F. (2008). *Islam and Social Welfare: Toward a Conceptual Understanding*. ProQuest,
11. Daly, L. (2006). *God and the Welfare State.* MIT Press

**SW- 325 INTRODUCTIONS TO ECONOMICS Cr.Hrs: 03**

The course is designed to provide orientation about how Economics works the social dynamics of Economics that operates through social structures both in peace and conflicts. It is introductory course to orient students about the basics of Economics at introductory level.

**COURSE OBJECTIVES:**

The course is aimed at making learners equipped with knowledge to apply the basics of economics while evaluating conflict situations and understanding positive peace.

**COURSE CONTENTS: :**

**I. Introduction:**

* + Nature, Scope and Importance of Economics
	+ Microeconomics vs. Macroeconomics
	+ Scarcity and Choice, Opportunity Cost
	+ Factors of Production, Production Possibility Frontier

**II. Demand, Supply and Equilibrium:**

* Concepts of Demand and Supply, Determinants of Demand and Supply, Laws of Demand and Supply
* Market Equilibrium, Shifts in Demand and Supply Curves, and Market equilibrium. Concept of elasticity, Price, Income and cross elasticity of Demand, Laws of Supply, Price Elasticity of Supply, Different Determinants of Elasticity of Demand and Supply, Importance of Elasticity of Demand and Supply

**III. Theory of Consumer Behavior:**

* Utility Function, Different Types of Utility
* Law of Diminishing Marginal Utility, Law of Equi­-Marginal Utility, Consumer Equilibrium

**IV. Theory of Production Cost and Revenue:**

* Factors of Production and Their Rewards, Production Function, Laws of Returns, Cost of Production (Short Run and Long Run), Revenue Analysis Under Perfect and Imperfect Competition, Concept of Profit

**V. Market Structures:**

* Perfect Competition and Imperfect Competition, Assumptions and Price Output Determination under Perfect Competition and Imperfect Competition.

**VI. National Income:**

* Concepts of National Income, Measurement of National Income, Importance and Difficulties in Measurement of National Income.

**VII. Macroeconomic Issues:**

* Concept of Inflation, Unemployment, Balance of Payment, Exchange Rate and Business
* Cycles. Monetary and Fiscal Policies and Their Role in the Economy

#### RECOMMENDED READINGS: :

* M., Parkin. (2004). Economics. 5th edition. London: Addision Wesley.
* S., Paul A. and W., Nordhaus. (2004). Economics. 18th Edition. USA: McGraw Hills, Inc.
* UNO. (2000). Population Trends, World Population Monitoring, Population Growth Structure and Distribution. Department of Economics and Social Affairs, Population Division. U.N.O
* Todero, M.P., (2000). Economics Development in the Third World. London: Longman.

Weeks, Johd R. (1992). Population: An Introduction to Concepts and Issues Belmont California: Wadsworth Publishing Company.

**SW- 431 ENGLISH-III Cr.Hrs: 03**

**COURSE OBJECTIVES: :** To 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, and Consistency)

**Technical Report Writing**

**Progress Report Writing:**

*Note: Extensive reading is requirement for vocabulary building*

**RECOMMENDED READINGS: :**

**Technical Writing and Presentation Skills**

 a) **Essay Writing and Academic Writing:**

* Ron White. (1992). Writing. Advance Oxford Supplementary Skills. Third Impression.
* John Langan. (2004). College Writing Skills McGraw-Hill Higher Education. 2004.
* Laurie G. Kirszner and Stephen R. Mandell. Patterns of College writing (4th edition) St. Martin’s Press.
1. **Presentation Skills:**
2. **Reading:**

Janice Neulib; Kathleen Shine Cain, Stephen Ruffus and Maurice Scharton Northern Illinois University: General Editionitiors:. The Mercury Reader.A Custom Publication.

**SW- 432 COMPUTER APPLICATIONS-I Cr.Hrs: 03**

Computer is the basic instrument in making knowledge generated and disseminated. It help in analyzing data with better accuracy with minimum human input ensuring maximum transparency and avoiding human errors otherwise most common in social science research. The course is therefore mandatory at undergraduate level in all BS Program offered in HEC recognized Institutions of Pakistan.

**COURSE OBJECTIVES: :**

The students are introduced to the basic structure and working of computer machine. This course provides them basic understanding of its operational mechanism and some common feature useful for students and researchers.

**COURSE CONTENTS: :**

* Introduction to Computers, Concepts, Functions, Applications, Hardware.
* Types of Computers
* Input/ Output Devices
* Software
* System Software
* Application Software
* Customized Software
* Word Processing
* Spreadsheet
* Tools of Statistical Analyses Using Computer
* Database Application
* Internet Browser
* E-mail: Personal Organizers
* Multimedia Applications
* Business Applications
* Accounts.
* Payroll
* Production
* Market Planning

**RECOMMENDED READINGS: :**

* N., Peter . (2000). Introduction to Computers. California: McGraw-Hill, Inc.
* Ramon, A. (2000). Introduction to Computer Science. McGraw-Hill, Inc.
* Korin, Basil P. (1975). Statistical Concepts for the Social Sciences, Cambridge: Winthrop Publishers Inc.
* Kurtz, Norman R. (1983).Introduction to Social Statistics, New York: McGraw Hill Book Con.
* Kurtz, Norman R. (1983).Theory and Problems of Statistics, Singapore McGraw Hill.
* Pine, Vanderlyn R. (1977).Introduction to Social Statistics, Englewood Cliffs, New Jersey: Prentice-Hall Inc.
* Senter, R.J. (1969). Analysis of Data Introductory Statistics for the Behavioral Sciences, New Jersy: Scott, Foresman and Company
* Siegal, Sidney (1956). Non Parameter Statistics for Behavioral Sciences, New York: McGraw-Hill Book Company

Nethan,M. (1999). Statistical Methods for Social Scientists-An Introductions New Delhi: Prentice-Hall of Indian Private Limited.

**PROPOSED**

**SW433 INTRODUCTION TO PSYCHOLOGY Cr.Hrs: 03**

**COURSE OBJECTIVES: :**

This course familiarizes students with the basic concepts used in the field of psychology. It also helps students to apply psychological concepts in the field of social work.

**COURSE CONTENTS: :**

1. Introduction to Psychology:

1. Definition, Applied Fields and Goals of Psychology
2. Branches of Psychology
3. Major Schools of Thought in Psychology

2. Sensation & Perception

1. Attention Process
2. Organizational Process in Perception

3. Learning and Behavior:

1. Associated Learning: Habituation and Sensitization
2. Non-Associated Learning: Classical and Operant Conditioning
3. Cognitive Learning:
4. Learning by Observation

4. Cognition

1. Thinking and Cognition
2. Memory

5. Intelligence

1. What is Intelligence
2. Theories of Intelligence

6. Motivation and Emotion:

1. Definition and Types of Motives (Primary, Sensory and General).
2. Basic Emotions and Culture
3. Theories of Emotions
4. Functions of Emotions

7. Personality:

1. Definition and Assessment of Personality
2. Theories of Personality
3. Psychodynamic Theory
4. Behaviorist Theory
5. Humanistic Theory
6. Trait Theory

#### RECOMMENDED READINGS:

1. Feldman, R.S. (2012). *Understanding Psychology*. (7th Ed.). New York: McGraw-Hill
2. Halonen, J.S., &Santrock, J.W. (2000). *Psychology: Contexts & Applications*. (3rd Ed.). McGraw-Hill
3. Baron, R.S. (2000). *Psychology*. (5th Ed.). Allyn & Bacon.
4. Malik, S.H. (2002). *A Collection of Psychological Thoughts*. Rawalpindi: Hussain A. Malik Publishers.
5. Bano, S. (2005). *Introduction to Psychology*. Lahore.
6. Eysenck, M.W. (2000). *Psychology: A Student's Handbook*. Taylor & Francis
7. Melucci, N. (2004). *Psychology the Easy Way*. Barron's Educational Series
8. Robins, R.W., Fraley, R.C., & Krueger, R.F. (2009). *Handbook of Research Methods in Personality Psychology*. Guilford Press
9. Nicholas, L. (2009). *Introduction to Psychology*. Juta and Company Ltd
10. Dale-Jones, B. (2007). *Fresh Perspectives: Introduction to Psychology*. Pearson South Africa
11. Grieve, K., & Deventer, V.V. (2006). *A Student's A-Z of Psychology*. Juta

