**SCHEME OF STUDY FOR M.A SOCIAL WORK**

**(M.A Social Work Previous)**

|  |  |  |
| --- | --- | --- |
| Paper | **Course Title** | **Marks** |
| I | Social Case Work | 100 |
| II | Social Group Work & Group Dynamics | 100 |
| III | Community Development and Organization | 100 |
| IV-A | *(Only one of them is to be opted)*  Paper A: Social Problems of Pakistan  OR  Paper B: Local Government and Rural Development | 100 |
| IV-B |
| V | Field Work | 100 |
| Total | | **500** |
| **(M.A Social Work Final)** | | |
| VI | Social Research Methodology | 100 |
| VII | Welfare System of Islam and Contemporary Social Work | 100 |
| VIII-A | *(Only one of them is to be opted)*  Paper: A: Social Gerontology  OR  Paper: B: Social Institutions | 100 |
| VIII-B |
| IX-A | *(Only one of them is to be opted)*  Paper A: Demographic and Population Welfare  OR  Paper B: Introduction to Criminology | 100 |
| IX-B |
| X | Field Work | 100 |
| XI | Research Practicum | 100 |

**Total: 600**

**M.A Previous: 500**

**Final Marks: 600**

**Grand Total: 1100**

**(M.A Social Work – Previous)**

**EXISTING**

**PAPER-I: SOCIAL CASE WORK MARKS: 100**

**Objective:**

The purpose of this course is to help student understand the basic methods of social and application of the social case work as a method of helping individuals. This course is further specified as:

1. To give the students the background knowledge about human behavior and the bio-psycho-social dynamics that influence it.
2. To give insight about the concept of normal and abnormal human development
3. To give knowledge about personality and the view of different psychologists
4. To develop empathetic approach for effective rapport development with client in problem understanding, diagnosis and solution.

**CONTENTS:**

1. Definition and Description of Social Case Work.
2. Basic Concepts in Social Work.
3. Relationship of Social Work with other Social Sciences.
4. The General Principles of the Practice.
5. Components of Social Case Work: Person, Problem, Place, Process, and the Professional Representative
6. Social Case Work Process.
7. Study
8. Diagnosis
9. Treatment
10. Counseling
11. Techniques
12. Tools of Communication
13. Effective Communication in Counseling
14. Interviewing in Social Case Work
15. Definition and Scope of Interview in Social Case Work
16. Interview Techniques
17. Essentials Conditions for an Interview
18. Recording in Social Case Work, Types of Recording, Essential of Recording and Principles of Recording.
19. Code of Ethics in Social Work.
20. Fields of Social Case Work with Reference to Pakistan.
21. Medical Social Work:
22. Definition and Scope of Medical Social Work.
23. Role of Medical Social Worker.
24. Psychiatric Social Work.
25. Social Work with Drug Addicts.
26. Definition of Drugs.
27. Types of Drugs.
28. Detoxification of Programme and Community Approach.
29. Social Work with Special Groups/Disabled People:
30. Definition of Disability and Handicapped.
31. Types of Disability.
32. Problems of Handicapped.
33. Integrated Education: Its Importance and Practice in Pakistan.
34. Social Work and Mental Health.
35. Social Work with Aged.
36. The Existing Socio-Cultural Practices for the Care of the Aged in Pakistani Society.
37. Islam and the Care for the Aged.
38. The Scope of Gerontology.
39. The Psycho-Social Problems of the Aged People.
40. Institutional Care for the Aged in Pakistan.

14. Human Development

1. Physical Development
2. Cognitive Development
3. Psycho-Social Development

15. Introduction to the Concept of Personality

1. Concept of Normal and Abnormal Behavior

**BOOKS RECOMMENDED:**

Apterar, Herbert. (1981). *Basic Concept in Social Case Work.* North Carolina: Chapel Hill University of North Carolina Press.

Arthur, Fine E. (1974). *The Field of Social Work.* New York: Holf Rinehot and Wiston Inc.

Clark, Chris L. (2000). *Social Work Ethics: Politics and Practice*. New York: Pal grave.

Compton Beulan R. & Galloway Burt. (1994). *Social Work Processes*. Belmont, California: Wadsworth, Inc.

Coulshed, Veronica and Orme, Joan. (1988). *Social Work Practice: An Introduction*. Hampshire: Macmillan Press Ltd.

Eric, Ryner. (1975). *Human Development*. London: Gorge Allen and Unwin Ltd.

Garret, Anneto. (n.d.). *Interviewing*, *Principles and Practices.* Family Wolaro Association of America.

Hamilton, Gordon. (1973). *Theory and Practice of Social Case Work.* Columbia, USA: Columbia University Press.

Justin, Pikunas. (1989). *Human Development*. New York: Russell Foundation.

Khalid, Muhammad. (2001). *Social Work Theory and Practice.* Karachi: Kifayat Academy.

Perlman, Helen. (1988). *Social Case Work, A Problem Solving Process.* Chicago: The University of Chicago Press.

Rapila Diance E. and Sally Wendkos Olds. (1978). *Human Development.* New York: McGraw Hill Book Company.

Richmand, M. E. (1989). *Social Diagnosis*. New York: Russel Foundation.

Robert Adam, Lena Dominelli and Molcolm Payne. (1998). *Social Work, Themes, Issues and Critical Debates.* Hamspire: Pal grave.

