

TAMIL NADU PUBLIC SERVICE COMMISSION**POST OF SOCIAL CASE WORK EXPERT****TAMIL NADU JAIL SUBORDINATE SERVICE****SYLLABUS****(PG Standard)****UNIT – I (SOCIAL WORK)**

Definition – Scope – Historical Development in India – Values and Principles – Purpose – Religio - Philosophical Foundations – Fields and Methods – Code of Ethics for Social Workers – Models and Approaches – Skills and Roles.

UNIT - II (SOCIAL CASE WORK)

Definition – Values and Principles – Components – Process (Intake, Study, Treatment, Evaluation, Termination) – Professional Relationship (Transference, Counter Transference, Resistance, Genuineness, Self Disclosure) – Role and Skills – Approaches (Psycho Social, Problem Solving, Crisis Intervention, Behaviour Modification) – Recording in Case Work (Genogram and Eco-Map) – Socio-Cultural Factors Affecting Case Work Practice in India.

UNIT - III (SOCIAL GROUP WORK)

Definition – Purpose – Characteristics – Principles – Types of groups – Stages of Group Development (Forming, Norming, Storming, Performing) – Group Dynamics (Sub-

Groups, Isolation, Rejection, Scape Goating, Group Think) – Sociometry and Sociogram – Stages of Group Work (Beginning, Middle and Termination) – Group Leadership Group Therapy.

UNIT - IV (COMMUNITY ORGANISATION)

Definition – Objectives – Principles – Phases (Study, Analysis, Assessment, Discussion, Organisation, Action, Evaluation) – Methods (Locality Development, Social Planning and Social Action) – Skills and Roles – Relationship between Community Organisation and Community Development.

UNIT - V (SOCIAL WELFARE ADMINISTRATION)

Definition – Objectives – Principles – Agency Administration (Registration, Constitution and By-Laws, Policy Making) – General Administration (Staffing, Supervision, Office Management, Public Relations, Record Maintenance, Infrastructure) – Financial Administration (Budgeting, Fund Raising, Accounting and Auditing, Annual Report) – Skills – Structure and Functions of Central Social Welfare Board and Directorate of Social Welfare Government of Tamil Nadu and Ministry of Social Justice and Empowerment, Government of India.

UNIT - VI (SOCIAL ACTION)

Definition – Objectives – Principles – Scope – Process – Models (Saul Alinsky, Paulo Friere, Gandhian) – Skills and Roles – Strategies (Public Interest Litigation, Advocacy, Lobbying, RTI) – Role of Social Legislations in Social Action – Social Reformers (Raja

Ram Mohan Roy, EVR Periyar, Mahatma Gandhi, Vinoba Bhave, Jyothibhai Phule, Narayana Guru).

UNIT - VII (MAJOR TARGET GROUPS AND SETTINGS)

Target Groups: Families, Children, Youth, Elderly, Mentally ill, Disabled, Women, Dalits, Tribal Persons, Chronically ill.

Settings: Rural Community, Urban Community, Prisons, Organised and Unorganised Sector, Hospitals, Educational Institutions.

UNIT - VIII (CORRECTIONAL ADMINISTRATION)

Crime: Definition – Theories – Causes – Types – Modern Crimes – Crime Prevention – Role of Police – Judicial System in India.

Prison: Purpose of Imprisonment – Psycho Social Impact of Imprisonment – Role of Social Worker – Welfare Activities – Education – Vocational Training – Recreation – Counselling – Rehabilitation – Probation – Parole – After Care Services.

Children in Conflict with Law (Juvenile Delinquent): Definition – Causes – Juvenile Justice System – Observation Homes – Juvenile Homes – Rehabilitation – Child Welfare Committee.

UNIT – IX (HUMAN RIGHTS)

Definition – Human Rights and Duties – UN Charter – Universal Declaration of Human Rights – Universal Human Rights – Indian Constitution (Fundamental Rights and Directive

Principles of State Policy) – International Conventions – UN Commission for Human Rights
– National and State Commission for Human Rights.

UNIT – X (RELATED FIELDS OF STUDY)

Sociology: Society, Social Processes, Social Institutions, Social Problems (Illiteracy, Poverty, Unemployment, Crime, Substance Abuse), Social Control.

Psychology: Psychological Functions (Perception, Learning, Thinking, Memory, Motivation and Emotion) – Mental Health (Mental Disorders, Frustration, Stress, Stress Management).

Economics: Characteristics of developing Economies – Indicators of Development (GDP, GNP, Poverty Line, HDI, GDI) – Five Year Plans – Role of Agriculture and Industry.