**PROPOSED**

**SW435 INTRODUCTION TO DEMOGRAPHY Cr.Hrs: 03**

**COURSE 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.

**COURSE CONTENTS: :**

1. Basic Concepts:
	1. Demography
	2. Population Size
	3. Population Density
	4. Age Distribution
	5. Fertility: Crude Birth Rate (CBR)
	6. Mortality: Crude Death Rate (CDR)
	7. Fecundity
	8. Population Control
	9. Population Welfare
2. The Composition of Population: Age, Sex, Urban Rural Economic Conditions, Education, Race, Ethnicity, Religion, and Marriage.
3. Theories of Population:

a. Malthusian Theory

b. Transition Theory

c. Ester Boserup Theory

d. Julian Simon Theory

1. Migration
	1. Definitions and Meaning
	2. Migration Differentials (age, sex, marital status, educational and economic status)
	3. Types of Migration
	4. Causative Factors of Migration
	5. Effects of migration
	6. Changing Migration trends in Pakistan
2. Urbanization
	1. Process of Urbanization
	2. Causative Factors
	3. Effects of Urbanization
3. Population Growth: Consequences on Society:
4. Implications for Economy, Resources, Environment and Human Services Including Housing, Transportation, Education, Food Supplies Health and Welfare Services.
5. Islamic Perspective on Population Growth and Control
6. Approaches to Population Control
7. Population welfare Programmes in Pakistan
	1. Historical perspective
	2. Policies of Population Welfare
	3. Role of the Ministry of Population Welfare
8. Role of Professional Social Workers 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. Weeks, J.R. (2008). *Population:An Introduction to Concepts and Issues*. (10thed.). Cengage Learning
7. Jones, G. W., & Karim, M. S. (2005). *Islam, the State and Population*. London: C. Hurst & Co. Publishers.
8. Lundquist, J. H., Anderton, D. L., &Yaukey, D. (2014). *Demography: The Study of Human Population*. Long Grove: Waveland Press.
9. Ministry of Population Welfare (1993). *8th Five Year Plan: Population Welfare Programme 1993-98*. Islamabad: Ministry of Population Welfare.
10. Namboodiri, K. (2013). *A Primer of Population Dynamics*. New York: Springer Science & Business Media.
11. Omran, A. (2012). *Family Planning in the Legacy of Islam*. New York: Routledge.
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
14. Zastrow, C. (2009). *Introduction to Social Work and Social Welfare: Empowering People.* Belmont: Cengage Learning.

**SW-434 INTRODUCTION TO PEACE AND CONFLICT STUDIES Cr.Hrs. 03**

The course is introductory in nature. This course takes a bird eye view towards peace and conflict studies. It introduces students to the basic concepts surrounding the onset of conflict, the historical onset of the field and the various cases it involves. This is designed to relate the participants with global academic community and to trace the history of the discipline in modern world. The discipline of Peace and Conflict studies emerged in post-world war II scenario. Since then it faces debates of its (im)-partiality in pursuits of its academic cravings. This debate is going to take place in the course further.

**COURSE OBJECTIVES:**

▪ The students are aware of the history of the discipline

▪ The participants of the course can take a position on the role of PCS graduate

▪ The participants are able to opinionate on the role of the discipline in Peace Building

▪ The Learners are able to understand the issues of research in the Peace and Conflict Studies

**COURSE CONTENTS:**

#### The following are the contents of the course

#### Historical Evolution of Peace and Conflict Studies

#### Basic Concepts of Peace and Conflict Studies

#### Peace and Conflict Studies Relationship with Other Social Sciences

#### World War II and Peace and Conflict Studies

#### Introduction to Conflict, Clashes, unrest and Tensions

#### Introduction to Crisis Feud, Frictions and Enmities

#### Western Concept of Education

#### Peace and Conflict Studies in South Asia

#### World Pioneer Institutes in Peace and Conflict Studies

#### Curriculum in Peace and Conflict Studies

#### Conflict of interest in peace and conflict studies

#### The debate for scope of peace and conflict studies

#### Code of ethics for peace and conflict studies graduates

**RECOMMENDED READINGS:**

Barash, David. 1991. Introduction to Peace Studies. Belmont, CA: Wadsworth.

Charles Webel and Johan Galtung. 2009. *Handbook of Peace and Conflict Studies,*

Directory of College and University Peace Studies Programs, <http://csf.colorado.edu/peace/academic.html>

Gerald M. Steinberg 2003. The Thin Line Between Peace Education and Political Advocacy: Towards a Code of Conduct, Presentation at the UNESCO conference on Educating Towards a Culture of Peace, Bar Ilan University. UNESCO Conference accessable at <http://www.earlham.edu/~psa/history.html>

Ian M. Harris, Larry J. Fisk, Carol Rank, “A Portrait of University Peace Studies in North America and Western Europe at the End of the Millennium”, International Journal of Peace Studies, <http://www.gmu.edu/academic/ijps/vol3_1/Harris.htm>

Islam Touhidul, Md. *Peace and conflict studies: Evolution of an Academic Discipline,*

J. Galtung, 1995. 'Peace and Conflict Research', Journal of Peace and Conflict Studies.

Jeong, Ho-Won, 2000, *Peace and Conflict Studies: An Introduction*, Ashgate, Aldershot. (Introductory Chapter only).

Journal of the Asiatic Society of Bangladesh (Hum.), Vol. 58(1), 2013, pp. 129-155

London, New York: Routledge (Introductory Chapter only).

Paul Smoker, Ruth Davies, and Barbara Munske, eds. 1990.A Reader in Peace Studies. Oxford: Pergamon

Responding to Conflict, TheWajir Story (2010). <http://vimeo.com/9935744> (Movie)

**SW- 441 ENGLISH-IV Cr.Hrs: 03**

This course intends to prepare students for the advance skills both oral and writingwith English as Language. The focus of the course is on grammer, comprehension and Tenses. It is designed to make students understand how to comprehend knowledge, arrange arguments, play with words and present research and related literature in English language.

**COURSE OBJECTIVES: :**

To enable the Students to meet their real Life Communication needs with better perfection in English as foreign language.

**COURSE CONTENTS: :**

**I. Grammar: (Basic Concepts)**

* + Word Classes
	+ Time, Tense, Aspect, Mood, Number, Gender, Voice, Narration
	+ Use of Articles
	+ Use of Propositions
	+ Word Order
	+ Clause Structure
	+ Sentence Structure
	+ Common Errors Committed by Pakistani Learners of English
	+ Spelling Basics

**II. Use of Punctuation:**

* + Comma, Semi-Colon, Colon, Apostrophe etc.

**III. Vocabulary Work**:

* + Correct Use of Words
	+ Words Confused or Misused
	+ Comparison and Contrast
	+ Words and Their Associations
	+ Substitution
	+ Homonyms
	+ Homophones
	+ American English
	+ Phrasal Words
	+ Words for Space and Degree
	+ Word Formation
	+ Cause and Effect
	+ Quantity
	+ Procession
	+ Inclusion and Exclusion
	+ Focus and Emphasizing
	+ Certainty and Uncertainty
	+ Asking Questions and Responding
	+ Ability
	+ Permission, Obligation and Prohibition
	+ Influencing the Behavior of Others
	+ Feelings and Attitudes
	+ Expressions for Participation in Discussion
	+ Expressions for Various Social Situations

#### RECOMMENDED READINGS: :

* Burton, S.H. (1984).*Mastering English Grammar*. London: Oxford University Press
* Delahunty and Garvey. (1994).*LanguAge Grammar and Communication.*USA: McGraw-Hil1.
* Lastwood, .I. (2005). *Oxford PrActice Grammar*. London: Oxford University Press

Advancedition. (1991).Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression.

**SW- 442** **INTRODUCTION TO GENDER STUDIES Cr.Hrs: 03**

1. Introduction:
	* + Definition, Concepts and Importance
		+ Gender Studies in International Setting
		+ Gender Studies in Pakistani Perspective
		+ Feminism
2. Major Feminist Perspectives:
	* + Liberal Feminism
		+ Radical Feminism
		+ Marxist Feminism
		+ Theological Feminism
3. Gender and Human Rights:
	* + Definition and Nature of Human Rights
		+ Collective Rights
		+ Ethnic Minority Rights
		+ Fundamental Rights
		+ Property Rights
4. Gender and Politics:
	* + Gender and Third World Politics
		+ Women Political Leaders, Past and Present
		+ Women in the Legislatures and Executive of the Law
		+ Power and Patriarchy
		+ Women in Pakistani Political Setup
		+ Women Participation in Local Government System
5. Gender and Education:
	* + Gender and Education
		+ Gender, Origin and development of Education
		+ Gender Education and religion
		+ Gender Education and polity
		+ Gender Education and economy
		+ Gender Education and social mobility
		+ Gender and Forms of Education
6. Gender and Population:
	* + Population composition
		+ Sex Composition
		+ Gender Roles and Family Size
		+ Gender and Reproductive Role
		+ Gender and Youth problem
		+ Gender and Population Issues
		+ Changing Perspective of Gender Roles in Population
7. Gender and Development:
	* + Gender Roles
		+ Access to Resources
		+ Gender Disparity
		+ Problems of Gender Development
		+ The role of Development Aid in Gender development
		+ The role of non-government organizations in Gender development
		+ Journey from WID to GAD

# RECOMMENDED READINGS: :

* Beauvoir, Simone De. (2007). The second Sex, Vintage.
* Bornsterin, Kate. (1995). Gender outlaw: on Men, Women and Rest of US, Vintage.
* Butler, Judith. (2004). Undoing Gender. London: Routionge.
* Butler; Judith. (2006). Gender Trouble: Feminism and the Subversion of Identity, London: Routleditionge.
* Faucault, Micheal. (1990). The History of Sexuality: An introduction. Vintage.
* Jane Pilcher. (2008).50 Key Concepts in Gender Studies. New Delhi: Sage Publication.
* Jasmin, Mirza. (2002). Between Chadar and the Market. Karachi: Oxford University Press.
* Johan, Z. Spade. (2008). The Kaleidoscope of Gender. New Delhi: Sage Publication.
* Kapadia, K. (2002). The Violence of Development. London: edition Books.
* K., Davis, S., Evans & J., Lorber. (2008). Handbook of Gender and Women’s Studies. New Delhi: Sage Publication.
* Mary Holmes. (2008).What is Gender? (Sociological Approaches). New Delhi: Sage Publication.

