

# **SYLLABUS FOR CASE WORKER UNDER SOCIAL WELFARE** **& TRIBAL AFFAIRS DEPARTMENT**

1)	General English	:	100 Marks
2)	General Studies (MCQ)	:	100 Marks
3)	Technical Subject Paper – I (MCQ)	:	200 Marks
4)	Technical Subject Paper – II (MCQ)	:	200 Marks
5)	Technical Subject Paper – III (MCQ)	:	200 Marks
	Total	:	800 Marks

## **DETAILS OF SYLLABUS :**

<b>1)</b>	<b><u>General English</u></b>	<b>:</b>	<b>100 Marks</b>
(a)	Précis Writing	:	14 Marks
(b)	Letter Writing	:	10 Marks
(c)	Comprehension of given passages	:	10 Marks
(d)	Grammar: Parts of Speech (MCQ)	:	30 Marks
(e)	Correct usage and Vocabularies (MCQ)	:	16 Marks
(f)	Formation of Sentence (MCQ)	:	20 Marks
	(i) Verbs		
	<i>Tenses</i> :Present/past forms, Simple/continuous forms, Perfect forms, Future time reference		
	(ii) Sentence Structure		
	<i>Connectors</i>		
	<i>Types of sentences</i> : Affirmative/interrogative sentences, Negation, Exclamations		
	<i>Types of Phrases and Clauses</i> : finite and non-finite subordinate clauses, noun clauses and phrases, adjective clauses and phrases, adverb clauses and phrases		
	<i>Narration (Direct and Indirect speech)</i>		
<b>2)</b>	<b>General Studies (MCQ)</b>	<b>:</b>	<b>100 Marks</b>
(a)	Current events of state, national and international importance	:	12 marks
(b)	History of India and Indian National Movement	:	12 marks
(c)	Indian and World Geography - Physical, Social, Economic Geography of India and the World	:	12 marks
(d)	Indian Polity and Governance - Constitution, Political System, Public Policy, Duties & Rights Issues	:	12 marks
(e)	Economic and Social Development Sustainable Development, Poverty, Inclusion, Demographics, Social Sector initiatives, and other related issues	:	12 marks

- (f) General issues on Environmental Ecology,  
Bio-diversity and Climate : 12 marks
- (g) General Science : 12 marks

*The topics listed above shall cover the State of Mizoram wherever applicable.*

- (h) General awareness on Mizo culture, its heritage and society. : 16 Marks

3) Any of following technical subjects shall be opted by the candidates as **Technical Subject Paper I, II & III :**

1. Psychology - Technical Subject Paper I,II & III

OR

2. Social Work- Technical Subject Paper I,II & III

## 1. PSYCHOLOGY

**TECHNICAL PAPER I (MCQ)**

**Total : 200 Marks**

### **UNIT I Introduction: Psychology as a Science (10 marks)**

Definitions and perspective. Psychology in relation to other social and natural sciences. Use of interdisciplinary approach.

### **UNIT II (20 marks)**

#### **a) Methods of Psychology**

Characteristics and components of methods in psychology. Observation, Survey, Laboratory and field experiments. Clinical and Case study. Experimental and Correlational methods.

#### **b) Research methods and quantitative analysis**

Major steps in psychological research (problem statement, hypothesis formulation, research design, sampling, tools of data collection, analysis and interpretation and report writing). Methods of data collection (interview, observation, questionnaire and case study).

### **UNIT III(50 marks)**

#### **a) Attention, Sensation and Perception**

Attention - factors, influencing attention including set and characteristics of stimulus. Models of attention (selective and divided theories). Sensation- concepts of threshold, absolute and difference thresholds, signal detection and vigilance. Definition and concept of perception, biological factors in perception. Perceptual organization-influence of past experiences, Perceptual defense-factors influencing. Space and depth perception, size estimation and perceptual readiness.