**EXISTING**

**PAPER-II: SOCIAL GROUP WORK AND GROUP DYNAMICS MARKS: 100**

**Objectives:**

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

**CONTENTS:**

1. Introduction to Social Group Work
2. Definition of Social Group Work
3. Purpose of Social Group Work
4. Types of Social Group Work : Socialization and Re-socialization Group
5. Principles of Social Group Work
6. Methods of Social Group Work
7. Task Facilitation Group
8. Psycho-educational Group
9. Counseling Group
10. Psychotherapy Group
11. Psychodrama
12. Self-help Group or Support Group
13. Concept of Group Dynamics
14. Social Ecology
15. Social Influence
16. Primary Affiliation Group
17. Secondary Affiliation Group
18. Hawthorne Effect.
19. Planning Group Work
20. Clarity of Purpose
21. Available Resources: Human, Financial, Technical, Material etc.
22. Selection of Specific Method of Social Group Work
23. Selection of Physical Settings and Non-physical Setting
24. Duration of the Group Work
25. Types of Group Members: Homogenous & Heterogeneous Nature
26. Mechanism for Evaluation of Group Performance
27. Structure of the Group:
28. Physical Structure
29. Building, Rooms, Seating Arrangements: Chairs
30. Table Arrangement, Communication Channels
31. Social Structure of the Group
32. Status, Role and Norms
33. Communication
34. Social Power: Authority
35. Group Cohesiveness
36. Conformity
37. Group Members :
38. Nature of Group Members : Homogeneity- Heterogeneity
39. Role of the Group Members in Group Work
40. Leadership in Social Group Work
41. Theories of Leadership in Group Perspective
42. Style of Leadership in Group Work
43. Authoritarian Group Leader
44. Democratic Group Leader
45. Laissez-Faire Leaders
46. Skills for Effective Group Leadership
47. Facilitating, Communication, Protecting, Blocking, Linking Confronting, Empathizing, Evaluating, Modeling, Terminating
48. Group Leader Functioning
49. Traffic Director, Modeler of Appropriate Behavior
50. Interactional Catalyst, Communication Facilitators
51. Conflict Resolver
52. Group Development Stages
53. Formation Stage, Conflicting Stage, Norms-setting Stage
54. Functional Stage, Termination Stage
55. Group Work with Children
56. Groups with Adolescence
57. Groups with Adults
58. Groups with Aged People

**RECOMMENDED BOOKS:**

Andrews, J. (2001). *Group Work’s Place in Social Work*: A Historical Analysis. *Journal of Sociology and Social Welfare.* Retrieved October 29, 2005 at [www.findarticles.com/p/articles](http://www.findarticles.com/p/articles).

Breton, M. (1990). *Learning from Social Group Work Tradition. Social Work with Groups*, 13(3), 21-34.

Corey, S.C., & Corey G. (2002). *Groups Process and Practice.* Mexico: Brooks/Cole Publishing Company.

Douglas, T. (1976). *Group Work Practice.* London: Tavistock Publications, New Fetter Lane.

Forsyth, R. D. (1990). *Group Dynamics.* Pacific Grove: California: Brooks/Cole Publishing Company.

Gladding T. S. (1995). *Group Work: A Counseling Specialty*. Ohio: Merrill, an Imprint of Prentice Hall

Khalid, M. (2001). *Social Work Theory and Practice with special reference to Pakistan.* Karachi: Kifayat Academy.

Shaw, E. M. (1971). *Group Dynamics, the Psychology of Small Group Behavior.* Mexico: McGraw-Hill Book Company

Trecker, B. H. (1955). *Social Group Work: Principles and Practices*. New York: Association Press.

Williamson, M. (1929). *The Social Worker in Group Work*. New York and London: Harper and Brothers.

Wilson, G. (1976). *From Practice to Theory: A Personalized History*. In R. W. Roberts and H. Northern (Eds.) Theories of social work with groups (pp. 1–44). New York: Columbia University Press.

**EXISTING**

**PAPER-III: COMMUNITY DEVELOPMENT & ORGANIZATION MARKS: 100**

**Objectives:**

1. This course is aimed at helping the students to analyze the socio economic and cultural setup of the community critically.
2. To help the students to develop the ability to identify problem areas and identify work approaches best suited to local conditions.

**CONTENTS**

1. Definition of Social Work & Brief Mention of the Three Basic Methods of Social Work
2. Modernization & Development-Definitions and Explanations of the Terms
3. Role of Social Worker with Respect to Modernization & Development
4. Controversies over Community and its Characteristics
5. Definitions and Explanation
6. Essentials of Community
7. Elements of Community. Security, Norms, Values, Role and Status, Power, Social Control, Ranks, Facilities and Elements of Advancement
8. Types of Community:
   1. Gemeinschaft
   2. Gesellschaft
9. Classification of Communities, Size, Extent of Dependency, Density, Age, Quality of Life.
10. Sociological Criteria of a Good Community. Basic Notions of a Good Community, Socialization, Social Control, Role of Dedicated Leaders a Collective Struggle for the Solution of Problems, Outward Look to Wider Community, Services and Facilities, Physical Cleanliness, Economic Structure, Aesthetic Expression, Willingness to Change, Democratic Trends etc.
11. Community Organization – A Vehicle to Community Development: Community Organization Definitions, Types of Community Organization & Goals of Community Development that can be achieved through Community Organization
12. Community Development – Definitions and Explanation
13. Aims and Objectives of Community Development.
14. The Nature & Elements of Community Development
15. Philosophy of Community Development
16. Principles of Community Development
17. Historical Perspective of Community Development in Pakistan
18. Present Institutional Framework of Community Development in Pakistan
19. Typology of Participation
20. Causes for Lack of Participation in Pakistan
21. Conflicts
22. Definition and Description
23. Major Manifestations of Conflict.
24. Steps taken by Social Worker to Resolve the Conflict
25. Participatory Rural Appraisal (PRA)
26. Rapid Rural Assessment (RRA)
27. Techniques of Community Development
28. Social Mobilization

a. Definition & Description

b. Process of Social Mobilization

c. Barriers to Community Mobilization

**BOOKS RECOMMENDED:**

Alija, lzetbegonic A. (1984-1994). *Islam between East & West*. 3rd Edition. USA: The Other Press.

Arthur, Dunham. (1958).*Community Welfare Organization: Principles & Techniques*. New York: Thomas Y. Crowell Company.

Arthur, Dunham. eds. (1960). Community Development. In Russell H. Kurtz*.eds. Social Work Year Book.* New York: National Association of Social Workers.

Bhatti, K. Mehmood. (1995). *Sustainable Rural Development Coordinated Approach.* Peshawar: Pakistan Academy for Rural Development.

Chaudhry, M. Iqbal. (1996). *Pakistani Society*. Karachi: Kifayat Academy.