**PROPOSED**

**SW443 YOUTH WELFARE**

**COURSE OBJECTIVES: :**

Youth Welfare is one of the most important fields of professional social work. It will help the students to understand the concept of youth, youth welfare & youth development. It will enhance students understanding about the issues related to young people and their role in national development.

**COURSE CONTENTS: :**

* 1. Basic Concepts: Youth, Youth Welfare, Youth Development and Youth Work
	2. Historical Perspective of Youth Welfare
	3. Social Work with Youth
	4. Youth Theories
1. Resilience Theory
2. Positive Youth Development based on Ecological Theory
3. Leadership Theories
	1. Problems of Youth in Contemporary Society
	2. National & Provincial Youth Policies in Pakistan
	3. Factors Influencing Development of Youth
	4. Youth and Leadership
	5. Role of Youth in Nation Building
	6. The SOS Framework: “Services, Opportunities, Supports”
	7. Youth Engagement: Youth in Media/Education
	8. Role of Professional Social Worker for Youth Welfare and Development

**RECOMMEDNED READINGS**

1. Buchroth, I. &Parkin, C. (2010). *Using Theory in Youth and Community*. London: Sage. Adolescence, Mouton Publishers, Paris (Unit-2)
2. Davies, B. &Batsleer, J. R. (2010). *What is Youth Work?* Exeter: Learning Matters.
3. Eccles, J., &Gootman, J. (Eds.). (2002). *Community Programs to Promote Youth Development.* National Research Council – Institute of Medicine. Washington, DC: National Academy Press. <http://www.nap.edu/catalog.php?record_id=10022>
4. Fuchs,E.(ed.) (1976). Youth in a Changing World: Cross Cultural Perspectives on Adolescence. Walter de Gruyter
5. Gambone, M. A., & Connell, J. P. (2004). The Community Action Framework for Youth Development. *The Prevention Researcher, 11,* 17‐20.
6. 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.
7. 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.
8. 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.
9. Liu, E. S. C., Holosko, M. J., & Lo, T. W. (Eds.). (2009). *Youth Empowerment and Volunteerism: Principles, Policies and Practices.* Hong Kong: City University of Hong Kong Press.
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. Pandey,R. (1984). *Sociology of Youth*. New Delhi: Sterling Publications
13. Pickford, J., Dugmore, P., & Angus, S. (2012). *Youth Justice and Social Work* (2nd ed.). London: Sage/Learning Matters.
14. Rogers, A. and Smith, M. K. (2011). *Journeying Together: Growing Youth Work and Youth Workers in Local Communities*. Lyme Regis: Russell House.
15. Shek, D. T. L., Sun, R. C. F., & Merrick, J. (Eds.). (2013). *Positive Youth Development: Theory, Research and Application.* New York: Nova.

**PROPOSED**

**SW444 HUMAN RIGHTS Cr.Hrs: 03**

**COURSE OBJECTIVES: :**

The course aims to provide an introduction to the interdisciplinary study of human rights with a particular emphasis on the relationship between human rights and social work.It will develop an understanding of the history of human rights, protection and implementation mechanisms around the world and in Pakistan. It will also equip students with knowledge of major human rights issues in Pakistan.

**COURSE CONTENTS: :**

1. Introduction to Human Rights
2. Concept of Rights and Obligations
3. Definition, Meaning and Characteristics of Human Rights
4. Dimensions of Human Rights
5. Historical Evolution of Human Rights
6. Human Rights Education; Need and Importance.
7. Human Rights and Islam
8. Islamic Concept of Rights
9. Human Rights in the Holy Quran, the Hadith and Sunnah
10. The Last Sermon of the Holy Prophet (PBUH) on Human Rights
11. Philosophy, Theories and Perspectives of Human Rights
	1. Natural Rights
	2. Legal Rights
	3. Social Contract
	4. Utilitarianism
	5. Universalism
	6. Cultural Relativism
12. Human Rights Legislations, Monitoring and Enforcement Mechanism
13. Universal Declaration of Human Rights 1948
14. Treaties and Conventions on Human Rights
15. Human Rights Monitoring and Enforcement Mechanism
16. Human Rights Approach to Social Work
17. Meaning of Human Rights Approach to Social Work
18. Social Work as a Human Rights Profession
19. Core Values of Social Work and their Relation with Human Rights
20. Human Rights in Pakistan
21. Constitutional Provisions (Fundamental Rights and Principles of Policy).
22. International Legal Obligations Undertaken by Pakistan
23. Implementation Mechanism
24. Human Rights Issues in Pakistan
25. Protection of Human Rights
	1. Role of International Human Rights Organizations
	2. Role of Human Rights Commission of Pakistan (HRCP)
	3. Role of NGOs in Protecting Human Rights
	4. Role of media in protecting Human Rights
	5. Role of Social Workers in Protecting Human Rights

**RECOMMENDED READINGS:**

# Alston,P., & Goodman,R. (2013).*International Human Rights.*Oxford; Oxford University Press

1. Government of Pakistan. (2000). *State of Human Rights in* Pakistan (1994-2000). Islamabad: Human Rights Commission of Pakistan.
2. Human Rights Watch. *World Reports*. Retrieved from: https://www.hrw.org/previous-world-reports
3. Ife, J. (2012). *Human Rights and Social Work: Towards Rights-Based Practice*. Cambridge: Cambridge University Press.
4. Ishay, M.R.(2008). *The History of Human Rights: From Ancient Times to the Globalization Era*. Berkeley; University of California Press.
5. Khan, Z.U. (2001). *Human Rights; Theory and Practice.* Karachi; Pakistan Law House.
6. Mapp, S.C.(2008). *Human Rights and Social Justice in a Global Perspective; An Introduction to International Social Work.* New York ; Oxford University Press.
7. Maududi, S.A.A.( 1999). *Human Rights in Islam.*(2ndEd.). Islamabad; Da’wah Academy
8. Nair, P.S (Ed.).(2011). *Human Rights in a Changing World*. Delhi; KalpazPublicatpions.
9. Pollis, A., &Schwab,P.(Eds.). (2000). *Human Rights New Perspectives, New Realities.* London: Lynne Rienner Publishers.
10. Reichert, E.(Ed.). (2007). *Challenges in Human Rights: A Social Work Perspective*. New York; Columbia University Press
11. Whelan, D.J.(2010).*Indivisible Human Rights: A History.* Philadelphia; University of Pennsylvania

**PROPOSED**

**SW445 NGOs MANAGEMENT Cr.Hrs: 03**

**COURSE 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 emphasis is also given on the formation and registration of NGOs in Pakistan. This course further gives an insight to the students into the management of NGOs. Students will be well equipped with the knowledge of tools and techniques adopted by NGOs.

**COURSE CONTENTS:**

1. Definition and meaning of NGOs
2. Historical development of NGOs
3. Typology of NGOs
	1. NGOs Types by Orientation: Charitable; Services Oriented; Participatory; Empowering
4. NGOs type by level of operation: Community based organization; Citywide organization; National organization; International organizations
5. Theories of Formal Organization
6. Classical Organizational Theory
7. Neoclasical Organizational Theory
8. System Approach Theory
9. Organizational Structure of NGOs
10. Organizational Process: Motivation, Power and Authority, Leadership, Communication and Decision Making
11. Organizational Behavior: Code of Conduct
12. Human Resource Development: Training and Development of Employees, Career Planning and Human Resource Development, Performance Appraisal
13. NGOs Management
14. Developing projects proposals
15. Financial Management for NGOs / Procurement rules
16. Formation and Registration Process of NGOs in Pakistan
	1. Societies Registration Act 1860
	2. Charitable Endowments Act 1890
	3. Trust Act 1892
	4. Voluntary Social Welfare Agencies Registrations and Control Ordinance 1961
	5. Companies Ordinance 1984 (only relating to non-profit organization)
17. NGOs in Pakistan: Case Studies
18. Limitations of NGOs in Pakistan

**RECOMMENDED READINGS:**

1. Abraham, A. (2011). *Formation and Management of NGOs: Non-governmental Organisations.* New Delhi: 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: MartinusNijhoff Publishers.
4. Bhattacharya, S. (2006). *Social Work Administration and Development*, New Delhi: 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. Shah, G. H. &Ejaz, N. (2005). *The Role of NGOs in Community Health in Pakistan*. Lahore: Lahore University of Management Sciences.
14. Vedder, A. (2007). *NGO Involvement in International Governance and Policy: Sources of Legitimacy*. Leiden: MatinusNijhoff Publishers.
15. Werker, D. & Ahmed, F. (2008). *What do Non-Governmental Organizations do?* Harvard Business School.

