

CURRICULUM

OF

SOCIAL WORK

For

BS 4-Year Program

(2012 and Onwards)

**DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK UNIVERSITY OF
MALAKAND**


Assistant Registrar (Academics)
University of Malakand

STANDARDIZED TEMPLATE / SCHEME OF STUDIES FOR FOUR-YEAR INTEGRATED CURRICULA FOR BACHELOR DEGREE IN SOCIAL WORK AS APPROVED BY HEC

SCHEME OF STUDIES FOR FOUR YEARS IN SOCIAL WORK

Sr.	Categories	No. of courses Min – Max	Credit Hours Min – Max
1.	Compulsory Requirement (No Choice)	9 – 9	25 – 25
2.	General Courses to be chosen from other departments	7 – 8	21 – 24
3.	Discipline-specific Foundation Courses	9 – 10	30 – 33
4.	Major Courses including research project/Internship	11 – 13	36 – 42
5.	Electives within the major	4 – 4	12 – 12
	Total	40 – 44	124 – 136

- Total numbers of Credit hours 130-136
- Duration 4 years
- Semester duration 16-18 weeks
- Semesters 8
- Course Load per Semester 15-18 Cr hr
- Number of courses per semester 4-6


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Compulsory requirements (the students have no choice)	General courses to be chosen from other departments	Discipline specific foundation courses
9 courses	7-8 courses	9-10 courses
25 credit hours	21-24 credit hours	30-33 credit hours
Subjects	Subjects	Subjects
1. English-I (Functional English) 2. English-II (Communication Skills) 3. English-III (Technical writing and presentation Skills) 4. English IV (university Option) 5. Islamic Studies 6. Pakistan studies 7. Social statistics 8. Introduction to computer 9. Basic of Mathematics	1. Social anthropology 2. Introduction to Sociology 3. Human resource development 4. Introduction to Philosophy 5. Introduction to Economics 6. Introduction to Entrepreneurship 7. Introduction to Management 8. Population and Demography 9. Introduction to Mass Communication 10. Logics and Critical Thinking 11. Islamic Jurisprudence 12. Gender Studies 13. Introduction to Psychology 14. Introduction to Political Science 15. Introduction to Law	1. Principles of Social Work 2. Social Welfare 3. Social Institutions 4. Social Work of emotions and human feelings 5. Social Problems 6. Social Policy 7. Social Legislation 8. Introduction to National & International Organizations 9. Social Work and Human Rights 10. Medical and Psychiatric Social Work 12. School Social Work 13. Special Education 14. Introduction to social Research


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Major courses including research projects/theses	Elective subjects
11-13 courses	4 courses
36-44s credit hours	12 credit hours
Subjects	Subjects
1. Social Case Work 2. Social Group Work 3. Community Development 4. Advance Social Research methodology 5. Social Welfare policy and Administration 6. Social Action 7. Social Work Theories 8. Criminology 9. Disability: Intervention & Rehabilitation 10. Human Resource Management 11. Human Growth & Personality Development 12. Local Government and Rural development 13. Organizational Behavior 17. Project Planning and Management 14. Field Work & Report-I 15. Field Work & Report-II 16. Field Work & Report-III 18. Thesis/Project/Internship/Viva	1. Social Change and Development 2. Drug Abuse Prevention and Rehabilitation 3. Gerontological social work 4. NGOs Management 5. Conflict Resolution 6. Corporate Social Responsibility 7. Pakistani Society 8. Race and ethnicity 9. Disaster Management 10. Urban Development 11. Clinical Social Work



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First	Semester Wise Details of Courses	3
	ISLAMIC STUDIES / ETHICS	2
	GENERAL I-Introduction to Sociology	3
	GENERAL II-Social Anthropology	3
	FOUNDATION-I Principles of Social Work	3
	Basics of Mathematics	3
		17
Second	ENGLISH-II	3
	PAKISTAN STUDIES	2
	Foundation-II Social Institutions	3
	Foundation-III Social Welfare	3
	FOUNDATION-IV Social Problems	3
	MAJOR-I Local Government and Rural Development	3
		17
Third	ENGLISH-III	3
	INTRODUCTION TO COMPUTER	3
	GENERALIII-Introduction to Entrepreneurship	3
	MAJOR- II Social Case Work	3
	FOUNDATION-V Social policy	3
		15
Fourth	English IV	3
	General-IV Introduction to Political Science	3
	Foundation-VI Social Work and Human Rights	3
	FOUNDATION-VII Introduction to social research	3
	Major-III Social group work	3
	Field Work	2
		17
Fifth	Foundation-VIII School Social work	3
	Compulsory-IX Social Statistic	3
	GENERAL-V Population and demography	3
	MAJOR-IV Criminology	3
	GENERAL-VI Introduction to psychology	3
	Field Work	2
		17
Sixth	MAJOR-V Social Work Theories	3
	FOUNDATION-IX Medical and psychiatric Social Work	3
	General-VII Gender studies	3
	MAJOR-VI Project planning and Management	3
	MAJOR-VII Community Development	3