**b) Learning**

Concepts and theories of learning (Pavlov, Skinner and Piaget). The processes of extinction, discrimination and generalization. Programmed learning, probability learning, self-instructional learning, concepts, types and the schedules of reinforcement. Modelling and social learning. Recent trends in learning: Neurophysiology of learning

**c) Memory and forgetting**

Concepts and definition of memory and forgetting, 7+/-2 concept and chunking Encoding, storage and retrieval. Factors influencing retention and forgetting. Theories of forgetting (Interference, Retrieval failure, Decay, Motivated Forgetting). The concept of reminiscence.

**UNIT IV (50 marks)****a) Personality**

Concept and definition of personality. Theories of personality (psychoanalytical, socio-cognitive, interpersonal and developmental, humanistic, behaviouristic, trait and type approaches). Measurement of personality (projective tests, pencil-paper test).

**b) Attitudes, Values and Interests**

Definitions, concepts of attitudes, values and interests. Components of attitudes, values and interests. Formation and maintenance of attitudes. Measurement of attitudes, values and interests. Theories of attitudes, and attitudes changes, strategies for fostering values.

**c) Motivation and Emotion**

Definition and concepts. Theories and physiological basis of motivation and emotion. Measurement of motivation and emotion Motivation and emotion-their effects on behavior.

**UNIT V (30 marks)****a) Thinking and Problem Solving**

Concept formation processes. Reasoning and problem solving. Creative thinking and fostering creativity. Information processing. Decision making and judgement.

**b) Intelligence and Aptitude**

Concept and definition of Intelligence and aptitude, Nature and theories of intelligence. Measurement of Intelligence and aptitude Concepts and measurement of emotional and multiple intelligence.

## **UNIT VI (30 marks)**

### **a) Development of Human Behaviour**

The nature, origin and development. Role of genetic and environmental factors in determining human behaviour. Influence of cultural factors and socialization. Life span development-the critical periods and their handling, Mastery of the developmental tasks. Influence of child rearing practices and its impact on the growth and development of the individual.

### **b) Biological Psychology**

Definition, Scope, Approaches and levels of analysis in Biological Psychology. Methods. Evolution and Life-span Development of the brain and behavior. Ingestive Behavior- Drinking and its neural mechanism, Drugs and Behavior: Reward Pathways.

## **UNIT VII Language and Communication (10 marks)**

Human language-properties, structure and linguistic hierarchy, Language acquisition-predisposition, critical period hypothesis. Theories of language development (Skinner, Chomsky), Process and types of communication. Effective communication and training.

## **TECHNICAL PAPER II (MCQ)**

**Total : 200 Marks**

### **UNIT I Psychological Measurement of Individual Difference (16 marks)**

The nature of individual differences. Characteristics and construction of standardized psychological tests. Types of psychological tests. Use, misuse and limitation of psychological tests. Ethical issues in the use of psychological tests.

### **UNIT II (50 marks)**

#### **a) Mental Disorders**

Mental disorders (Anxiety disorders, mood disorders, schizophrenia and delusional disorders; personality disorders, neurodevelopmental disorders, trauma and stress related disorders, dissociative disorders & somatic symptom disorders). Causal factors in mental disorders. Assessment and Diagnosis: DSM V and other tool. Factors influencing positive health, well being, life style and quality of life.

#### **b) Therapeutic Approaches**

Psychodynamic therapies. Behaviour therapies. Client centered therapy. Cognitive therapies. Indigenous therapies (Yoga, Reiki, Meditation) Biofeedback therapy. Prevention and rehabilitation of the mentally ill.

### **UNIT III(40 marks)**

#### **a) Health Psychology**

The mind-body relationship: functions and need for health psychology: Biosocial Model. The systems of the body. Well being – definitions and implications of well-being. Stress and Health-Related consequences - Behavioural and Physical symptoms; Burnout Stress Syndrome (BOSS), Anxiety, Anger and Depression as Emotional Vital Signs of Mental Health. Stress, emotions, coping and health – stress and health-related consequences, Emotions theories, Physiological correlates of emotions, Social resources of stress, managing/coping with stress. Living with chronic illness- HIV/AIDS. Health compromising behaviors: Smoking, Alcohol and substance abuse. Health Enhancing Behaviors: Weight Control; Diet; Exercise; Yoga, Habit Modification.