**PROPOSED**

**SW551 THEORIES OF SOCIAL WORK Cr.Hrs: 03**

**COURSE OBJECTIVES:** :

This course is designed to provide students with various perspectives on client and the environment. It also aims to provide conceptualization tools to students in their practice.

**COURSE CONTENTS:**

1. Relationship between Theory and Social Work Practice
2. Behavioural Theory
3. Crisis Theory
4. The Empowerment Approach to Social Work
5. Functional Theory
6. Problem-Solving Theory
7. Psychosocial Theory
8. System Theory
9. Task-Centered Social Work
10. Cognitive Theory
11. Psychoanalytical Theory

**RECOMMENDED CITATIONS**

1. Turner, F.J. (ed). (1996). Social Work Treatment. (4thed.). The Free Press.
2. Walsh, J. (2013). *Theories for Direct Social Work Practice*. (3rded.). Cengage Learning.
3. Beckett, C. (2006). *Essential Theories for Social Work Practice*. London: Sage Publications
4. Oko, J. (2011). *Understanding and Using Theory in Social Work Practice*. (2nded.). Learning Matters Ltd.
5. Howe, D. (2009). *A Brief Introduction to Social Work Theory*. Palgrave, Macmillan.
6. Teater, B. (2014). An Introduction to Applying Social Work Theory and Methods. (2nded.). Open University Press.
7. Dubois, B., & Miley, K.K. (1996). *Social Work: An Empowering Profession.* Sidney: Allyn and Bacon
8. Perlman, H.H. (1955). *Social Casework: A Problem Solving Process*. Chicago: University of Chicago Press.
9. Staubmann, H. (2007). *Functional and Causal Analysis in Parsons' Theory of Action.* Conference Papers -- American Sociological Association.
10. Lloyd, M.F. (2014). *The Functional School of Social Work*. University of Pennsylvania. Available online at <http://www.socialwelfarehistory.com/social-work/the-functional-school-of-social-work/>

**PROPOSED**

**SW552 SOCIAL CASE WORK Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The purpose of this course is to help the students to understand the basic methods of social work and the application of social case work as a method of helping individuals. This course focuses on the socio-psychological and cultural understanding of the individual in a society and will help them to understand social case work as a process. It develops abilities of the students to critically analyze problems of individuals as well as the factors affecting them and also develop the ability of establishing and sustaining a working relationship with the client.

**COURSE CONTENTS:**

1. Introduction to Social Case Work
2. Concept of Social Case Work: Definition, Description, Scope & Importance
3. Code of Ethics of Social Case Work in the Practice of Social Work
4. Historical Development of Social Case Work
5. Principles of Social Case Work
6. Components of Social Case Work: Person, Problem, Place, Process & Professional Representative.
7. Problem Solving Process: Social Study, Assessment, Intervention, Follow-up & Termination.
8. Client-Worker Professional Relationship.
9. Approaches to Social Case Work
10. Task-Centered Approach
11. Social-Psychological Approach
12. Problem Solving Approach
13. Integrated Approach of Practice
14. Techniques of Social Case Work Process
15. Communication Skills
16. Resource Mobilization
17. Rapport Building
18. Recording: Nature, Purpose, Types & Principles of Recording
19. Counseling
20. Tools of Social Case Work Intervention
21. Listening
22. Observation
23. Interview: Definition & Scope, Interviewing Technique and Essential Condition for an Interview
24. Home Visits
25. Fields of Social Case Work
26. Medical Social Work
27. Psychiatric Social Work
28. School Social Work
29. Social Case Work with Disabled Person
30. Social Case Work with Drug Dependents
31. Social Case Work with Senior Citizens
32. Social Case Work with Displaced People

**RECOMMENDED READINGS:**

1. Aptekar, H. H. (2000). *Basic Concepts in Social Case Work*. Chapel Hill: University of North Carolina Press.
2. Cross, C. P. (2000). *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*. N. W. Jersey: Prentice-Hall.
5. Janet, S. (2005). *Counselling Skills in Social Work Practice*. Buckingham, Philadelphia: Open University Press.
6. Khalid, M. (2014). *Social Work: Theory and Practice*. Karachi: Kifayat Academy
7. Mathew, G. (1992). *An Introduction to Social Case Work*. Bombay: Tata Institute of Social Science.
8. Miller, L. (2005). *Counselling Skills for Social Work*. London: Sage Publications.
9. Perlman, H. H. (1957). *Social Case Work: A Problem Solving Process*. Chicago: University of Chicago Press.
10. Richard, M. E. (1944). *Social Diagnosis*. New York: Russell Foundation.
11. Roberts, B. C., Galaway, B. &Cournoyer, B. (2005). *Social Work Processes*. California: Wadsworth.
12. Sainsbury, E. E. (2004). *Social Diagnosis in Case Work.* Routledge & K. Paul.
13. Stewart (2010). *Interviewing, Principles and Practices.* Tata McGraw-Hill Education.
14. Wilson, S. J. (2000). *Recording, Guidelines for Social Workers*. Simon and Schuster.
15. Zastrow, Z. (2010). *Introduction to Social Work and Social Welfare: Empowering People.* Belmont, CA.

**PROPOSED**

**SW553 SOCIAL GROUP WORK Cr.Hrs: 03**

**COURSE 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.

**COURSE CONTENTS:**

1. Definition, Purpose and Importance of Social Group Work
2. History of Social Group Work
3. Principles of Social Group Work
4. Methods of Social Group Work
5. Group Dynamics: Definitions, Concepts and Components
6. Models of Social Group Work
7. Planning a Group Work
	1. Clarity of Purpose
	2. Available Resources: Human, Financial, Technical, Material etc.
	3. Selection of Specific Method of Social Group Work
	4. Selection of Physical Settings and Non-physical Setting
	5. Duration of the Group Work
	6. Types of Group Members: Homogenous & Heterogeneous Nature
	7. Mechanism for Evaluation of Group Performance
8. Physical Structure of the Group
9. Social Structure of the Group
10. Recording in Group Work
11. Leadership in Social Group Work: Types and Theories
12. Group Development Stages and Role of Social Group Worker (Forming, Storming, Norming, Performing and Adjourning)
13. Skills and Functions of Social Group Worker
14. Social Group Work with: Children, Adolescents, Disables, Adults and Aged People
15. 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.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Cohen,%20Carol%20S%20Ed.) (2009). *Strength and Diversity in Social Work with Groups*. New York: Routledge.
3. [Garvin, C. D. &Guti, L. M.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Garvin,%20Charles%20D.%20Ed.) (2004). *Handbook of Social Work with Groups*. New York : The Guilford Press .
4. [Gitterman, A.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Gitterman,%20Alex%20Ed.) (2009). *Encyclopedia of Social Work with Groups*. London: Routledge.
5. [Glisson, C. A., Dulmus, C. N. & Sowers, K. M.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Glisson,%20Charles.) (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). *Group Work 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. Routledge.
10. Shaw, M. E. (1976). *Group Dynamics: The Psychology of Small Group Behavior.* USA, McGraw-Hill, Inc.
11. 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.
12. Toseland, R. W, Rivas, R. F. (1995). *An Introduction to Group Work Practice.*(2nd ed.). USA: Allyn and Bacon.
13. [Zastrow, C.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Zastrow,%20Charles.) (2006). *Social Work with Groups: A Comprehensive Workbook*. (6thed.). Library of Congress.

**PROPOSED**

**SW554 SOCIAL PROBLEMS AND SOCIAL POLICY Credit Horus: 03**

**COURSE OBJECTIVES:**

The aim of the course is to enable the students to understand the concept of social problems and social policy. It gives an understanding regarding the significance of social policy in the field of social welfare.

**COURSE CONTENT**

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
	1. Ensuring individual’s dignity and integrity
	2. Protection of family institution’s survival
	3. Ensuring vulnerable’ rights protection
	4. 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. Fields of Social Policy: Education, Health, Labor, 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. Alcock,P, Erskin, A., A. E., May, M .(2003).*The Students’ Companion to Social Policy.* (2nded.). Wiley-Blackwell
3. Alexander, R. (2003). Understanding legal concepts that influence social welfare policy and practice. Belmont, CA: Brooks/Cole.
4. Austin, M. J. & Jeffery, R. S. (2000). Managing in the planning process. *In* The handbook of social welfare management. Thousand Oaks, CA: SAGE.
5. 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
6. Dean, H. (2012). *Social Policy: Short Introduction.* (2nd ed). Cambridge: Polity press.
7. Dermon, W. &Whiteford, S. (1985). *Social Impact Analysis & Development Planning in the Third World*. London: Westview Press.
8. George, A. S. (2010). *Strategic Planning What Every Management Must Know*. New York: The Free press.
9. Kahn, A. J. (1969). *Studies in Social Policy & Planning*. New York: Russell Sage Foundation.
10. Livingstone, A. (1969). *Social Policy in Developing Countries.* London, Northumberland Press limited.
11. Lohmann, R. A. &Lohmann, N. (2013). *Social Administration*. New York Columbia University Press.
12. Meenaghan, T. M., Keith, M. K. & John, G. M. (2004). Social Policy Analysis and Practice. Chicago: Lyceum.
13. Newman, H. &Wijk, A. V. (1987). *Self Evaluation and Planning for Human Service Organizations*. Publisher AMACOM, ASIN.
14. Rafiq, S. Z. (2003). *Community Development, Concept & Practice*. Peshawar: Saif Printing Press.
15. Stephen, P. R. (1980). *The Administrative Process*. New Jersey: Prentic Hall Inc.