	Field Work	2
		17
Seventh	MAJOR-VIII Disability: Intervention and rehabilitation	3
	MAJOR-IX Social Action	3
	ELECTIVE-I NGOs Management	3
	ELECTIVE-II Disaster Management	3
	ELECTIVE-III Clinical social work	3
		15
Eight	MAJOR-X Advance Social research methodology	3
	FOUNDATION-X Special Education	3
	ELECTIVE-IV Gerontological Social Work	3
	MAJOR-XI Human Growth and Personality Development	3
	RESEARCH THESIS	6
		18
	SUB TOTAL	133


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TOTAL NUMBER OF CREDIT HOURS:	124-136
DURATION OF THE STUDY	04 YEARS
SEMESTER DURATION	16-18 WEEKS
NUMBER OF SEMESTERS	08
COURSES PER SEMESTER	15-18 CREDIT HOURS
NUMBER OF COURSES PER SEMESTER	4-6

FOLLOWING ARE THE COURSES' DETAILS AND ITS MAJOR DIVISIONS AS PER HEC CRITERIA

Compulsory requirements (the students have no choice) 9 courses of 25 credit hours

Subjects	C.H
SW 301-English-I	03
SW 302-English II	03
SW 303-English III	03
SW 304-English IV	03
SW 305-Islamic Studies	02
SW 306-Pakistan Studies	02
SW 307-Social Statistics	03
SW 308-Introduction to Computer	03
SW 309-Basics of Mathematics	03

General courses to be chosen from other department's 7-8 courses 21-24 credit hours

Subjects	C.H
SW 311-Social Anthropology	03
SW 312-Introduction to Sociology	03
SW 313-Introduction to Management	03
SW 314-Human Resource Development	03
SW 315-Introduction to Economics	03
SW 316-Introduction to Entrepreneurship	03
SW 317-Introduction to Psychology	03
SW 318-Population and Demography	03
SW 319-Logics and Critical Thinking	03
SW 320-Islamic Jurisprudence	03
SW 321-Gender Studies	03
SW 322- Introduction to Law	03
SW 323-Introduction to Political Science	03
SW 324-Introduction to Philosophy	03
SW 325-Introduction to Mass Communication	03


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Discipline specific foundation courses 9-10 courses 30-33 credit hours

Subjects	C.H
SW 401-Principles of Social Work	03
SW 402-Social Welfare	03
SW 403-Social Institutions	03
SW 404-Social work of Human Feelings and Emotions	03
SW 405-Social Policy	03
SW 406-Introduction to Social Legislation	03
SW 407- Introduction to National & International Organizations	03
SW 408-Social Work and Human Rights	03
SW 409- Medical and Psychiatric Social Work	03
SW 410- Social problems	03
SW 411-School Social Work	03
SW 412-Special Education	03
SW 413-Introduction to Social Research	03

Major courses including research projects/theses 11-13 courses 36-42 credit hours

Subjects	C.H
SW 430-Social Case Work	03
SW 431-Social Group Work	03
SW 432-Community Development	03
SW 433-Advance Social Research Methodology	03
SW 434- Human Resource Management	03
SW 435-Social Action	03
SW 436-Social Work Theories	03
SW 437-Criminology	03
SW 438-Disability: Intervention & Rehabilitation	03
SW 439-Social Welfare policy and administration	03
SW 440-Project Planning and Management	03
SW 441-Local Government and Rural Development	03
SW 442-Organizational Behavior	03
SW 443- Human Growth & Personality Development	03
SW 444-Field Work & Report-I	02
SW 445-Field Work & Report-II	02
SW 446-Field Work & Report-III	02
SW 447-Thesis/Project/Internship/Viva	06

Elective subjects 4 courses 12 credit hours

Subjects	C.H
SW 419-Social Change and Development	03
SW 420-Pakistani Society	03
SW 421-Race and Ethnicity	03
SW 422-Urban Development	03
SW 423-Drug Abuse Prevention and Rehabilitation	03
SW 424-Gerontological Social Work	03


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SW 425-Disaster Management	03
SW 426-Corporate Social Responsibility	03
SW 427-NGOs Management	03
SW 428-Conflict Resolution	03
SW 429-Clinical Social Work	03