Con, Moser.( 1989). *Community Participation in Urban Projects in the Third World*: *Progress in Planning*. Vol: part-2.

David L. Sills. (1968).*International Encyclopedia of Social Sciences*. 3rd Edition. New York: The Macmillan Company and The Free Press.

Davie W. Minar & Greer Scot. (1969). *The Concept or Community Reading with Interpretations.* Chicago: Aldine Publishing Company.

Khalid, Mohammad. (1996). *Social Work Theory and Practice*. Karachi: Kifayat Academy.

Khan, Imadad Ali, Abdur Rashid, Awan, Abdul Aziz. (1988). *Participative Management for Rural Development* . Peshawar: Pakistan Academy for Rural Development.

Mezirow, Jack D. (1963). *Dynamics of Community Development.* New York: Scare Crow Press.

Pehekki, Dan. A. (1979). *Community Development Theory and Methods of Planned Changes.* Calcutta, Kanpur, India: Vikas Publishers.

Rafiq, Z. Sahab. (2000).*Community Development: Principles & Techniques*. Peshawar: Saif Printing Press.

Rafiq, Z. Sahab. (2012).*Community Development: Concept and Practice*. 2nd Edition. Peshawar: Zia Sons Printers.

Roomi, S. Hayat. (1997). *Training Manual Training of Trainers.* Islamabad: National Rural Support Program.

Sanders, T. Irwil. (1995). *Making Good Communities Better*. Lexington: University or Kenturcky Press.

Taga, Abdul Hameed. (1998). *An Introduction to Sociology*. Lahore: Abdul Hameed & Sons Publishers.

Taga, Abdul Hameed. (1999). *Sociology & Social Problems*. Lahore: Abdul Hameed & Sons Publishers.

**EXISTING**

**PAPER-IV(A): SOCIAL PROBLEMS OF PAKISTAN MARKS: 100**

**Objectives:**

To help students to understand the multiple causative factors of the social problems of the society and the possible means and ways to solve and mitigate these problems.

**CONTENTS**

1. Social Problems
   1. Definition and Meaning
   2. Importance of its Study.
   3. Approaches to Social Problems.
   4. Role of Social Worker in the Solutions of Social Problems.
2. Population Growth
3. Definition and Description
4. Causes, Consequences and its Remedies.
5. Economic Problems
   1. Poverty
6. Definition and Description
7. Poverty Line, National Poverty Line, Absolute Poverty
8. Causes,
9. Government Strategies / Remedies.
   1. Unemployment and Under Employment,
10. Definition and Description
11. Types of Un-employment
12. Causes and its Remedies.
13. Crime
14. Definition and Description
15. Types of Crime
16. Causes and its Remedies.
17. Juvenile Delinquency
18. Definition and Description
19. Causes and its Remedies.
20. Illiteracy
21. Definition and Description
22. Causes and its Remedies.
23. Beggary and Vagrancy:
24. Definition and Description
25. Vagrancy Act
26. Causes and its Remedies.
27. Child Labour.
    1. I.L.O Report / Other International Reports
    2. Causes
    3. Solution to the Problems
    4. Child Labour Concept in CRC. (Convention on the Rights of the Child)
28. Labour Problems and Welfare
29. Classification of Labour
30. Contemporary Labour Problems,
31. Labour Policies
32. Drug Addiction
33. Definition
34. Causes and Remedies
35. Addiction and Characteristics
36. Types of Drugs
37. Depressants
38. Stimulants
39. Hallucinogens
40. Cannabis
41. Detoxification (Meaning, Method)
42. Rehabilitation

**BOOKS RECOMMENDED:**

Syed, Abdul Qudoos. (1990). *Social Change in* Pakistan. Lahore: Progressive Publishers.

Alam, Anwar. (2002). *Principles of Sociology*. Peshawar: Saif Printing Press.

Baqai, S. (2005). *Social Problems of Pakistan.* Karachi: Kafayat Academy.

Bhatti, Iqbal A. (1995). *Model English Essays for Competitive Examinations***.** Lahore: Bhatti Publishers.

Chitambar, J.B.. (1974). *Introductory Rural Sociology*: *A Synopsis of Concepts and Principles*. New Delhi: Wiley Eastern LTD.

*Encyclopaedia of Seerah*. Vol-11. (1982). London: The Muslim Schools Trust.

Horton, P.B. & Gerald R. L. (1978). *The Sociology of Social Problems***.** New Jersey: Prentice-Hall Inc., Englewood Cliffs.

Iqbal C. M. (2001). *Pakistani Society.* Lahore: Aziz Publishers.

Jones, Brian J., Bernard J. Gallaghar, III & Joseph A. McFalls, Jr. (1980). *Social Problems: Issues, Opinions & Solutions.* New York: McGraw-Hill.

Khalid, Mohammad. (2001). *Social Work Theory and Practice*. Karachi: Kifayat Academy.

Kuper, Adam and Kuper, Jessica. eds. (1999). *The Social Science Encyclopaedia* London: Routledge.

Lauer Robert H. (1986). *Social Problems and the Quality of life***.** 3rdEd. Dubuque: Lowa: Wm.C.Brown Publishers.

McVeigh, Frank & Arthur Shostak. (1978). *Modern Social Problems*. New York: Hold, Rinehart & Winston.

Meubech K. J. (1991). *Social Problems: A Critical Approach.* 3rd Edition. New York: McGraw Hill.

Nasir, M. Saeed, Hyder, Syed Kamal. (1988). *Economic Problems of Pakistan***.** Lahore: Ilmi Book House.

Nasir, M. Saeed, Hyder, Syed Kamal. (2004). *Economics of Pakistan***.** Lahore: New Fine Printing Press.

Safdar, Sarah. (1999). *Introduction to Social Work.* Peshawar: Wahdat Printing Press, Khyber Bazar.

Scarpitti, Frank R. (1974). *Social Problems.* New York: Hold, Rinehart & Winston, Inc.

Stanley, Eitzen D. & Zinn, Mazine B. (1996). *Social Problems*. Boston: Allyn & Bacon.