**PROPOSED**

**SW-555 SOCIAL LEGISLATION Cr.Hrs: 03**

**COURSE 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.

**COURSE CONTENTS:**

1. Introduction
2. Definition and concept of social legislation
3. Importance of social legislation
4. Sources of Social legislation
5. Procedure of social legislation in Pakistan
6. Sources of Islamic law: Qur’an, Hadith, Ijma (Consensus), Qiyas (Analogy)
7. Selected social legislation in Pakistan
	1. Women: Muslim Family Laws Ordinance 1961; The Protection Against Harassment of Women at Work Place Act 2010
	2. Children: Guardian and Ward Act 1890; Juvenile Justice System Ordinance, 2000; Khyber Pakhtunkhwa Child Protection and Welfare Act 2010
	3. Elderly: Khyber Pakhtunkhwa Senior Citizen Act 2014
	4. Disability: Employment and Rehabilitation of Disabled Person, Ordinance 1981
	5. Drugs: Control of Narcotic Substances Act, 1997
	6. Others: Right to Information Act 2014; Protection of Pakistan (amended) Ordinance 2014

**RECOMMENDED READINGS:**

1. Albert, R. (2000). Law and Social Work Practice: A Legal Systems Approach. (2nd ed.). 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, M. (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*. New York: Routledge
10. Pasha, A. G. & Iqbal, M. (2003) *Defining the Nonprofit Sector*. Manchester University Press
11. Rehmatullah, S. (2002). *Social Welfare in Pakistan*. Karachi: Oxford University Press.
12. Robert, L. B. & Douglas, M. B. (2000). *Forensic Social WorkLegal Aspects of Professional Practice*. London: Haworh Press Inch.
13. Ungerson, C. &Kember, M. (1997). *Women and Social Policy.* London: MacMillan Press.

**PROPOSED**

**SW-561COMMUNITY ORGANIZATION AND DEVELOPMENT Cr.Hrs: 03**

## COURSE 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.

## COURSE CONTENTS:

1. Community
2. Definitions and explanation of community
3. Essentials and elements of community
4. Types of community
5. Community Organization
6. Definitions and purpose
7. Types of community organization
8. Community Mobilization
9. Mobilization Process
10. Tools of Mobilization: Participatory Rural Appraisal (PRA), Rapid Rural Assessment (RRA), Participatory Learning & Action (PLA)
11. Role of Social Mobilizer
12. Barriers to community mobilization
13. Community Participation
	1. Definitions and meaning of community participation
	2. Types of community participation
14. Community Development
	1. Definitions, objectives and explanation of community development
	2. Principles and philosophy of community development
	3. Process of community development
	4. Approaches /techniques of community development
15. Community Development Programs in Pakistan
	1. Government sponsored programs
	2. Non-government sponsored programs
	3. Local Government
16. Role of Social Workers in Community Development

**RECOMMENDED READINGS:**

1. Chaudhry, M. 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. Gilchrist, A., & Taylor, M. (2011). *The Short Guide to Community Development*. Bristol: Policy Press.
4. Gilchrist, A. (2009). *The Well-connected Community: A Networking Approach to Community Development*. Policy Press.
5. [Glisson, C. A., Dulmus, C. N. & Sowers, K. M.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Glisson,%20Charles.) (2012). *Social Work Practice with Groups, Communities, and Organizations*.  New Jersey: Wiley.
6. Kenny, S. (2007). *Developing communities for the Future*. Melbourne: Thomson.
7. Khalid, M. (2004). *Social Work Theory & Practice*. Kifayat Academy, Karachi.
8. [Ledwith, M. (2011).](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Ledwith,%20Margaret.)*Community Development: A Critical Approach*. Bristol: Policy Press.
9. Ledwith, M. (2015). *Community Development in Action*. Bristol: Policy Press.
10. Pawar, M. S. (2009). *Community Development in Asia and the Pacific*. London: Routledge.
11. Pitchford, M. & Henderson, P. (2008). *Making Spaces for Community Development.* Bristol: Policy Press.
12. Rafiq, S. Z. (2006). *Community Development: Concepts and Practices*.Peshawar: Saif Printing Press.
13. [Rai, D. P.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Rai,%20D.P.), Duggal, I. & Singh, Y. K. (2007). *Community Development*. New Delhi: Shree Publishing.
14. Ranjha, A. N. (2013). *Working Practices, Problems and Needs of Community Development Projects in Punjab Province, Pakistan (PhD Thesis).* Dundee: University of Dundee.
15. [Sherraden, M. S.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Sherraden,%20Margaret%20S.) (2014). *Community Economic Development and Social Work*.  New York: The Haworth Press.

**PROPOSED**

**SW-562 SOCIAL WELFARE ADMINISTRATION Cr.Hrs: 03**

**COURSE 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.

**COURSE CONTENTS:**

1. Definition and historical perspective of Social Welfare Administration
2. Principles of Social Welfare Administration
	1. Needs and vulnerability
	2. Risk and insecurity
	3. Social investment
	4. Social justice
	5. Social inclusion
3. Social Welfare Administrative Structure for Provision of Social Services
4. The public sector
5. The private sector (for profit, not for profit/voluntary)
6. The informal sector (mutual aid)
7. Components of social administrative structure
8. Organization
9. Personnel
10. Program
11. Finance
12. Management
13. Functions of Social Welfare Administration
	1. Planning
	2. Organizing
	3. Staffing
	4. Directing
	5. Co-ordinating
	6. Reporting
	7. Budgeting
14. 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 PublicationsPvt 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.

**PROPOSED**

**SW-563 SOCIAL ACTION Cr.Hrs: 03**

**COURSE 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. It will help the students to understand the conceptual and theoretical framework of Social Action and Advocacy. 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. The course will be helpful in understanding the effectiveness of Social Action and Advocacy for services, rights, social justice and equal protection of individuals, groups and communities.

**COURSE CONTENTS:**

1. Definition, Meaning and Objectives of Social Action

1. Need and Importance of Social Action
2. Elements, Principles, Process, Characteristics & Types of Social Action
3. Social Action & Social Work
4. Social Movements: Concept, Nature, Classification & Components
5. Instruments of Social Action
6. Volunteerism: Role of Motivation, Motivations behind Volunteerism
7. Mobilization: Definition, Steps in Mobilization Process, Tools of Mobilization
8. Advocacy: Definition, Principles, Types, Models, Process & Skills
9. Lobbying: Definition, Types, Process/Steps and Ethics involved in Lobbying
10. Propaganda: Definition, History, Tools and Limitations.
11. Bargaining: Definition & Techniques
12. Blogging: Definition, History and Types
13. Signature Campaign: Definition & Importance
14. Social Action at State Level
15. Social Action at NGO's Level
16. Trends and Issues in Social Action in Pakistan
17. Role of Social Workers in Social Action.

**RECOMMENDED READINGS:**

1. Abbott, C. & Taylor, P. (2013). *Action Learning in Social Work*. London: Sage Publications.
2. Cleland, D. I. & Ireland, L. R. (2002). *Project Management: Strategic Design and Implementation.* Singapore: McGraw – Hill Companies, Inc.
3. Clements, J. P. &Gido, J. (2006). *Effective Project Management*. New Delhi: Cengage Learning India Pvt. Ltd.
4. Covey, S. R. (2004). *The 7 Habits of Highly Effective People.* Great Britain: Simon & Schuster UK. Ltd.
5. Curry, S. & Weiss, J. (1993). *Project Analysis in Developing Countries.* (2nded.). New York: Palgrave Publishers Ltd.
6. Dale, R. (1998). *Evaluating Development Programmes and Projects.* (2nded.). New Delhi: Sage Publications India Pvt. Ltd.
7. Guerrero, A. L. (2005). *Social Problems: Community, Policy and Social Action*. New Delhi: Sage Publications India Pvt. Ltd.
8. Hintikka, G. H. &Tuomela, R. (1997). *Contemporary Action Theory*. Volume 2: Social Action. Netherlands: Kluwer Academic Publishers.
9. Kumari, V. & Brooks, S. L. (2004). *Creative Child Advocacy – Global Perspectives.* New Delhi: Sage Publications India Pvt. Ltd.
10. Martin, J. L. (2011). *The Explanation of Social Action*. New York: Oxford University Press.
11. Maylor, H. (2003). *Project Management* (3rded.). New Delhi: Dorling Kindersley (India) Pvt. Ltd.
12. Miller, S. (2001). *Social Action: A Teleological Account*. United Kingdom: Cambridge University Press.
13. Murugan, S. (2013). *Community Organization and Social Action*. Coimbatore: Department of Social Work.
14. [Newcom,](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Schs,%20Jerome.) F. A. & Sachs, J. (2013). *Clinical Work and Social Action: An Integrative Approach*. New York: The Haworth Press.
15. Van Womer, K. S. (2004). *Confronting Oppression, Restoring Justice; From Policy Analysis to Social Action*. Virginia, USA: Council on Social Work Education.