1st Semester

S. No	Subject Name	Subject Code	Credit Hours	Marks
1.	English-I	SW-301	03	100
2.	Islamic Studies	SW-305	02	50
3.	Introduction to Sociology	SW-312	03	100
4.	Social Anthropology	SW-311	03	100
5.	Principles of Social Work	SW-401	03	100
6.	Basics of Mathematics	SW-309	03	100
Total			17	550

2nd Semester

S.No	Subject Name	Subject Code	Credit Hour	Marks
1.	English-II	SW-302	03	100
2.	Pakistan Studies	SW-306	02	50
3.	Social Institutions	SW-403	03	100
4.	Social Welfare	SW-402	03	100
5.	Social Problems	SW-410	03	100
6.	Local Government and Rural Development	SW-441	03	100
Total			17	550

3rd Semester

S.No	Subject Name	Subject Code	Credit Hour	Marks
1.	English-III	SW-303	03	100
2.	Introduction to Computer	SW-308	03	100
3.	Introduction to Entrepreneurship	SW-316	03	100
4.	Social Case Work	SW-430	03	100
5.	Social Policy	SW-405	03	100
Total			15	500

4th Semester

S.No	Subject Name	Subject Code	Credit Hour	Marks
1.	English-IV	SW-304	03	100
2.	Introduction to Political Science	SW-323	03	100
3.	Social Work and Human Rights	SW-408	03	100
4.	Introduction to Social Research	SW-413	03	100
5.	Social Group-Work	SW-431	03	100
6.	Field Work	SW-444	02	50
Total			17	550

5th Semester

S. No	Subject Name	Subject Code	Credit Hour	Marks
1.	School Social Work	SW-411	03	100
2.	Social Statistics	SW-307	03	100
3.	Population and Demography	SW-318	03	100
4.	Criminology	SW-437	03	100
5.	Introduction to Psychology	SW-317	03	100
6.	Field Work	SW-445	02	50
	Total		17	550

6th Semester

S.No	Subject Name	Subject Code	Credit Hour	Marks
1.	Social Work Theories	SW-436	03	100
2.	Medical and Psychiatric Social Work	SW-409	03	100
3.	Gender Studies	SW-321	03	100
4.	Project Planning and Management	SW-440	03	100
5.	Community Development	SW-432	03	100
6.	Field Work	SW-446	02	50
	Total		17	550

7th Semester

S.No	Subject Name	Subject Code	Credit Hour	Marks
1.	Disability: Intervention and Rehabilitation	SW-438	03	100
2.	Social Action	SW-435	03	100
3.	NGO Management	SW-427	03	100
4.	Disaster Management	SW-425	03	100
5.	Clinical Social Work	SW-429	03	100
	Total		15	500

8th Semester

S. No	Subject Name	Subject Code	Credit Hour	Marks
1.	Advance Social Research Methodology	SW-433	03	100
2.	Special Education	SW-412	03	100
3.	Gerontological Social work	SW-424	03	100
4.	Human Growth and Personality Development	SW-443	03	100
5.	Research Thesis	SW-447	06	150
6.	Total		18	550


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LIST OF DISCIPLINE SPECIFIC FOUNDATION COURSES

Discipline specific foundation courses 9-10 courses 30-33 credit hours

Subjects	C.H
SW 401-Principles of Social Work	03
SW 402-Social Welfare	03
SW 403-Social Institutions	03
SW 404-Social work of Human Feelings and Emotions	03
SW 405-Social Policy	03
SW 406-Introduction to Social Legislation	03
SW 407-Introduction to National & International Organizations	03
SW 408-Social Work and Human Rights	03
SW 409-Medical and Psychiatric Social Work	03
SW 410-Social Problem	03
SW 411-School Social Work	03
SW 412-Special Education	03
SW 413-Introduction to Social Research	03

Title of the course: Principles of Social Work
Marks: 100 **Course code: SW-401**

Course Objectives

To impart the students with various principles of social work practice, in order to prepare them effectively for the delivery of professional services in various fields. The principles of social work would enable them to handle the burning issues of vulnerable sections more effectively.