Stanley, Eitzen D. (1999). *Social Problems***.** 3rd Ed. Boston: Allyn& Bacon, Inc.

Sue Titus Reid. (n.d). *Crime and Criminology.* Illinois: The Dryden Press.

Syed, Abdul Quddoos. (1990). *Social Change in Pakistan***.** Lahore: Progressive Publishers.

**EXISTING**

**PAPER-IV (B): LOCAL GOVERNMENT & RURAL DEVELOPMENT MARKS: 100**

**Objectives:**

1. To inculcate the students the importance of rural areas with special reference to agrarian societies like Pakistan. This course is designed specially to make the students understand the developmental approaches to rural areas in Pakistan in the post-independence and pre-independence eras. The various development programmes adopted in Pakistan, their evaluation and causes of failure in the country.
2. This course will help the students understand the trend and issues of local government system in Pakistan, its history and the models of local government like basic democracies, local government in General Zia’s regime and the local government under the Devolution Plan 2001.

**CONTENTS**

1. The Concept, Scope and Nature of Rural Development and Local Government
2. The Importance of Rural Development and Local Government
3. Rural Sociology as a Tool of Studying Rural Communities
4. Rural Development and Local Government in Historical Perspectives
5. Ancient History in the Sub-Continent
6. The Colonial Era
7. The Post-Independence Era
8. The Pre-Requisites of Rural Development in Pakistan
9. Rural Development Concepts, Development, Under Development, Agriculture Development
10. Problems of Rural Communities in Pakistan
11. Programmes of Rural Development in Pakistan
    1. V-AID Programme
    2. Basic Democracies
    3. Rural Works Programme
    4. People’s Works Programme
    5. IRDP
    6. Prime Minister’s Five Points Programme of Rural Development
    7. Khushal Pakistan
    8. Social Action Programme
    9. Local Government Ordinance, 2000
12. Organization and Administration of Local Government
13. Social Organization and Social Organizers
14. Tools of Social Organizers
15. Formation, Promotion, Sustainability of Community Development Organization
16. Rural Social Structure and Organization in Khyber Pakhtunkhwa/Pakistan
17. Social Stratification
18. Social Change
19. Rural Resources: Natural Resources, Man-Made Resources, Human Resources

**RECOMMENDED BOOKS**

Alvin, Bertrand. (1982). *Rural Sociology*. New York: McGraw Hill Books.

Bhatti, Khalid M. (1990). *Local Government for Rural Development in Pakistan*. Peshawar: Pakistan Academy for Rural Development.

Chitambar, J.B. (1985). *Introductory Rural Sociology: A Synopsis of Concepts & Principles*. New Delhi: Wiley Eastern Press.

Government of Pakistan. (1963). *Studies in Basic Democracies*. Dhaka: Bureau of National Reconstruction, East Pakistan.

Haider, S.M. (1981). *Social Change and Rural Development in Pakistan*. Peshawar: Pakistan Academy for Rural Development.

Jan, Ikramullah & Jan, Abidullah. (2000). *A Handbook for Social Organizers*. Lahore: Marva Publishers.

Khan, Akhter Hammed. (1985). *Rural Development in Pakistan*. Lahore: Vanguard Books Co.

Malik, M. Asif & Tamkeen, Anjum. (2006). *Local Self-Government in Pakistan*. Lahore: Publishers Emporium.

Pakistan Academy for Rural Development (PARD). (1983). *Management for Rural Development in Pakistan*. (Report of international Seminar). Peshawar: Pakistan Academy for Rural Development.

Tinker, Hug. (1954). *The Foundation of Local Self-Government in India, Pakistan & Burma.* London: The Athlon Press, University of London.

World Bank Report. (1975). *Rural Development*. Washington DC: World Bank

**PAPER-V: FIELD WORK MARKS: 100**

**Objectives:**

The students of Social Work need to gain not only theoretical professional knowledge but also develop certain skills and attitudes appropriate to the practice of Social Work. Field work instruction is a basic medium through which the conceptual grasp of a student is strengthened and the skills and attitudes for the practice are developed. The minimum requirement for field work is 180-200 hours in one academic year in any one or in a various social agencies or community development settings. The students are placed in these agencies to work or they can be placed in group settings.

The students’ Field Work is evaluated on the following criteria:

* General capacity building for understanding and implementing the concepts of professional Social Work and leadership ability in Social Work
* For this purpose students are required to prepare a fieldwork report about the agencies where they are placed.
* External supervisor’s report.
* Fieldwork presentation in which the students present their work which is evaluated by the Field Director/Supervisor and other staff members.

**Areas of Interests for Students :**

* Special Education
* Zakat and Usher (poverty alleviation)
* Medical Social Work (KTH, LRH, IRNUM, Leprosy work LRH)
* Parole and Probation (Criminology)
* Forestry (Social Organizer/ATI, FC)
* Social Welfare Administration
* Civil Society Sector
* Non-Governmental Organization (NGO)
* Psychiatric Social Work (Psychiatry)
* Drug Addicts Rehabilitation
* Child Welfare and Protection
* Any other