#### **b) Substance related and addictive disorders**

Definition- addictive behavior, abuse, dependence, tolerance, withdrawal, psychoactive substances. Alcohol related disorders(clinical picture) and causes, Drug abuse and dependence – different types of drug used.

### **UNIT IV Positive Psychology(18 marks)**

Emotional and cognitive approaches. Self-based and Interpersonal approaches.

### **UNIT V Work Psychology and Organisational Behaviour (20 marks)**

Personnel selection and training. Use of Psychological tests in the industry. Training and human resource development. Performance appraisal. Theories of work motivation. Leadership and participatory management. Employee Counseling. Stress and its Management.

### **UNIT VI Community Psychology (20 marks)**

Definition and concept of Community Psychology. Role of community psychologists in social change. Use of small groups in social action. Arousing community consciousness and action for handling social problems. Group decision making and leadership for social change.

### **UNIT VII Social Psychology (36 marks)**

- a) Nature of Social Issues; Social Psychology and Social issues, increasing role of social psychology in social problems, applied psychology in social problems,

applied psychology and Social Policy. Impact of IT & Communication Technology on Social behavior.

- b) The concept of social integration. The problem of caste, class, religion and language conflicts and prejudice. Nature and manifestation of prejudice between the in-group and out-group. Casual factors of such conflicts and prejudices. Psychological strategies for handling the conflicts and prejudices. Measures to achieve social integration.
- c) Social perception and leadership. Positive social relationships. Social influence – Groups, Attitudes, Poverty and deprivation, psychological effects of unemployment. Social interaction. Negative Social Relations.

### **TECHNICAL PAPER III (MCQ)**

**Total : 200 Marks**

#### **UNIT I Application of Psychology to Educational Field (14 marks)**

Psychological principles underlying effective teaching-learning process; Learning styles Gifted, retarded, learning disabled and their training. Training for improving memory and better academic achievement. Personality development and value education, Educational, vocational guidance and Career counseling. Use of Psychological tests in educational institutions.

#### **UNIT II Application of Psychology to disadvantaged groups (14 marks)**

The concepts of disadvantaged, deprivation and socially deprived. Social, physical, cultural and economic consequences of disadvantaged and deprived groups. Educating and motivating the disadvantaged towards development.

#### **UNIT III Application of Psychology to environment and related fields (14 marks)**

Environmental Psychology-effects of noise, pollution and crowding. Population psychology- psychological consequences of population explosion and high population density. Motivating for small family norms. Impact of rapid scientific and technological growth on degradation of environment.

#### **UNIT IV Rehabilitation Psychology (36 marks)**

Primary, secondary and tertiary prevention programmes - role of psychologists. Organising of services for rehabilitation of physically, mentally and socially challenged persons including old persons. Rehabilitation of persons suffering from substance abuse, juvenile delinquency, criminal behaviours. Rehabilitation of victims of violence. Rehabilitation of HIV/AIDS victims.

#### **UNIT V Counselling Psychology (36 marks)**

Definition and nature, goals of counselling. Counselling: Basic issues; Micro-skills; feedback Skills; Counselling Relationship; Stages & Process. Qualities of an effective counsellor. Training and education of a counsellor, ethics. The Counsellor: As a Person and Professional, Ethical Issues. Approaches and Techniques of Counselling: Psychodynamic, Humanistic and Transpersonal, Cognitive-behavioural, Family Systems, and Eclectic/Integrated approaches. Group counselling, family counseling, drugs and alcohol dependents, life-skills counseling. Crisis intervention and stress management.

#### **UNIT VI Psychological Assessment (36 marks)**

Meaning and purpose of psychological assessment – Principles of Assessment, Ethical Considerations. Test Construction – Steps, CTT and IRT. Applications of Psychological Testing – Clinical setting, Educational Counselling. Interpretation of Data and Writing Research Report.