Course Contents

Introduction

- Introduction and definition of Social Work
- History of Social work profession
- Nature of Social Work
- Objectives of Social Work
- Difference between social work, social welfare, and social services.
- Charity and professional Social Work

Social Work and Other Social Sciences

- Social work and Sociology
- Social work and Economics
- Social work and Political sciences
- Social work and Psychology
- Social work and Anthropology

Social Work and Islam

- Islamic values and Social Work


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- b. The holy Quran and social work
- c. Islamic measure of helping the poor
- d. The concept of Zakath, Ushar, Sadqat and social work.
- e. Obligations of Islamic State in the promotion of social work

Social Welfare

- a. Introduction, meaning and definition of social welfare,
- b. Welfare state and its history
- c. Scope, subject matter and importance of social welfare in Pakistan
- d. Social Welfare and social work
- e. Functions of Social Welfare Departments in Pakistan

Social Case Work

- a. Definition
- b. Elements
- c. Principle of social case work
- d. Phases of social case work process

Social Group Work

- a. Meaning of social group work
- b. Principles of social group work
- c. Purpose of social group work
- d. Role of the group worker

Suggested Readings

1. Adams, R., Dominelli, L., and Payne, M. (1998). *Social Work, Themes, Issues and Critical Debates*. PALGRAVE, Hound Mills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenues, New York.
2. Cigno, K., and Bourn, D. (1998). *Cognitive-behavioral Social Work in Practice*. Ashgate Publishing Limited Gower House, Craft Road, Aldershot, Hants GU11 3HR, England.
3. Clark, C. (2000). *Social Work Ethics: Politics, Principles and Practice*. PALGRAVE, Hound mills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York, N.Y. 10010.
4. Coulshed, V., and Orme, J. (1988; 1991; 1998). *Social Work Practice: An Introduction*. Macmillan Press Ltd. Hound Mills, Basingstoke, Hampshire RG21 6XS, London.
5. Decker, D. (1980). *Social Gerontology*. Little Brown & Press Company, Boston, Toronto.
6. Khalid, M. (1996). *Social Work: Theory and Practice*. Kifayat Academy Karachi.
7. Richmond, M. (1917). *Social Diagnosis*. New York: Russell Foundation.
8. Safdar, S. (1990). *Introduction to Social Work*. Wahdat printing press Khyber Bazaar Peshawar.
9. Seden, J. (1999). *Counseling Skills in Social Work Practice*. Open University Press, Buckingham. Philadelphia.
10. Shardlow, S., and Doel, M. (2002). *Learning to Practice Social Work*. Jessica Kingsley Publishers Ltd, 116 Pentonville Road, London.


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Title of the course: Social Welfare
Marks: 100 **Course code: SW-401**

Course Objectives

To teach the students about the various concepts used in the field of social welfare. The course will help out the students to know the history of social welfare and its various fields.

Course Contents

Social welfare

- a. Introduction
- b. Meaning
- c. Needs of social welfare programs
- d. Relation of Social welfare with Social work profession
- e. Importance of social welfare

Political and ideological perspectives of welfare

- a. Conservative perspective
- b. Liberal perspective
- c. Radical perspective
- d. Islamic perspective
- e. Residual perspective
- f. Institutional perspective

Development of British social welfare

- a. Role of church
- b. Early charities in England
- c. First poor law in England
- d. Poor law of 1601
- e. Workhouse and outdoor relief
- f. The partial relief system
- g. Child labor and factories legislation 19th century
- h. Prison reforms
- i. Beveridge Report

Approaches to social welfare and the role of the state in the welfare development.

- a. Welfare as Social Reforms
- b. Welfare as citizenship
- c. Convergence theory of technological development
- d. Functionalist view of welfare
- e. Marxist view of welfare development.

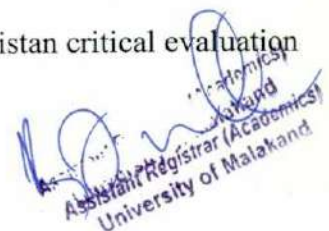
Concept of Social welfare in Islam.

- a. Political System of Islam
- b. Concept of welfare state in Islam.
- c. The first welfare state in the world.

Social welfare in Pakistan

- a. Historical evolution of social welfare in Pakistan
- b. National Social welfare policies: A Critical evaluation In Pakistan critical evaluation
 1. The Social Welfare Policy 1955
 2. The Social Welfare Policy 1988
 3. The Social Welfare Policy 1992
 4. The Social Welfare Policy 1994

Suggested Readings


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1. Omri, A. (1981). *Islam May Auratoon Kay Huqooq*. Idara Maaref e Islami Lahore.
2. Living, A. (1961). *Social Work in Pakistan*. West Pakistan Social Welfare Council, Lahore.
3. Fink, A. (1974). *The Field of Social Work* (6th Edn). New York, Holt Rinehart.
4. Brenda, D., and Miley. (1996). *Social Work: An empowering Profession* (2nd edition). Simon & Schuster Company, Needham heights, Mass.
5. Ferguson, E. (1969). *Social Work: An Introduction*. Lippin co. New York.
6. Encyclopedia of Seerah. (1982). *The Muslim Schools Trust*, London.
7. Friedlander, W.A. (1962). *Introduction to Social Welfare*. Prentice Hall, Englewood Cliff, New Jersey.
8. Khalid, M. (1995). *Social Work: Methods and Practice*. Kifayat Academy, Karachi.
9. Philip, P., and Leslie, L. (2004). *Social Work. Social Welfare and American Society*. Allyn and Bacon, London.