For one year, once a week and then 5 weeks internship in final year

**(M.A Social Work – Final Year)**

**EXISTING**

**PAPER- VI: SOCIAL RESEARCH METHODOLOGY MARKS: 100**

**CONTENTS**

1. **Introduction**
   1. Definition and meaning of research
   2. Types of research
   3. Importance of research
   4. Theory and Research
   5. Ethics in Research
   6. Problems faced by researcher in the field & its solution
   7. Qualities of a good researcher
2. **Basic Steps in the Research Process**
3. **Selection and formulation of a research problem**
   1. Nature and importance of research problem
   2. Steps involved in the selection of problem
   3. Difficulties in deciding upon a research problem
   4. Factors needs to remember while selecting a research problem
4. **The Review of Literature**
   1. Need and importance
   2. Purpose of literature review
      1. Providing knowledge of the Problem area
      2. Acknowledging the strengths of previous studies
      3. Criticizing the limitations/weakness of previous studies
      4. Identifying gaps
      5. Justifying the need for the proposed study
   3. Sources of information (books, journals, newspapers, official reports etc.)
5. **Research Design**
   1. Definition and meaning of research design
   2. Types of research design
   3. Components of research design
   4. Characteristics of research design
6. **Formulation of Hypothesis**
   1. Definition and meaning of hypothesis
   2. Variable – independent and dependent variables
   3. Types of hypothesis
   4. Importance of hypothesis
   5. Characteristics of good hypothesis
   6. Testing of hypothesis
7. **Universe /Population in Research** 
   1. Definition and meaning
   2. Importance of universe in research
8. **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
9. **Tools of Data Collection**
   1. Questionnaire
   2. Interview schedule
   3. Focus Group Discussion
   4. Observations
10. **Questionnaire**
    1. Definition and meaning
    2. Methods of using a questionnaire
    3. Types of questions
    4. Guidelines for constructing a questionnaire
    5. Merits of using a questionnaire
    6. Demerits of using a questionnaire
11. **Interview Schedule**
    1. Definition and meaning
    2. Difference between questionnaire and interview schedule
    3. Merits of using interview schedule
    4. Demerits of using interview schedule
12. **Focus Group Discussion** 
    1. Definition and meaning
    2. Characteristics of focus group discussion
    3. Elements of focus group discussion
    4. Strengths and limitations of focus group discussion
13. **Observations**
    1. Definition and meaning
    2. Controlled and un-controlled observations
    3. The questions of what, why and how in observation technique
    4. Merits and demerits of observations technique
14. **Analysis and Interpretation of Data** 
    1. Data analysis, coding, editing
    2. Tabulation – simple table, cross tables, three way tables, high order tables or manifold tables)
    3. Diagrammatic representation – graphs and charts
    4. Computer application to analyze data
15. **Research Report Writing**
    1. Format of Report
    2. Report Writing Style
    3. Incorporating sources – paraphrasing, quoting and summarizing
    4. Referencing Style
    5. Essentials of a good research report

**Suggested Readings**

Akber, S. (2001) ‘The Research Process’ in N. Gilbert (ed.) *Researching Social Life.* London: Sage Publications, pp. 58-84.

Bailey, C. A. (1999) *A Guide to Field Research.* Thousand Oaks: Fine Forge Press.

Bell, J. (1999) *Doing Your Research Project: A Guide for First Time Researchers in Education and the Social Sciences*. (3rd ed.) Buckingham: Open University Press.

Bernard, H R. (2000) *Social Research Methods: Qualitative and Quantitative Approaches.* Thousand Oaks: Sage Publications, Inc.

Bryman, A. (2004) *Social Research Method* Oxford: Oxford University Press.

Burgess, R. (1984) *In the Field: An Introduction to Field Research.* London: Allen and Unwin.

Burns, R. B. (2000), *Introduction to Research Methods.* London: Sage Publications.

David, M. and Sutton, C. D. (2004) *Social Research: the Basics.* London: Sage Publication.

Dey, I. (1993) *Qualitative Data Analysis: A User-Friendly Guide for Social Scientists.*  London: Routledge.

Fielding, N. (1993) ‘Qualitative interviewing’ in Gilbert, N (ed.) *Researching Social Life* London: Sage Publications, pp. 135-153.

Flick, U. (1998) *An Introduction to Qualitative Research.* London: Sage Publications.

Gilbert, N. (2001) ‘Research, Theory and Method’ in N. Gilbert (ed.) *Researching Social Life.* (2nd ed.) London: Sage Publications, pp. 14-27.

Goode, W. J. and Hatt, P. K. (1952) *Methods in Social Research.* New York: McGraw-Hill Book Company, Inc.

Holstein, J. A. & Gubrium, J. F. (2004), ‘Active Interviewing’ in D. Silverman (ed.) *Qualitative Research: Theory, Method and Practice.* London: Sage Publications, pp. 140 – 161.

Jupp, V. (2001) ‘Triangulation’ in E. McLaughlin and J. Muncie (eds.), *The Sage Dictionary of Criminology.* London: Sage, pp. 308-309.

Miller, D. C. (1991) *Handbook of Research Design and Social Measurement.* (5th ed.) Newbury Park: Sage Publication.

Patton, M.Q. (1990) *Qualitative Evaluation and Research Methods* (2nd ed.) Newbury Park, CA: Sage Publication.

Punch, K. F. (1998) *Introduction to Social Research: Quantitative and Qualitative Approaches.* London: Sage Publications.

Simmons, R. (2001) ‘Questionnaire’ in Gilbert, N. (ed.) *Researching Social life.* (2nd ed.) London: Sage Publications.

Strauss, A. & Corbin, J. (1990) *Basics of Qualitative Research: Grounded Theory Procedures and Techniques.* Newbury Park: Sage Publications.

**EXISTING**

**PAPER- VIII (A): SOCIAL GERONTOLOGY MARKS: 100**

**Objectives:**

1. To provide a comprehensive and holistic view of ageing to the students
2. To enable the students to identify emerging issues related to old age.
3. To familiarize the students about the welfare services for elderly in Pakistan

**CONTENTS**

1. Introduction:
2. Social Gerontology; Meaning, Definition, Scope and Importance
3. What is Human Aging? (Chronological, Biological, Psychological and Social Ageing).
4. The Development of Social Gerontology
5. The Myths of Aging
6. Islamic Concept of Aging:
7. Status of Elderly in Islam
8. Rights of Elderly in Islam
9. Rights of Parents in Islam
10. The Biology of Aging:
11. Aging of the Exterior Body
12. Aging of the Nervous System
13. Aging of the Sensory System
14. Aging of the Skeletal System
15. The Psychology of Aging:
16. Cognitive Changes with Aging.
17. Personality and Social Adaptation in Old Age.
18. Aging and Mental Change; Depression, Anxiety, Dementia, etc.
19. Social Theories of Aging:
20. Micro-level Theories.
21. Macro-level Theories.
22. General Problems of Old Age:
23. Social Problems (Accommodation, Transportation, Recreational and Religious Practices)
24. Psychological Problems (Loneliness, Isolation, Fear of Death, Family Issues, and Protection)
25. Physical Problems (Sight, Hearing, General Weakness, Diet and other Disabilities)
26. Economic Problems (Unemployment, Pension, Poverty, etc.)
27. Aging in Pakistan. Social Analysis
28. Pakistan Policies and Measures for Aging
29. Aging and Individual Work, Retirement and Leisure
30. Services for Aged in Pakistan
31. Public approach towards Aging and Aged: NGOs in Pakistan.
32. UN Principles for Older Persons.
33. Gender and Aging:
34. Social Status Differentials by Gender
35. Economic Status Differentials by Gender
36. Health Status Differences on the Basis of Gender
37. Social Work and Aging:
38. The Distinctive Role of Gerontological Social Workers
39. Interdisciplinary Teams and Social Work, Diagnosis/Assessment, Care Management, Counseling, Group Work, Advocacy, Community Resource Expertise.