**PROPOSED**

**SW-564 SOCIAL WORK WITH SPECIAL PEOPLE Cr.Hrs: 03**

**COURSE 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 students towards specialized area/field of social work in rehabilitation and welfare of special persons.

**COURSE CONTENTS:**

1. Basic Concepts in Special Education:
	1. Definition and Meaning of Disability, Handicap and Impairment.
	2. Disease, Disorder, Abnormality, Atrophy
	3. Special Children, Special Education, Special Educational Needs
2. Types of Disabilities
	1. Physical Disability
	2. Sensory Disability: Visual Impairment, Hearing Impairment, Olfactory and Gustatory Impairment
	3. Intellectual Disability
3. Causes of Disabilities
	1. Prenatal Causes
	2. Perinatal Causes
	3. Postnatal Causes
4. Models of Disability
	1. Moral Model of Disability
	2. Medical Model of Disability
	3. Social Model of Disability
5. Special Education System
6. Special Education/Exclusive
7. Inclusive Education
8. Mainstream Education
9. Special Education in Pakistan
	1. Background of Special Education in Pakistan
	2. Welfare Policies for Person with Disability
10. Services for Welfare and Rehabilitation of Disabled Persons
	1. International Level
	2. National Level
11. Role of Professional Social Workers in the Institutions of Special Persons
12. Role of Directorate of Social Welfare in Special Education

**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.

PROPOSED

SW-565HUMAN GROWTH AND PERSONALITY DEVELOPMENT

Cr.Hrs: 03

COURSE OBJECTIVES:

The aim of the course is to enable the students 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.

COURSE CONTENTS:

1. Meaning and significance of human growth and personality development
2. Basic assumptions of human behavior
3. Approaches to the study of human growth and development
4. Principles of human growth and development
5. Factors affecting human growth/development
6. Phases of human growth and development
	1. Pre-natal and post-natal development
	2. Infancy
	3. Pre-School Child
	4. School Child
	5. Puberty
	6. Adulthood
	7. Old Age
7. Theories of personality development
	1. Freud’s Psycho Analytic Theory
	2. Jung’s Analytical Theory
	3. Social Psychological Theory of Adler
	4. Eric Erikson’s Psychoanalysis and the Life Cycle
	5. Jean Piaget’s Theory of Cognitive Development
	6. Lawrence Cohlberg’s Theory of Moral Development
8. Concepts of abnormal behavior
	1. Psychotic Disorder
	2. Neurotic Disorder
	3. Psychosomatic Disorder
9. Role of Nature & Nurture in Personality Development

**RECOMMENDED READINGS:**

1. Bano, S. (2005). *Introduction to Psychology*. Lahore.
2. Baron, R.S. (2000). *Psychology*. (5th Ed.). Allyn & Bacon.
3. Beckett, C., & Tylor, H. (2010). *Human Growth and Development*. (2nd Edition). Sage.
4. Cameron, N., &Bogins, B. (2012). *Human Growth and Development*. Elsevier.
5. Feldman, R.S. (2005). *Understanding Psychology*. (7th Edition). McGraw-Hills
6. Halonen, J.S., &Santrock, J.W. (2000). *Psychology: Contexts & Applications*. (3rd Ed.). McGraw-Hill
7. Hiriyappa, B. (2012). *Development of Personality and its Theories.*Booktango
8. Hurlock, E. B. (1972). *Child Development*. New York: MacGraw Hill Book Company.
9. Justin, P. (1970). *Human Development*. New York: McGraw Hill Book and Company.
10. Macionis, J.J. (2012). *Sociology*. (14th Edition). McGraw-Hills
11. Malik, S.H. (2002). *A Collection of Psychological Thoughts*. Rawalpindi: Hussain A. Malik Publishers.
12. Ulijaszek, S.J., Johnston, F.E., &Preece, M.A. (1998). *Cambridge Encyclopedia of Human Growth and Development*. Cambridge University Press.

**PROPOSED**

**SW-671 SOCIAL DEVELOPMENT Cr.Hrs: 03**

**COURSE OBJECTIVES:**

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

**COURSE 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:
6. Modernization Theory
7. Dependency Theory
8. Globalization Theory
9. Social development in Pakistan
10. Historical background
11. Stakeholders of social development
12. Factors promoting social development
13. Factors hindering social development
14. Thematic areas of social development
15. Rural development
16. Gender and development
17. Public Health
18. Education: Formal, Informal and Non-formal
19. 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*: Islamabad, National Rural Support Program.
11. Taga, A. H. (1999). *Sociology & Problems*. Lahore: Abdul Hameed & Sons Publishers.

**PROPOSED**

**SW-672 SOCIAL WELFARE IN PAKISTAN Cr.Hrs: 03**

**COURSE OBJECTIVES:**

This course aims at providing a detailed overview of Welfare System in Islam, Social welfare and Social Welfare Legislation in Pakistan. This will fulfil the students’ need for contextualizing social welfare concepts to religion and culture in Pakistan.

**COURSE CONTENTS:**

1. Social Welfare in Islam

1. Concept of Welfare State in Islam
2. The First Welfare State in the World

2. Islamic Economic Institutions/ Welfare Services in Islam

1. Zakat
2. Ushr/Tith
3. Sadaqat
4. Riba and its Impacts on Society

3. Theories of Welfare Development

1. Industrialization and Welfare
2. Welfare and Citizenship
3. Welfare as a Social Reform
4. Residual vs Institutional Welfare
5. Conservative vs Liberal Welfare
6. Radical Welfare: Communism, Socialism

5. History and Development of Social Welfare in the UK

1. The Early Poor Laws in England
2. The Poor Law of 1601, Reforms 1834 & 1905
3. Work Houses & Outdoor Relief
4. Partial Relief System 1795
5. Speenhalm Land Act
6. Child Labour& Factory Legislation
7. Prison Reforms
8. Beveridge Report

6. Social Welfare in Pakistan

1. Historical Developments
2. National Social Welfare Policies in Pakistan: A Critical Evaluation of 1955, 1988, 1992, and 1994 Policies
3. Child Welfare: Child Protection Commission, Sweet Homes, ZamungKor
4. Women Welfare: Benazir Income Support Programme, Industrial Training for Women, Women Shelter Homes
5. Welfare of Disabled: Special Education for Disabled
6. Welfare of Poor and Destitute: Zakat and Pakistan Bait-ul-Maal
7. Penal Welfare: Parole and Probation
8. Labour Welfare in Pakistan: EOBI, ESSI, Workers Welfare Board
9. Structure and Functions of Social Welfare Ministry/Departments in Pakistan

**RECOMMENDED READINGS: :**

1. Alam, A. (2014). *Labour Welfare in Khyber Pakhtunkhwa*. (M.Phil Thesis). Department of Social Work, University of Peshawar
2. Alexander, R. (2003). Understanding Legal Concepts that Influence Social Welfare Policy and Practice. Belmont: Brooks/Cole.
3. Berg-Weger, M. (2013). *Social Work and Social Welfare: An Invitation*. Routledge
4. Daly, L. (2006). *God and the Welfare State.* MIT Press
5. DiNitto, D.M. (2011). *Social Welfare: Politics and Public Policy*. Allyn & Bacon
6. Dolgoff, R., and Feldstein, D. (2008). *Understanding Social Welfare*. Pearson/Allyn and Bacon
7. Friedlander, W.A., &Apte, R.Z. (1980). *Introduction to Social Welfare*. Prentice-Hall
8. Harmsen, E. (2008). *Islam, Civil Society and Social Work: Muslim Voluntary Welfare Associations Jordan between Patronage and Empowerment*. Amsterdam University Press.
9. Khalid, M. (2014). *Social Work theory and Practice*. Lahore: Kifayat Academy.
10. Nabi, F. (2008). *Islam and Social Welfare: Toward a Conceptual Understanding*. ProQuest,
11. Pakistan Center of Philanthropy. (2013). *Corporate Philanthropy in Pakistan*. Available online at <http://www.pcp.org.pk/webadmin/assets/publications/1433405508.pdf>
12. Qureshi, A. (2014).*Amenities & Projects of Social Welfare Department in Pakistan:* Social Welfare Department, NGOs and their Working Series. Create Space Independent Pub.
13. Rehmatullah, S. (2002). *Social Welfare in Pakistan*. Karachi: Oxford University Press
14. Saljuq, A. (2005). Philanthropy and Charity in Pakistan. In *Journal of Management and Social Sciences, 1*(1), 85-98
15. Zastrow, C. (2009). *Introduction to Social Work and Social Welfare: Empowering People.* Cengage Learning

**PROPOSED**

**SW-673 SOCIAL RESEARCH METHODOLOGY Cr.Hrs: 03**

**COURSE 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, tools of data collection, data collection, data analysis and report writing. This course will enable them to develop skills in the practice of researches.