Title of the course: Social Institutions
Marks: 100 **Course code: SW-403**

Course Objectives

The course will help to teach the students the concept, formation and importance of social institutions. It will highlight the function of social institutions and its importance for the stability of the society.

Course Contents

Social Institutions

- a. What is a social institution?
- b. The institutional concepts----institutions and associations
- c. The development of institutions___ the process of institutionalization
- d. Institutional functions---- manifest functions and latent functions
- e. Interrelationship of institutions---- institutional autonomy, role of intellectuals and bureaucrats

Family Institution

- a. Meaning and characteristics of family
- b. Distinctive features of family
- c. Functions of the family
- d. Changing family patterns
- e. Various types of family
- f. Recent trends in the modern nuclear family
- g. The joint family---- definition and characteristics, merits and demerits of joint family system
- h. Disintegration of joint family in Pakistan
- i. Family laws in Pakistan

Educational Institution

- a. Meaning of education
- b. Education as a social process
- c. Social functions of education
- d. Education and social change
- e. Education and social mobility
- f. Education and social stratification
- g. Educational policy of Pakistan
- h. Problems in education----- drop outs, unrest, use of unfair means and nepotism, situation of
- i. higher education in Pakistan, brain drain


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Economic institution

- a. The concept of economic system
- b. Importance of work and occupation in the modern society
- c. Mechanization of and the decline of traditional skills
- d. The effects of industrialization
- e. Division of labor as socio economic system
- f. Social consequences of division of labor---- Durkhiem functionalist perspective
- g. Capitalism and socialism as two main forms of economy
- h. Capitalism--- essentials of capitalism and its demerits(Karl Marx views)
- i. Socialism ---- characteristics, advantages and disadvantages
- j. Economic problems of Pakistan
- k. Modern economic trends and their impact of globalization and its consequences with special reference to third world countries

Political Institution


- a. Meaning and definition
- b. The characteristics of political institutions.
- c. Classification of political system
- d. Democracy as social system --- definition and basic principles of democracy ---- essentials conditions of democracy---- forms of democracy
- e. Democracy as an order of society---- political parties and voting, bi-party and multiple party system ---- advantages and disadvantages --- voting behavior – pressure groups
- f. The totalitarian system --- the ways of dictatorship
- g. Difference b/w democracy and totalitarianism
- h. The welfare state--- meaning and definition
- i. Functions of the welfare state

Religion Institution

- a. Definition and basic components of religion
- b. Functions of religion
- c. Religion and science
- d. Religion and social change

Suggested Readings

1. Horton, P.B., Chester, L., and Hunt, C.L. (1984). *Sociology*. Sixth Edition Published by McGraw-Hill College.
2. Rao, C.N.S. (1996). *Sociology: Primary Principles*. Metta Spencer, Foundation of Modern Sociology
3. Ogburn, W.F., and Nimkoff, M.F. (1964). *Hand Book of Sociology* London: Routledge and keganpual.
4. Pascal, B. (2002). *Religion Explained. Basic Books*.
5. Nicole, H. W., and Glas, J. (2008). The Impact of Religious Conservativism on Men's Work and Family Involvementsent. *Journal of Gender & Society*. 22:172-193..
6. Marx, K. (1906). *Capital: A Critique of Political Economy*. Modern Library Giant. The Modern Library.
7. Moore and Kelly. (2008). *Disrupting Science: Social Movements, American Scientists, and the Politics of the Military. 1945-1975*. Princeton University Press.


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Title of the course: Social work of Human Feelings and Emotions
Marks: 100 **Course code: SW-404**

Course Objectives

- Acquaint the student with the sociological and social-psychological examinations of emotions and emotion behavior.
- Analyze the way social forces shape the experience and expression of emotions.
- To elicit a great deal of thinking and talking about sociological approaches to emotions.
- To give the student a better understanding of the taken-for-granted aspects of everyday life, especially the feeling, expressions and consequences of emotion.