#### **UNIT VII Psychodiagnostics (36 marks)**

Introduction to Clinical Psychology – Nature of psychometric and behavioural assessment, clinical interview and observation, history taking and mental status examination. Cognitive assessment of adults: WAIS, Stanford-Binet, WMS, Progressive matrices. Objective testing of personality: MMPI, CPI. Clinical scales: measurement of depression and anxiety, APS, ASIQ.

#### **UNIT VIII Recent Trends (14 marks)**

Computer application in the Psychological laboratory and psychological testing. Artificial Intelligence. Psycho cybernetics. Study of consciousness-sleep-wake schedules; dreams, stimulus deprivation, meditation, hypnotic/drug induced states. Extrasensory perception. Inter sensory perception Simulation studies.

## 2. SOCIAL WORK

**TECHNICAL PAPER I (MCQ)**

**Total : 200 Marks**

### **UNIT I: SOCIAL WORK PROFESSION (30 marks)**

- a) Foundation – Basic and Advanced Concepts in Social Work, Culture Religion, Science and Social Work, Philosophical and Knowledge Base of Social Work Practice, Development of Social Work Profession and Education
- b) Social Sciences and Social Work – Sociology, Psychology, Indian Economy, Indian Polity
- c) Human Rights and Social Justice – Concepts and Characteristics, Historical Development, Theories and Approaches, Human Rights Violations and Mechanisms for Protection
- d) Social Work Perspective, Models and Practice

### **UNIT II: SOCIAL PROBLEMS FOR SOCIAL WORK (20 marks)**

- a) Theoretical Foundation of Social Problem
- b) Social Problems - Poverty and Unemployment, Drug Use and Alcoholism, HIV/AIDS, Corruption and Nepotism, Crime and Delinquency
- c) Social issues of senior citizens

### **UNIT III: SUBSTANCE ABUSE AND HIV/AIDS (20 marks)**

- a) Basic Concepts - Substance Use, Misuse Abuse and Addiction, Physical and Psychological Dependence, Substances Abused: Types and Challenges, HIV/AIDS: Causes and Challenges, Health and Mental Health
- b) Policies, Programmes and Mechanisms - Legislation, Policies and Programmes, UN Declarations, UNODC, and UNAIDS, NACO and MSACS, Voluntary Initiatives

### **UNIT IV: WORKING WITH COMMUNITIES (40 Marks)**

- a) Community and Community Work - Conceptualization of Community : Place and Non-Place Communities, Indian Notions of community: Culture, Identity and Community, Caste, Class, Gender and Community, Community Organisation, Community Work and Community Practice
- b) Models, Theories and Process - Goals and purpose of Community Work, Models of Community Practice, Components of Community Work, Politics, Ideology and Community Work, Theories of Community Work, Principles of Community Work, Community Organization Processes, Strategies and Techniques & Social Action



#### **UNIT V: TRIBAL DEVELOPMENT (30 Marks)**

- a) Tribal Social Structure - Concept of Tribe, Geographic Distribution of Tribes in India, Social Organisation and Social Structure, Family, Marriage and Kinship, Religion and Economic Organisation.
- b) Social Change and Movements - Factors and Process of Social Change in Tribal Societies, Socio Economic Problems: Poverty, Indebtedness and Bonded Labour, Tribal Revolts, Tribal Movements.
- c) Tribal Policy and Development - Tribal Welfare, Development and Empowerment, Tribal Policy: Policy of Isolation to Integration, Forest Policy, Five Year Plans and Tribal Development, Tribal Welfare and Development Programmes.
- d) Tribal Development Administration - Tribal Development Administration in India, Traditional Institutions and Development, Panchayati Raj and Tribal Development, Tribal Arts, Crafts and Development, NGOs Missionaries and Tribal Development

#### **UNITVI:DISABILITY AND SOCIAL WORK(30marks)**

- a) Basic Concepts-Impairment, Disability and Handicap, Types, Causes and Impact, Medical and Social Model, Aids and Appliances, Early Intervention, Integrated and Inclusive Education and Environment
- b) Policies, Mechanisms and Interventions – Constitutional Safeguards, Policies and Legislations, Programmes, Schemes and Assistance for Persons with Disabilities, Skill and Community Based Interventions, Roles and Functions of Civil Society Organizations, Methods and Models of SocialWork Practice with PwDs