**RECOMMENDED BOOKS:**

Syed, Mubashir Ali & Kiani, Mohammad Framurz. (2003). *Ageing and Poverty in Pakistan*. (On-Line) (MIMAP Technical Paper Series no. 18).

Brearley, C. Paul. (1980). Social *Work, Ageing and Society*. London: Routledge & Kegan Paul.

Decker, David L. (1980). *Social Gerontology; an Introduction to the Dynamics of Aging.* Boston: Little Brown & Company.

Hamilton, Ian Stuart. (2000). *The Psychology of Ageing: An Introduction.* 3rd edition. London: Jessica Kingsley Publishers.

Hooyman, Nancy R., & Kiyat, H. Asuman. (1996). *Social Gerontology; A Multidisciplinary Perspective.* 4th edition. Boston: Allyn and Bacon.

Quadgno, Jill. (2007). *Aging and the Life Course: An Introduction to Social Gerontology.* 4th edition. New York: McGraw-Hill.

Wilmoth, Janet M. & Ferraro, Kenneth F.(Eds.). (2007). *Gerontology. Perspectives and Issues*. 3rd Edition. New York: Springer Publishing Company.

**EXISTING**

**PAPER- VIII (C): SOCIAL INSTITUTIONS MARKS: 100**

**Objectives:**

To help the students understand the society, role of various social institutions and important sociological concepts.

**CONTENTS**

1. Social Work and other Social Sciences.(Sociology, Psychology and Law)
2. Society
3. Definition and Description of the Term.
4. Characteristics of Pakistani Society
5. Comparison of Rural and Urban Communities
6. Social System and Social Change
7. Definition
8. Theories of Social Change (Cyclic Theory, Dialectic Theory)
9. Sources of Social Change
10. Factors which Promote and Hinder Social Change
11. Culture
12. Definition and Description of the term Culture
13. Culture and Related Concepts (Sub-Culture, Ideal Culture, Real Culture, Culture Lag, Culture Area, etc)
14. Elements of Pakistani Culture
15. Social Norms Definition, Types and Functions
16. Importance of the Study of Culture for a Social Worker.
17. Role and Status
18. Definition and Description
19. Types of Role and Status
20. Role Stress and Role Conflicts
21. Socialization
22. Definition and Description
23. Agents/ Channels of Socialization
24. Social Stratification
25. Definition
26. Factors of Social Stratification
27. The Caste and Class System
28. Functions of Social Stratification
29. Social institutions:
30. Definition and Description of Social Institutions
31. General Characteristics of Social Institutions
32. Types of Social Institutions
33. Family
34. Meaning and Definition
35. Marriage, Types and its Functions
36. Types of Family
37. Functions of Family
38. Religions
39. Definition and Description
40. Structure of Religious Institutions
41. Forms of Religion
42. Functions of Religious Institutions
43. Political
44. Definition and Description
45. Structure of Political Institutions
46. Functions of Political Institutions
47. Economic
48. Definition and Description
49. Structure of Economic Institutions
50. Functions of Economic Institutions
51. Educational
52. Meaning and Definition Education
53. Types of Education
54. Functions of Educational Institution

**RECOMMENDED BOOKS**

Alam, Anwar. (2002). *Principals of Sociology*. Peshawar: Peshawar Printing Press.

Chaudhry, Iqbal. (1993*).Sociology*. Lahore: Aziz book Depot.

Chaudhry, Iqbal. (2001). *Pakistani Society*: *A Sociological Perspective and Method.* Lahore: Aziz Publishers.

Chitambare, J.B. (2004).*Introductory Rural Sociology*. New Delhi: Wiley Eastern.

Harton, Paul B., & Hunt, Chester L. (1982). *Sociology.* London: McGraw Hill International.

Lena, Dominnell. (1997). *Sociology for Social Work*. Hong Kong: McMillan Press Ltd.

Loenard, Peter. (1970). *Sociology in Social Work*. London: T. & A. Constable Ltd.

Maclonis, John J. (1993). *Sociology.* 4thedition. New Jersey: Prentice-Hall Englewood Cliffs.

Muhammad Khalid. (2001). *Social Work Theory and Practice.* Karachi: Kifayat Academy.

Rao, C.N.Shankar. (2005). *Sociology: Principles of Sociology with an Introduction to Social Thought.* Banglore: Chand & co. Ltd.

Saeed, Zahid & Ahmad, Farooq. (2000). *Principles of Sociology.* Lahore: Musa Kazill Printers.

Safdar, Sarah. (1999). *Introduction to Social Work.* Peshawar: Wahdat Printing Press, Khyber Bazar

Taga, Abdul Hameed & Taga, Abdul Aziz. (2009). *An Introduction to Sociology.* Lahore: Abdul Hameed Taga & Sons*.*

Taga, Abdul Hameed. (2000). *Sociology and Social Problems*. Lahore: Abdul Hameed Publishers Urdu Bazar.