Course Contents

Introduction

- a. Concepts of feelings and emotions
- b. Socialization and emotions (experience of motivation and punishment)
- c. Emotional expressions in groups (group behavior)
- d. Social structure and emotions
- e. Emotional intelligence

Theories of Emotions

- a. Psycho-analytical sociological theory
- b. Power –status theory
- c. Cultural theory
- d. Symbolic Interactionism theory
- e. Social exchange theory

Sociological Interpretations

- a. Jealousy and envy
- b. Empathy
- c. Sympathy
- d. Anger
- e. Grief
- f. Love
- g. Moral emotions

Emotions in Social Life

- a. Emotions in the work place
- b. Emotions and health
- c. Emotions and political behavior
- d. Emotions and sports
- e. Emotions and family
- f. Emotions and religiosity


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Suggested Readings:

1. Barbalet, J. M. (2002). *Emotions and Sociology*, Oxford: Blackwell Publishing.
2. Barbalet, J. M. (2001). *Emotions, Social Theory and Social Structure: Macro Sociological Approach*. Uk: Cambridge University Press.
3. Russal, H.A. (1983). *The Managed Hearts*. Berkley, CA: University of California Press
4. Russal, H.A. (1975). *The Sociology of Emotions and Feelings*, Garden City, NY: Doubleday.
5. Katz, J. (1999). *How Emotions Work*. Chicago: University of Chicago Press.
6. Sheryl, K. and Copp, M.A. (1993). *Emotions and Fieldwork*. Newbury Park, CA: Sage.
7. Thomas, S. (1990). *Micro Sociology: Discourse, Emotions and social structure*. Chicago: University of the Chicago Press.
8. Susan, S. (1979). Emotions in Social Life: A Symbolic Interactions Analysis. *American journal of Sociology*. 84:1317-1334.
9. Jonathan, T.H. (2006). *Hand Book of Sociology of Emotions*. New York, Springer Science and Business Media.

Title of the Course: Social Policy

Marks: 100

Course code: SW-405

Course Objectives:

The course will enable the students to learn about the basic concepts, process, theories and function of governance and key actors. The course will depict the public policy and its process, global context of Pakistan's public policy as well as interest and power. It will elaborate the society-centered theories, institutions and state-centered theories.

Course Contents

1 Governance: Basic Concepts

- a. Processes of governance,
- b. Theories and principles of improving governance and democracy
- c. Impact of globalization on global governance
- d. Institutional reform, capacity building, accountability

2 Public Policy and the Policy-making Process in Pakistan

- a. Define public policy and discuss the various stages of the policy process.
- b. Identify the key actors in the policy process.
- c. Comment on the institutional context of policy-making and discuss the key components of the machinery of government.
- d. Outline the process by which policy initiatives make their way from government departments, through cabinet and the legislative process in Parliament.
- e. Discuss the character of the Pakistani welfare state and the main pillars of Pakistani social policy.

3 The New, Globalized Context of Pakistan Public Policy

- a. Discuss the globalized context of public policy in a manner that distinguishes between economic, political and culture dimensions of globalization.
- b. Comment on the ways that globalization has altered the power, capacities, goals and purposes of states, including the Pakistan state.



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- c. Explain how globalization has altered the character and focus of social movement politics and, as part of your explanation, distinguish between the politics of identity and recognition, on the one hand, and the socially conservative politics of reactive social movements, on the other.
- d. Discuss the main policy imperatives and policy constraints associated with the new globalized context of Pakistan public policy, and explain what is meant by the 'internationalization' or 'globalization' of public policy.

4 Interests, Power and Policy: Society-centered Theories

- a. Define 'explanatory theory' then distinguish between explanatory and normative theories.
- b. Discuss how the following theoretical perspectives explain state and public policy: liberal pluralism, elite theory, and class analysis.
- c. When reading an article that employs one of the society-centered explanatory theories, identify which perspective is being used.
- d. Form an opinion (even a tentative one) on which society-centered theory you find most convincing and useful.

5 Institutions and Policy: State-centered Theories

- a. Define what institutions are and discuss the notion of 'institutional causation'.
- b. Discuss how the following theoretical perspectives approach the tasks of explaining and understanding public policy: structuralist institutionalism, state as an actor theory, and institutional rational choice theory.
- c. Identify which theoretical perspective is being used when reading an article based on one of the state-centered perspectives on public policy.

Suggested Readings:

1. Deacon, B. (2007). *Global Social Policy and Governance*.
2. Deacon, B. (2009). *Global Governance, Regional Integration and Social Policy*.
3. Newman, J. (2005). Remaking Governance: Peoples, Politics and the Public Sphere *Journal of Social Policy by Social Administration Association*.
4. Edgar, L., and Chandler, J. (2004). *Strengthening Social Policy: Lessons on Forging Government-Civil Society*.
5. Buchs, M. (2007). *Political Science, New Governance in European Social Policy: The Open Method of Coordination*.
6. Jones, P. (2007). *Global governance, social policy and multicultural education*.
7. Hill, M. (1997). *Social Policy* (5th Edition). Oxford & Blackwell Publications Ltd.
8. Lepawsky, A. (1952). *Administration: The Art & Science of organization & Management*. New York, Alfred A. Knopf.
9. Levin, P. (1997). *Making Social Policy*. Buckingham. Open University Press.