#### **UNITVII:INTEGRATED SOCIAL WORK (30marks)**

- a) Basic Concepts–Value Base of Social Work, Generalist Perspective, Diversity& Holism, Practice Principles
- b) Theoretical Perspectives – General Systems Theory, Role Theory, Eco-systems Theory, Strengths and Empowerment Perspectives, Radical Perspectives.
- c) Process – Dialogue, Discovery, Developmental, Empowering processes
- d) Techniques and Skills – Tools of Assessment, Genograms & Eco-maps, Force Field Analysis, SWOC Analysis

#### **TECHNICAL PAPER II (MCQ)**

**Total : 200 Marks**

#### **UNITI: WORKING WITH INDIVIDUALS(40 marks)**

- a) Foundationsof SocialCaseWork – Historical Development of Casework, A Bio- psychosocial Spiritual Perspective of Needs, Persons-in-Environment, Philosophical Assumptions Values and Principles
- b) Theories and Models
- c) Process of CaseWork

d) Techniques and Skills

**UNITII: WORKING WITH GROUPS(40 marks)**

- a) Basic concepts of Group Work
- b) Theories and Models
- c) Group Process
- d) Group Work across Settings – Youth, Women, Substance Abusers

**UNIT III:SOCIALWORK, HEALTH ANDMENTALHEALTH(30marks)**

- a) Basic Concepts - Health, Mental Health and Public Health, Community Health and Community Mental Health, Primary Health Care, Prevention, Promotion and Rehabilitation, BPSS Approach to Health.
- b) Concept of Prevention in mental health problems: Suicide prevention, Substance abuse prevention.
- c) Health Problems-Communicable Diseases and Non-Communicable Diseases, Life Style Illnesses, Mental Illnesses and Personality Disorders, Substance Abuse,STD and HIV/AIDS, Epidemiology.
- d) Policies and Programmes-National Health Policy 2017, National Mental Health Policy 2015, National Health Programmes, Health Care Services Delivery.
- e) Scope of Social Work in Health Settings-Psychiatric Social Work, De-addiction Centre, Rehabilitation Centre.

**UNIT IV: PSYCHOLOGY FOR SOCIAL WORK (30marks)**

- a) Growth and Development – Human Conception, Human Development, Hereditary and Environment, Indian Concepts of Mind
- b) Personality–Definition and Concept, Types and Traits, Theories of Personality Development.
- c) Cognitive Processes - Intelligence, Emotion, Perception, Memory
- d) Psychological Processes -Motivation, Learning, Attitude, Collective Behaviour

**UNITV:COUNSELLING:THEORY AND PRACTICE(30marks)**

- a) Basic Concepts - Guidance, Counselling and Psychotherapy, Counselling Relationship,EthicalissuesinCounselling,RelevanceandScopeofCounselling
- b) TheoreticalFrameworks-Psychodynamic,Cognitive-Behavioral,Existential– Humanistic
- c) Counselling Process – Preparatory and Beginning Stage, Middle Stage, TerminationStage,Recording
- d) Issues and Challenges-Substance Abuse, Violence Against Women, HIV/AIDS, Skills and Techniques in Counselling

**UNITVI:SOCIAL WORK WITH FAMILY(30marks)**

- a) Basic Concepts – Family and Marriage, Family life cycle and Family lifespan, Alternate Forms of Families, Families in Crisis and at Risk, Family in Mizo Society
- b) Family Centered Social Work – Family Assessment, Family Resilience, Family Strengths, Research on Families
- c) Family Interventions – Family Counselling, Family Therapy, Family Courts, Family Advocacy.