UNIT – XI (ROLE OF NGOS)

NGO: Definition, Objectives and Scope - Types (NGO, NPO, INGO, CBO), Activities (Service Delivery, Relief, Rehabilitation, Capacity – Building, Advocacy) – Government NGO Partnership, NGO Corporate Partnership – Networking – Role of International NGOs – Problems of NGOs (Staffing, Funding, Scope, Regulatory Mechanism) – Advantages and Limitations of NGOs.

UNIT – XII (SOCIAL RESEARCH)

Definition – Objectives - Scope - Approaches (Quantitative and Qualitative) – Research Process – Research Design (Exploratory, Descriptive, Diagnostic, Experimental) – Research Problem Formulation – Review of Literature – Hypothesis – Sampling (Probability and Non-Probability Methods) – Methods of Data Collection (Observation, Interview, Focus Group Discussion) – Analysis and Reporting.

TAMIL NADU PUBLIC SERVICE COMMISSION**POST OF SOCIAL CASE WORK EXPERT****TAMIL NADU JAIL SUBORDINATE SERVICE****SYLLABUS****ANDRAGOGY (PG Standard)****UNIT – I (BASICS OF ADULT EDUCATION)**

Definition, Concept and Principles of Adult Education – Types – History – Global and National Developments in Adult Education – Psychology and Sociology of Adult Learning – Adult Education Curriculum Development, Transaction and Evaluation – Role of Adult Education in Social Change.

UNIT – II (ADULT AND CONTINUING EDUCATION POLICIES)

Constitutional Provisions – Adult Education in Five Year Plans – National Policy on Education – National Literacy Mission: Objectives, Strategies, Achievements and areas of Concern – Social (Civil) Education – Farmers Functional Literacy Programme – Non-formal Education – National Adult Education Programme (NAEP) Concept, Definition, Aims and Objectives, Programmes, Functions – National Literacy Mission.

UNIT – III (ALTERNATIVE LEARNING SYSTEM)

Concept and Need for Alternative Learning System – Non-Formal Education – Adult Education – Continuing Education – Open Schools – Distance Education – Online

Education – Inservice Education – Community Colleges and their Impact – New Initiatives and Emerging Challenges.

UNIT – IV (TRAINING METHODS IN ADULT AND CONTINUING EDUCATION)

Principles of Adult Learning - Training Methods: Lecture, Discussion, Demonstration, Role Play, Games and Simulation, Brain Storming, Field Trip, Case Studies, Questions and Answer, Problem Solving Projects, Assignment and Seminars.

UNIT – V (EXTENSION EDUCATION PROGRAMME)

Definition – Functions of Extension Education – Approaches – Extension Education and Development – Methods of Extension Education (Field Demonstration, Folk Arts, ICT) – Rural Technology Dissemination – Participatory Methods (PRA).

UNIT – VI (MASS COMMUNICATION FOR EDUCATION)

Mass Communication: Definition, Characteristics, Principles. Role and Importance of Mass Media for Adult Education (Radio, Film, Press, Television) – Content Development for Mass Communication - Types and Skills.

UNIT – VII (ENVIRONMENTAL EDUCATION)

Need and Importance of Environmental Education – Eco System – Environmental Resources – Environmental Hazards and Disasters – Environmental Pollution (Air, Water, Soil, Sound) – Natural Resource Management – Solid Waste Management – Environment and Sustainable Development.

UNIT – VIII (VOCATIONAL EDUCATION)

Definition, Need and Importance – Technical and Non-Technical Vocations – Relationship between Vocational Education and Adult Education – Role of Government (Central and State), NGOs and Educational Institutions – Community Colleges.

UNIT – IX (POPULATION EDUCATION)

Definition, Importance – Themes in Population Education (Fertility, Migration, Employment, Literacy, Enrolment, Reproductive Health) – National Family Health Survey – Census Survey – Government Policy and Schemes.

UNIT – X (HUMAN RIGHTS EDUCATION)

Definition – Concept – Classification of Human Rights (Economic, Cultural, Civil and Political Rights) – National Human Rights Commission – State Human Rights Commission – National Commission for Women, Minorities, S.C & S.T, Children – Role of NGOs in Promotion and Protection of Human Rights in India.

UNIT – XI (GUIDANCE AND CONSELLING)

Definition, Need and Importance, Process – Guidance for Adult Learning and Socio Emotional Development of Adults – Life Skills - Counselling Techniques and Skills – Role of Counsellor.

UNIT – XII (COMMUNITY AND SOCIAL DEVELOPMENT)

Community Development – Definition, Objectives and Process - Integrated Rural Development Programmes – Tribal Development Programmes – Urban Community Development Programmes – Panchayat Raj System - Government Programmes on Health and Education.