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Title of the Course: Introduction to Social Legislation
Marks: 100 **Course code: SW-406**

Course Objectives

The course aims to help the students to know about the importance of social legislations and to highlight the importance of legislation for the welfare of society.

Course Contents

1. Introduction
2. Law, definition and concept of social legislation
3. Importance of Social legislation
4. Influence of social institutions in shaping social legislation
5. Social legislation as a source of social change
6. Sources of Social legislation
7. Contract act 1872
8. Muslim family laws ordinance 1961
9. Islamic law: Importance and Sources of Islamic law
10. Guardian and ward Act 1890
11. Employment and rehabilitation of disabled person, ordinance 1981
12. Vagrancy Ordinance 1958
13. Social legislation regarding registration and functioning of CBOs and NGOs
 - a. Voluntary social welfare agencies registrations and control ordinance 1961
 - b. Trust Act 1892
 - c. Societies registration Act 1860
 - d. Charitable endowments Act 1890
 - e. Companies ordinance 1984 (only relating to nonprofit organization)
 - f. Citizen Community Board 2001 (CCB)

Suggested Readings

1. Ungerson, C., and MacMillan, M. K. (1997). *Women and Social Policy*. Ltd. London.
2. Encyclopedia of Seerah (1982). *The Muslim Schools Trust*. London.
3. Brayne, H. (2001). *Law for Social Workers* (7th Edition). Oxford University Press.
4. Papay, J. (1998). *Men Gender Divisions and Welfare*. London and New York.
5. Hoster, M. (1997). *Women Violence and Male Power*. Open University Press, Buckingham, Philadelphia.
6. Ministry of Health and Social Welfare Pakistan. (1980). *Report on Handicapped Children*.
7. Ali, Q. (1998). *Policy Advocacy: A Framework for Social Change in Pakistan*. An Exploratory Research Study of Pakistan.
8. Barker, R., and Branson, D. (2000). *Forensic Social Work Legal Aspects of Professional Practice* (2nd Ed). Haworth Press Inch. London.
9. Bert, S. (1997). *Women Issues after Beijing*. A Basic Introduction.


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Title of the course: Introduction to National & International Organizations
Marks: 100 **Course Code: SW-407**

Course Objectives

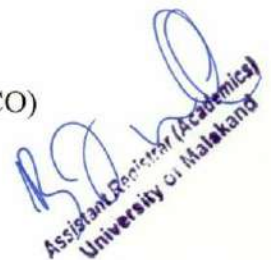
This course will help the students to learn about profile, administrative setup and areas of specialization of national and international organizations, working for the uplift of vulnerable communities.

Course Contents

1. **Introduction**
 - a. Definition, need and importance
 - b. Historical Perspective of national and international welfare agencies
2. **Role of the welfare agency**
 - a. As a planner and implementer of Development programme
 - b. In mobilization of local resources and initiatives
 - c. Catalyst, enabler and innovator
 - d. Mediator of people and government
 - e. In poverty alleviation
 - f. As an agent of change
3. **Profile of some national & regional welfare agencies**
 - a. All Pakistan Women Association (APWA)
 - b. Edhi Foundation
 - c. The citizen Foundation (TCF)
 - d. Bunyad Literacy Community Council (BLCC)
 - e. Development, Education, Poverty alleviation & population welfare organization (DEPP)
 - f. National Rural Support Programme (NSRP)
 - g. Agha Khan Rural Support Programme (AKSRP)
 - h. Orangi Pilot Project (OPP)
 - i. Urban Resource Centre (URC)
 - j. Saiban
4. **Profile of Some international Welfare agencies**
 - a. United National International Children emergency fund (UNICEF)
 - b. International Labor Organization(ILO)
 - c. World Health Organization (WHO)
 - d. United Nation Education, Scientific & Cultural Organization (UNESCO)
 - e. United Nation High Commissioner for Refugee (UNHCR)
 - f. United Nation Development Programme (UNDP)
 - g. International Committee of the Red Cross (ICRC)
5. **Legal obligation of National and International Organizations**

Suggested Readings:

1. Cassese, A. (1990). *Human Rights in the Changing World*. Policy Press.
2. Ingam, A. (1994). *A Political Theory of Rights*. New York Clarendon p. Press.
3. Joannathan, D., and Hidy, T. (2000). *Globalization & NGO's*. U.S.A: Green Wood Publishing Group.
4. Lauson, E. (1998). *Encyclopedia of Human Rights (2nd ed)*. Taylor and Francis Publisher.
5. Friedlander, W.A. (1963). *An Introduction to Social Work*. New Delhi: Prentice- Hall of India (PVT) Limited, New Delhi.
6. Haider, S. (1978). *Islamic Concept of Human Rights*. Lahore; Book House.
7. Ahmad, K., and Khan, A.S. (1976). *Human Rights in Islam (translation)*. Islamic Foundation.