**COURSE CONTENTS:**

1. Introduction
	1. Definition and meaning of research
	2. Types of research
	3. Significance of research
	4. Theory and research
	5. Qualitative and Quantitative research
2. Basic Steps in Research Process
	1. Formulation of a research problem
	2. Review of literature
	3. Formulation of hypothesis
	4. Research design
	5. Data collection
	6. Data analysis
	7. Report writing
3. Universe /Population in Research
	1. Definition and meaning
	2. Importance of universe in research
4. Sampling
	1. Definition and meaning of sampling
	2. Importance of sampling in research
	3. Probability sampling and its types
	4. Non-probability sampling and its types
5. Tools of Data Collection
	1. Questionnaire
	2. Interview schedule
	3. Focused group discussion
	4. 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
10. Format of research report
11. Essentials of a good research report
12. Referencing styles
13. 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 Methods*. 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 Publications.
	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.

**PROPOSED**

**SW674 SOCIAL GERONTOLGY Cr.Hrs: 03**

**COURSE 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 not only familiarize the students about the range of services available to meet the needs of the elderly but also identify the issues that affect these services in Pakistan.

**COURSE CONTENTS:**

1. Introduction:
2. Social Gerontology; Meaning, Definition, Scope and Importance
3. Key Concepts: Successful / Resilient Aging, Active Aging, Productive Aging, Healthy Aging
4. Explaining Human Aging (Chronological, Biological, Psychological and Social Aging).
5. The Development of Social Gerontology
6. Aging Facts and Statistics
7. Religious Perspective on Aging and the Elderly
8. Semitic Religions
9. Eastern Religion
10. Biological Context of ageing:
11. Biological Changes with Age
12. Normal vs. Pathological Changes
13. The Social Consequences of Biological Changes
14. The Psychology of Aging:
15. Cognitive Changes with Aging.
16. Personality and Social Adaptation in Old Age.
17. Aging and Mental Change; Depression, Anxiety, Dementia, etc.
18. Social Theories of Aging:
19. Micro-level Theories( Disengagement, Activity, Subculture)
20. Macro-level Theories(Modernization, Political Economy of Aging)
21. General Problems of the Elderly:
22. Social Problems ( Social Isolation, Elder Abuse, Ageism, Problems of Accommodation, Transportation Recreation and Religious Practices)
23. Psychological Problems (Loneliness, Fear of Death, Bereavement and Grief )
24. Economic Problems (Unemployment, Pension, Poverty, etc.)
25. Aging in Pakistan; Social Analysis:
26. Status Differentials of the Elderly by Urban-Rural Residence
27. Family Relationships( Social Support, Changing Family Size and Structure and its Impact on Family Care-giving)
28. Societal Attitudes towards Old Age and the Aged; Some Hidden Facts
29. Legislation and Social Welfare Services for the Elderly in Pakistan:
	1. Legislation for the Senior Citizens
	2. Institutional Care
	3. Medical Facilities
30. Human Rights of Older Person:
31. UN Principles for Older Persons.
32. Social Work and Aging:
33. Interdisciplinary Teams and Social Work
34. The Distinctive Role of Gerontological and Geriatric Social Workers; Diagnosis/Assessment, Care Management, Counseling, Service Facilitation, Group Work, Advocacy, Community Resource Expertise.

**RECOMMENDED READINGS:**

1. Binstock, R.H., & George, L.K.(2006). *Handbook of Aging and the Social Sciences.* (6thed.). London: Academic Press.
2. Bond,J., Peace,S., Dittmann-Kohli,F.&Westerhof, G.J.(Eds.).(2007). *Aging in Society: European Perspectives on Gerontology*.(3rd ed.). London: Sage Publications.
3. Hamilton, I. S. (2000). *The Psychology of Aging: An Introduction.* (3rded.). London: Jessica Kingsley Publishers.
4. Hooyman, N.R., &Kiyak , H. A. (2005). *Social Gerontology;A Multidisciplinary Perspective.* (7th Ed.).Boston: Allyn and Bacon.

# Hughes,M., &Heycox,K. (2010)*.Older People, Aging and Social Work: Knowledge for Practice.*Crows-Nest, Allen & Unwin.

1. Johnson, M.L. (Ed.).(2005).*The Cambridge Handbook of Age And Aging***.** Cambridge; Cambridge University Press
2. Mahmood, N., & Nasir,Z.M.( 2008).*Pension and Social Security Schemes in Pakistan; Some Policy Options*. (PIDE Working Papers:42) retrieved from: <http://www.pide.org.pk/pdf/Working%20Paper/WorkingPaper-42.pdf>
3. Provincial Assembly of Khyber Pakhtunkhwa. (2014). The Senior Citizens Act 2014. Retrieved from: http://www.pakp.gov.pk/2013/acts/the-khyber-pakhtunkhwa-senior-citizens-act-2014/
4. Quadgno, J. (2007). *Aging and the Life Course: An Introduction to Social Gerontology.* (4thed.). New York: McGraw-Hill.
5. Syed, M.A., &Kiani, M. F. (2003). *Ageing and Poverty in Pakistan*. (MIMAP Technical Paper Series no. 18). Islamabad: Pakistan Institute of Development Economics.
6. United Nations. (2011). *Current Status of the Social Situation, Wellbeing, Participation in Development and Rights of Older Persons Worldwide*. Retrieved from: <http://www.un.org/esa/socdev/ageing/documents/publications/current-status-older-persons.pdf>
7. Wilmoth, J. M., & Ferraro, K. F.(Eds.). (2007). *Gerontology. Perspectives and Issues*. (3rded.). New York: Springer Publishing Company.

**ROPOSED**

**SW675 CHILD PROTECTION AND WELFARE Cr.Hrs: 03**

**COURSE 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.

**COURSE CONTENTS:**

1. Basics of Child Protection
2. Definition of a child according to Domestic Law and International Treaties
3. Definition of key concepts including child protection, abuse, neglect and exploitation
4. Complex nature of child protection involving social, psychological, medical, legal and moral issues
5. Historical Background
6. From the American Society for the Prevention of
Cruelty to Animals & Merry Allen, to New York Society for the Prevention of Cruelty to Children
7. Social work and child protection comes together in the early 20th Century United Kingdom
8. Child protection in the developing countries of the Global South
9. Theoretical and Practice Approaches to Child Protection
	1. Child saving
	2. Origin of child-saving movement & its philosophy
	3. Child rescue, rehabilitation issues
	4. Child welfare: Definition, aims and objectives of child welfare; historical development of child welfare services; child welfare services, their organization and functioning
	5. Battered child syndrome
	6. Dr. Henry Kempe and colleagues & discovery of battered babies
	7. Medicalisation of child protection
	8. Developing child (Developmental Psychology)
	9. ‘Stages of development’ theories in Psychology and their influence on child protection interventions
	10. Child rights & children’s right to protection: Definition of child rights; nature, objectives, need and importance of child rights; UNCRC an overview of the Convention
10. Pakistani Laws, Policies and Initiatives related to Child’s Protection
	1. Legislation regarding child protection in provinces: Khyber Pakhtunkhwa Child Protection and Welfare Act in 2010; Sindh Child Protection Authority Act 2011; Punjab Destitute and Neglected Children Act (promulgated in 2004, and revised in 2007, again under revision); Balochistan Child Welfare and Protection Bill
	2. UNICEF
	3. Child Protection Commissions/Bureaus/Authority in provinces
11. Current Issues
12. Violence against children
13. Abuse & neglect
14. Child trafficking
15. Drug abuse among children
16. Roles and Responsibilities
17. Roles and responsibilities of different stakeholders: family; community; state, i.e., social worker as child protection worker in social welfare/child protection agencies; Roles of NGOs, INGOs and other civil society organizations in promoting the protection of children.
18. Family as an Institution with Reference to Child Rights
19. Sociological significance of family in personality development of a child.
20. Parenthood and role of parents in child rearing
21. Psychological Factors
22. Personality growth of a child in unhappy homes, broken families, suffering with illness, and constraints.
23. Family relationship and emotional development.
24. The composition of the family and its effort on personality development. The only child, the middle child. The youngest child. Children in large families.
25. Personality development in the joint and extended family as compared to the nuclear family.
26. The family cycle with reference to child's life.
27. Problems of the Children
28. Social, psychological, emotional problems of the children.
29. Child Rights Convention (CRC)
30. Child rights in Islam.