**EXISTING**

**PAPER- IX (A): DEMOGRAPHY AND POPULATION WELFARE MARKS: 100**

**Objectives**

1. To familiarize students with the concepts of demography and its theories and policies.
2. To understand gender-based perceptions on family planning.
3. To examine the implication of high fertility on maternal and infant health.
4. To associate high population growth and its impact on the socio-economic development

**CONTENTS**

1. Introduction to Demography as a Discipline
2. Importance of Demography in Contemporary World
3. Scope of Demography as Subject and Field
4. Sources of Demographic Data
5. Census
6. Vital Statistics
7. Sample Surveys
8. Administrative Data
9. Theories of Population:
10. Malthus Theory
11. Neo-Malthusian Theory
12. Anti-Malthusian Theory
13. Demographic Transition Theory
14. Population Processes:
15. Fertility: Factors affecting Fertility
16. Mortality: Causes of high Infant and Maternal Mortality in Pakistan with Reference to Millennium Development Goals (MDGs)
17. Migration: Types of Migration, Causes and Impact of Migration
18. Life Expectancy: Gender Disparity in Life Expectancy
19. Family Demography and Life Chances
20. The Family and Household transition
21. Determinants of Family and Household Changes
22. Changing life chances
23. Theories of Migration:
24. The Push-Pull Theory
25. Neo-classical Economic Theory
26. Household Economic Theory
27. Dual Labor Economic Theory
28. World System Theory
29. Cumulative Causation Theory
30. Urbanization:
31. Types of Urbanization
32. Internal Rural- to Urban Migration
33. Natural Increase
34. International Urbanward Migration
35. Reclassification
36. Metropolitanization and Agglomeration
37. Impact of the Urban transition on the Human Condition
38. Suburbanization
39. Residential Segregation
40. Urban Crowding
41. Population Structure and Characteristics:
42. Age and Sex
43. Gender and Marital Status
44. Educational Status
45. Ethnic and Religious Composition
46. Occupation
47. Youthful
48. Aged People
49. Policies of Population Welfare with Special Reference to Pakistan
50. Religious Perspectives about Population Control
51. Concept of Over-population and Under-population : Causes and Impact
52. Concept and Practice of Population Planning

**RECOMMENDED BOOKS**

Bhutta, Z. A. (2004). *Maternal and Child Health in Pakistan: Challenges and Opportunities.* Karachi: Oxford University Press.

Gould, W.T.S. (2009). *Population and Development*. Canada: Rutledge Publication.

Peterson, W. (1975).*Population.* New York: Macmillan

Rowland, [D. T.](http://www.amazon.com/D.-T.-Rowland/e/B001KEASFC/ref=sr_ntt_srch_lnk_1?qid=1335954923&sr=1-1)  (2012). [*Population Aging: The Transformation of Societies (International Perspectives on Aging*](http://www.amazon.com/Population-Aging-Transformation-International-Perspectives/dp/9400740492/ref=sr_1_2?s=books&ie=UTF8&qid=1335954923&sr=1-2)*.* Oxford, UK: Blackwell Publishers.

Rowland, [D. T.](http://www.amazon.com/D.-T.-Rowland/e/B001KEASFC/ref=sr_ntt_srch_lnk_1?qid=1335954923&sr=1-1) (2003). [*Demographic Methods and Concepts*](http://www.amazon.com/Demographic-Methods-Concepts-Donald-Rowland/dp/0198752636/ref=sr_1_1?s=books&ie=UTF8&qid=1335954923&sr=1-1)*.* London: Oxford University Press.

Smith, T. L. and Paul E. Z. (1970). *Demography: Principles and Methods.* Philadelphia: F.A. Davis Company.

Thompson and Lewis. (1965). *Population Problems.* Singapore: McGraw Hill International Books.

Weeks, J. R. (2002). *Population: An Introduction to Concepts and Issues.* 8th edition. California: Wadsworth Publishing Co.

**Recommended Repots:**

Allen, T. and Thomas, A. (2000). *Poverty and United Nations, Measures, Polices and Programs Affection Fertility with Particular Reference of National Family Program. Development: into the 21stCentury*”. (2000). London: Oxford University Press.

Government of Pakistan. (2002). *Population Policy of Pakistan*. Islamabad: Ministry of Population Welfare.

Government of Pakistan. (2004). *Population Growth and its Implication.* Islamabad: National Institute of Population Studies.

Sadiq, N. (1962). *Population Control: Implications, Trends and Education.*Islamabad: National Institute of Population Studies.

Sathar, Z. A. (2001). *Fertility in Pakistan: past, Present and Future.*New York: United Nations Secretariat. Department of Economic and Social affairs.

UN Population Fund. (2003). *Pakistan Population Assessment*. Islamabad: Government of Pakistan.

**Recommended Monographs:**

Alam, A. (2006). *Demography: Population Explosion and Control:* Peshawar: University of Peshawar, Institute of Social Development Studies.

Chaudhry, M. I. (1993). *Sociology.*Lahore: Aziz Book Depot.

**EXISTING**

**PAPER- IX (B): INTRODUCTION TO CRIMINOLOGY MARKS: 100**

**Objectives**

1. To help students develop understanding of the dynamics, origins and causes of crime
2. To impart knowledge about the increasing incidence of crime within the context of our socio-economic and cultural environment.
3. To assist students in their understanding of the criminal justice system and of its various components and their functions.