**TECHNICAL PAPER III (MCQ)**

**Total : 200 Marks**

**UNIT I: SOCIAL WELFARE ADMINISTRATION (46 marks)**

- a) Foundations -Social Welfare, Social Security, and Social Service, Social Welfare Administration and Public Administration, Principles of Social Welfare Administration, Social Welfare Administration in India, Societies, Trust and Non-profitable organisations.
- b) Administrative Processes - Classical and Contemporary theories, POSDCORB, Supervision, Training and Development, Publicity Public Relations and Networking.
- c) Financial and Office Management- Budgeting, Accounting and Auditing, Resource Mobilisation: Fundraising and Grants-in-aids, Recording and Documentation.
- d) Project Management- Project, Project Cycle, Project Formulation, Monitoring and Evaluation.

**UNIT II: SOCIAL WORK RESEARCH (30 marks)**

- a) Scientific Method - Scientific Method and Social Phenomena, Social Research and Social Work Research, Qualitative and Quantitative Approaches, Theory, Concept and Hypothesis
- b) Research Design- Research Process, Research Design: Components and Types, Research Methods: Survey, Case Study and Content Analysis, Sampling, Operationalisation: Scaling and Index
- c) Data Collection, Processing and Analysis – Primary and Secondary Data, Tools of Data Collection, Data Processing and Analysis, Graphical and Tabular presentation, Report Writing
- d) Statistical Application - Measures of Central Tendency and Dispersion, Hypothesis Testing, Correlation Analysis, ‘t’ test and ANOVA, Chi-square test

**UNIT III: DISASTER MANAGEMENT (20 Marks)**

- a) Basic Concept - Disaster: Concept, Types of Disaster, Vulnerability and Risk Preparedness
- b) Disaster Management - Spatial, Physical, Economic and Psychosocial Impacts, Concept of Disaster Management, Rescue, Relief and Rehabilitation, Mechanisms: INGOs, GOs and NGOs.

**UNIT IV: ECOLOGY AND SOCIAL WORK (20 Marks)**

- a) Basic Concepts - Ecology and Environment, Environment and Development, Sustainable Development, Globalisation and Environment, Green Social Work
- b) Environmental Challenges - Global, National, Regional and Local Environmental Issues, Environmental Pollution: Land, Water, Air, and Noise, Natural Resource Management, Social Forestry and Joint Forest Management.
- c) Environmental Movements - National and Regional Initiatives, Voluntary Action
- d) Environmental Legislation and Policy - Environment and Human Rights Perspective, Government Policies and Programmes, Advocacy and Social Action.

**UNIT V: SOCIAL POLICY, PLANNING AND LEGISLATION (34 marks)**

- a) Conceptual and Theoretical Foundation - Welfare and Social Policy, Values and Ideology, Models and Approaches, Policy Formulation and Implementation
- b) Dynamics of Social Policy - Social Policy in India, Distributive and Redistributive Justice, Universalism and Targeting, Globalization and Social Policy
- c) Social Planning - social Planning and Administration, Models and Techniques, Planning Process and Machinery, Social Planning under Five Year Plans in India
- d) Social Legislation - Social Justice and Legislation, Social Legislation and Social Change, Social Legislations in India, Mechanisms for Social Justice

**UNIT VI: SOCIAL DEVELOPMENT (20 marks)**

- a) Basic Concepts - Social Change, Economic Growth and Development, Human Development, Social Development: Goals and Processes
- b) Social Development in India - India's Development Experience, Poverty and Inequality, Social Exclusion, Population and Development

**UNIT VII: HUMAN RIGHTS AND SOCIAL WORK (20 marks)**

- a) Conceptual Foundations - Liberty, Equality and Social Justice, Human Rights and Social Work, Historical Development of Human Rights, Culture, Religion and Universality of Rights, Theories of Human Rights
- b) Issues and Challenges - Human Rights Based Approaches, Human Rights violations: National and Regional, Women, Children and Human Rights, Refugees and Human Rights, Terrorism and Human Rights

**UNIT VIII: INTERNATIONAL SOCIAL WORK (10 marks)**

- a) Foundations - International Social Work : Concept and Goals, International Social Work Values
- b) Global Challenges and Social Work Responses - Displacement and Forced Migration, Pandemics and Epidemics