**RECOMMENDED READINGS:**

1. Stafford, A., Vincent, S., Parton, N., & Smith, C. (2011). *Child Protection Systems in the United Kingdom: A Comparative Analysis.* Jessica Kingsley Publishers.
2. Ball, C. (2014). *Looked After Children.* Palgrave Macmillan
3. Beckett, C. (2007). *Child Protection: An Introduction*. (2nd Edition). Sage
4. Freeman, M. and Veerman, P. (1992). *The Ideologies of Children’s Rights*. Dordrecht: MartinusNijhoff.
5. 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.
6. 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>
7. Jabeen, T. (2013). Pakistan’s child protection legislative and policy frameworks: a critical review’. *Pakistan Journal of Criminology*, 5(2), pp159-180.
8. 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>.
9. Kate Wilson, Adrian L. James. (2007). *The Child Protection Handbook: The Practitioner's Guide to Safeguarding Children.* Elsevier Health Sciences.
10. Khan, A., Sayeed, A., Haider, F. & Kamran, S. (2013). *Child Protection System Mapping and Assessment*. Karachi: Collective for Social Science Research.
11. Kim Holt. (2014). *Child Protection*. Palgrave Macmillan
12. Lonne, B., Parton, N., Thomson, J. & Harries, M. (2009). *Reforming Child Protection*. Oxon: Routledge.
13. McMillan, N. (2013). *Assessment of Child Protection Units (Pakistan)*. Unpublished Report. Islamabad: UNICEF.
14. 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.
15. Scott, D. & Swain, S. (2002). *Confronting Cruelty: Historical Perspectives on Child Abuse*. Melbourne University Press.

**PROPOSED**

**SW681 SOCIAL WORK AND DISASTER MANAGEMENT Cr.Hrs: 03**

**COURSE 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 familiarize students with different impacts of disaster on human society; possible solutions to stop or minimize the disaster’s occurrence and impacts minimizing. It also helps the students to gain the knowledge of various disaster management strategies as well as the role of social work process in disaster management.

**COURSE CONTENTS:**

1. Disaster: Definition, Meaning and Explanation
2. Types of Disasters;
3. Natural Disasters: Avalanches, Landslides, Droughts, Earth Quakes, High Temperatures, Floods, Forest Fires, Volcanic Eruptions, Wind Storms/ Hurricanes
4. Man-Made Disasters: Technological Disasters Like Accidents, Warfare, Terrorism, Industrial Accidents
5. Effects of Disasters
6. Understanding Basic Terminology in Disaster Management:
7. Hazards,
8. Risk,
9. Disaster
10. Vulnerability.
11. Capacity
12. Coping
13. Capacity
14. Resilience /Resilient
15. Disaster Risk Reduction
16. Disaster Risk Management
17. Prevention,
18. Mitigation
19. Preparedness.
20. Disaster Management Cycle
21. Preparedness
22. Response
23. Reconstruction
24. Recovery
25. Mitigation
26. Risks and Trends: Disasters in Asia and the World : Some Statistics
27. Situational Analysis of Disasters in Pakistan
28. Global Issues & Initiatives: World Conference on Disaster Reduction (2005), Hyogo Framework for Action (2005-15), Sphere Standards-2102.
29. Disaster Risk Reduction and Management Authorities in Pakistan
30. NDMA
31. PDMA
32. FDMA
33. Role of Community in Disaster Risk Reduction
34. Social Work Approach to Disaster Management:
35. Aim of Risk Reduction Measures
36. Appropriate and Adequate Risk Reduction Measures: Elements & Process
37. Community Based Disaster Risk Reduction/ Disaster Preparedness (CBDRM): Elements, Process and Outcome
38. PCRA (Participatory Community Disaster Risk Assessment ) or PRA (Participatory Risk Assessment/ Participatory Rural Appraisal)
39. Post Disaster Phenomenon:
40. Emergency Response.
41. Disaster Relief
42. Disaster Recovery: Recovery -Opportunity to Build Better and Establish Sustainable DRR Organizations
43. Rehabilitation.
44. Reconstruction
45. Disaster and Development**.**

**RECOMMENDED READINGS:**

1. Abarquez, I &Murshedition,Z.(2008). *Community Based Disaster Risk Management: Field Practitioners’ Handbook*. Bangkok: ADPC.
2. ADPC, (2004). *Course Material: Course on Disaster Risk Communication at Community Level’*. PDRSEA 2. Bangkok.
3. ADPC,(2003). *‘Course Reference Manual of the 11th  CBDRM Course* (CBDRM-11)” Bangkok.
4. ASEAN Secretariat, (2002). “*Second State of the Environment Report 2000”*, Public Information Unit, the ASEAN, Jakarta.
5. Gautam, D. &Khanal, S. C. (2009). *Community Based Disaster Risk Reduction: Contribution to Hyogo Framework of Action*. Lalitpur: Mercy Corps.
6. Government of Orissa & UNDP (2002). *Decentralized edition Planning for Drought Proofing Sustainable Livelihood*. UNDP, Orissa Hub.
7. Lyons, K. H., Hokenstad, T. Pawar, M., Huegler, N. & Hall, N. (2012). *The SAGE Handbook of International Social Work*. London: SAGE.
8. Nakamura, P. & Roberta, C. (2006). Risk Management Handbook for Health Care Organizations. San Francisco: Jossey-Bass.
9. Red Cross Red Crescent (2009). *World Disasters Report: Focus on Early Warning, Early Action, 2009.* Geneva: Red Cross Red Crescent.
10. Shaw, R. &Nibanupudi, H. K. (2014). *Mountain Hazards and Disaster Risk Reduction*. London: Springer.
11. Shaw, R. (2012). *Community Based Disaster Risk Reduction*. Bingley: Emerald Group Publishing.
12. Shaw, R., Srinivas, H. & Sharma, A. (2009). *Urban Risk Reduction: An Asian Perspective*. Bingley: Emerald Group Publishing.
13. UNDP Report. (2000). *Risk Reduction in South Asia and its Challenges to Oxfam.* Oxfam Hong Kong & Australia.
14. UN-ISDR, (2002). *Living with Risk: A Global Review of Disaster Reduction Initiatives*. Geneva.
15. Wood, A. et al. (2001). *Evaluating International Humanitarian Action: Reflections from Practitioners*. New York: Zed Books.

**PROPOSED**

**SW682 PROJECT PLANNING AND MANAGEMENT Cr.Hrs: 03**

**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. Developing a Project Proposal
	1. Technical Project Proposal
	2. Financial Proposal
4. Logical Framework: Problem Statement, Goal, Objectives, Outcome, Output, Input, Indicators, Means of Verification, Threats and Opportunities, Budget and Timeframe
5. Project Cycle
6. Initiation Phase
7. Planning Phase: SWOT, Cost Benefit Analysis, Feasibility Study
8. Implementation Phase
9. Monitoring Phase
10. Completion
11. Evaluation
12. Project Management
13. Concept & Nature of Project Management
14. Role & Functions of Project Manager
15. Project Management Skills
16. Project Planning & Management Practices in Pakistan
17. Planning Commission of Pakistan: Public Sector Development Program (Federal ); Annual Development Program (Provincial)
18. PC Forms & Its Use: PC-I (Project Planning); PC-II (Project Feasibility Report); PC-III (Project Monitoring); PC-IV (Project Completion); PC-V( Project Evaluation)
19. Challenges in Project Management
20. 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: Pearson.
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.

**PROPOSED**

**SW683 CRIMINOLOGY Cr.Hrs: 03**

**COURSE 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 its various components and their functions.

**COURSE CONTENTS:**

1. Definition, Meaning, Causes, and Types of Crime
2. Definition and Meaning of Criminal/Offender
3. Situational Analysis of Crime in Pakistan
4. Women and Crime
5. Theories of Criminal Behavior
6. Biological theories of crime (Lombrosian Theory)
7. Social Structure theories (Social Disorganization, Strain Theory)
8. Social process theories (Differential Association Theory, Labeling Theory)
9. Theories of Punishment
10. Defining punishment
11. Theories of punishment (Retribution, Deterrence, Incapacitation, Rehabilitation)
12. Islamic Perspective on Crime and Punishment
	1. Hud
	2. Qasis
	3. Tazir
13. The Criminal Justice System
14. Importance of criminal justice system
15. The functions of criminal justice system
16. Components of criminal justice system
17. The Police Force
18. Background of police in Pakistan
19. Laws governing police force
20. Problems with police force
21. The Judicial System
22. Structure and functions
23. Issues with judiciary in Pakistan
24. The Prison System
25. Background of prisons
26. The prison system of Pakistan
27. Problems with the prison system in Pakistan
28. The Probation System
29. Background of the concept of probation
30. Development of probation in Pakistan
31. Problems confronting probation system in Pakistan
32. The Parole System
33. Background of the concept of parole
34. Development of parole in Pakistan
35. Main problems with parole system in Pakistan
36. Juvenile Justice System
	1. Background
	2. Juvenile Justice System Ordinance 2000
	3. Problems with Juvenile Justice 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.

Garland, D. (1990) *Punishment and Modern Society: A Study in Social Theory.* Oxford: Clarendon Press.

1. Hudson, A. B. (1996). *Understanding Justice: An Introduction to Ideas, Perspectives and Controversies in Modern Penal History.* Buckingham: Open University Press.
2. Jillani, A. (1999). *Cries Unheard; Juvenile Justice in Pakistan.* Islamabad: Society for the Protection of the Rights of the Child.
3. Lilly, J. R., Cullen, F. T. & Ball, R. A. (2007). *Criminological Theory: Context and Consequences.*  London: Sage Publications.