**CONTENTS**

1. **Introduction** 
   1. Defining Criminology
   2. Scope of Criminology
   3. Subject Matter of Criminology
   4. Criminology and Related Disciplines
   5. Career areas in Criminology
2. **Crime and Criminals**
   1. Defining Crime and Criminals
   2. Reasons for Offending Behaviour
   3. Categories/Types of Crime
      1. Crime against Person
      2. Crime against Property
      3. Victimless Crime
      4. White-collar Crime
      5. Corporate Crime
      6. Organized Crime
3. **Deviance**
   1. Defining Deviance
   2. Difference between Deviance and Crime
   3. The Social Foundations of Deviance
   4. The Functions of Deviance
4. **Crime Statistics**
   1. Meaning of Crime Statistics
   2. Components of Crime Statistics
   3. Users of Crime Statistics
   4. Purpose of Crime Statistics
   5. The Validity and Reliability of Crime Statistics
5. **Theories of Criminal Behavior**
   1. Classical Criminology
   2. Positivism and Criminology
   3. Biological Theories of Crime
   4. Psychological Theories of Crime
   5. Social Structure Theories (Social Disorganization, Strain Theory, Cultural Deviance)
   6. Social Process Theories (Differential Association Theory, Control Theory, Labeling Theory)
6. **Theories of Punishment** 
   1. Defining Punishment
   2. Importance of Punishment
   3. Theories of Punishment (Retribution, Deterrence, Incapacitation, Rehabilitation)
   4. Islamic Perspective on Punishment
7. **The Criminal Justice System** 
   1. Importance of Criminal Justice System
   2. Components of Criminal Justice System (the Police, the Judiciary, the Correctional Institutions)
   3. The Functions of Criminal Justice System
8. **Police in Pakistan** 
   1. Defining Police and Policing
   2. Police in Pakistan – The Colonial Legacy
   3. Federal Law Enforcement Agencies
   4. Provincial Police Organizations in Pakistan
   5. Police Ranks
   6. Police Organization under the Police Act 1861
   7. Problems with Police Act 1861
   8. The Police Order, 2002
   9. Responsibilities of Police under the Police Order, 2002
   10. Main Problems of Police Organization in Pakistan
   11. The Future of Police Service in Pakistan
9. **The Judicial System** 
   1. The Purpose of Judicial System
   2. Structure of Court System in Pakistan
   3. Main Issues with the Judicial System in Pakistan
   4. Future Prospects
10. **The Prison System**
    1. Historical Background of Prison System
    2. The Prison System of Pakistan
    3. Prison Statistics
    4. Main Issues with the Prison System in Pakistan
    5. Future Prospects
11. **The Probation System** 
    1. Defining Probation
    2. Historical Background of the Concept of Probation
    3. Introduction and Development of Probation in Pakistan
    4. Features of the Probation of Offenders Ordinance, 1960/Rules 1961
    5. Main Issues with the Probation System in Pakistan
    6. Future Prospects
12. **The Parole System**
    1. Defining Parole
    2. Background of the Concept of Parole
    3. Introduction and Development of Parole in Pakistan
    4. Features of the Good Conduct Prisoners Probational Release Act 1926/Rules 1927
    5. Main Issues with the Parole System in Pakistan
    6. Future Prospects

**BOOKS RECOMMENDED:**

Brownlee, I. (1998). *Community Punishment: A Critical Introduction*. New York: Langman

Cavadino, M. & Dignan, J. (2002), *The Penal System: An introduction.* 3rd edition. London: Sage Publications.

Crow, I. (2001). *The Treatment and Rehabilitation of Offenders.* London: Sage Publications.

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.

Home Office (2003). *World Prison Population List.*5th Edition. [Online] Available at: <http://www.homeoffice.gov.uk/rds/pdfs2/r234.pdf>

Hudson, A.B. (1996). *Understanding Justice: An Introduction to Ideas, Perspectives and Controversies in Modern Penal History.* Buckingham: Open University Press.

International Centre for Prison Studies. (2005). *Prison Brief for Pakistan.* [Online] Available at: <http://www.kcl.ac.uk/depsta/law/research/icps/worldbrief/wpb_country.php?country=107>

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Jillani A. (1999). *Cries Unheard; Juvenile Justice in Pakistan.* Islamabad: Society for the Protection of the Rights of the Child.

Lilly, J.R., Cullen, F.T and Ball, R.A. (2007). *Criminological Theory: Context and Consequences.* 4th Edition. London: Sage Publications

McWilliams, W. (1983). The Mission to the English Police Courts 1876-1936.In *Howard Journal.*12, 129-47.

McWilliams, W. (1985). The Mission Transformed: Professionalism of Probation between the Wars. In *Howard Journal of Criminal Justice,* 24:257-74.

McWilliams, W. (1986). The English Probation System and the Diagnostic Ideal.In *Howard Journal*, 25, 4, 241-60.

Nadeem, A. H. (2002). *Pakistan: The Political Economy of Lawlessness.* Oxford: Oxford University Press.

Naseef, Abdullah O. (1982). *Encyclopedia of Seerah.* Lahore: Pak. Book Corporation Aziz Chambers.

Penal Reform International. (2003). *South Asia.*[Online] Available at: <http://www.penalreform.org/english/region_south.htm>

Pond, R. (1999). *Introduction to Criminology.* Winchester: Waterside Press.

Rouald L. Akers. (1999). *Criminological Theories Introduction and Evaluation,* 2nd Edition London: Fitzroy Dearborn Publishers

Sue T. R. (1976). *Crime and Delinquency.* Hinsdale – Illinois: The Dryden Press

Walker, N. (1991). *Why Punish.* Oxford: Oxford University Press.

**PAPER- X: FIELD WORK MARKS: 100**

**Objectives:**

The students of Social Work need to gain not only theoretical professional knowledge but also develop certain skills and attitudes appropriate to the practice of Social Work. Field work instruction is a basic medium through which the conceptual grasp of a student is strengthened and the skills and attitudes for the practice are developed. The minimum requirement for field work is 180-200 hours in one academic year in any one or in various social agencies or community development settings. The students are placed in these agencies to work or they can be placed in group settings.

The students’ field work is evaluated on the following criteria:

* General capacity building for understanding and implementing the concepts of professional Social Work and leadership ability in Social Work
* For this purpose, students are required to prepare a fieldwork report about the agencies where they are placed.
* External supervisor’s report.
* Fieldwork presentation in which a student presents his/her work which is evaluated by field director/supervisor and other staff members.

One of the following fields of interest/choice:

* Special education
* Zakat and Usher (poverty alleviation)
* Medical Social Work (KTH, LRH, IRNUM, Leprosy work LRH)
* Parole and Probation (Criminology)
* Forestry (Social organizer/ATI, FC)
* Social Welfare Administration
* Civil Society Sector
* Non-Governmental Organization (NGO)
* Psychiatric Social Work (Psychiatry)
* Any other

For one year, once a week and then 5 weeks internship in final year