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8. Kamta, P., and Devendar, M. (2000). *NGOs & Socio-Economic Development Opportunities*. India: Deep & Deep Publication.
9. Rino, R.H., and Patti. (1980). *Change from within. Humanizing Social Welfare Organization*. Philadelphia: Terenple University.
10. Robertson and Merrill (1989). *Human Rights in the World*. Manchester University Press.
11. Rex, S. (1994). *Social Work Administration Dynamics, Management and Human Relationship*. Boston: Allyn and Bacon, Boston.

Title of the course: Social Work and Human Rights
Marks: 100 Course Code: SW-408

Course Objectives:

There is serious concern regarding basic human rights violation in general and in the third world in particular. This has been framed with the objective to provide information regarding the understanding of the philosophy of human rights in the local, national and international context. The students will then be promptly aware of the rights of the citizens, minority, children, prisoners, women etc and they shall then adopt better mechanism for Social Legislations-Constitutional provisions in favor of such deprived communities. Law relating to compulsory primary education, employment, labor legislations, health for all, social security, insurance schemes, human rights, trafficking in women and children and Legislations initiated by State Legislative Bodies shall be looked through the eyes that they shall meet regional, local and international social welfare needs.

Course Contents

Introduction:

- a. Introduction and definition of Human Rights
- b. Historical background of human rights
- c. Social work and human rights
- d. Need and importance of human rights in Pakistan

Human Rights and Islam

- a. Islam and human rights
- b. Human rights in Quran
- c. The Hadith and Human Rights

Classification of Human Rights

- a. Collective Rights
- b. Ethnic and minority rights
- c. Fundamental Rights
- d. Constitutional rights

Internal Organization and Human Rights

- a. Women rights and CEDAW(Convention on the Elimination of All kind of Discrimination Against Women)
- b. Rights of the child (CRC)
- c. Rights of Minorities (Declaration on the rights of persons belonging to minorities 1992)
- d. Rights of the refugees (convention relating to the status of refugee 1951)

Human Rights in Pakistan

- a. Fundamental rights of the citizens in Pakistan
- b. Women rights in the constitution
- c. Child rights in the constitution

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- d. Constitution and the minority.

Present Condition of Human Rights In Pakistan

- a. Violation Of Human Rights In Pakistan
- b. Human Trafficking
- c. Women Rights Violation
- d. Rights Of Children Violation
- e. Prisoner's Rights Violation
- f. Labor Rights

Human Rights and United Nation

- a. Introduction of UNO
- b. Charter based organs
- c. International instruments (UN charter, Universal declaration of human rights, international covenant on civil and political rights 1966, international covenant on economic, social and cultural rights 1966)
- d. The UNICEF
- e. The UNHCR
- f. The ILO

Suggested Readings:

1. Beitz and Charles, R. (2009). *The idea of human rights*. Oxford University Press.
2. Curtis, D. (2006). *Introduction to International Human Rights Law*. CD Publishing.
3. Freeman and Michael (2002). *Human Rights: An Interdisciplinary Approach*. Cambridge: Polity Press.
4. Glendon and Ann, M. (2001). *A world Made New : Eleanor Roosevelt and the Universal Declaration of Human Rights*. New York: Random House.
5. Ian, B. (2003). *Principles of Public International Law* (6th Ed.). OUP.
6. Ignatieff and Michael (2001). *Human Rights as Politics and Idolatry* (3. print. ed.). Princeton, N.J.: Princeton University Press.
7. Ishay and Micheline, R. (2008). *The History of Human Rights: From Ancient Times to the Globalization Era*. Berkeley, Calif.: University of California Press.
8. Jack and Donnelly (2003). *Universal Human Rights in Theory and Practice* (2nd ed.). Ithaca: Cornell University Press.
9. Khan Zafar . (2007). *Human Rights (Theory and Practice 2nd Revised Edition)*. Zaki Sons Karachi Pakistan. ISBN. 969-8373-09-1
10. Moyn and Samuel (2010). *The last Utopia: Human Rights in History*. Cambridge, Mass.: Belknap Press of Harvard University Press.
11. Olivia, B., and Paul, G. (2006). *The No-nonsense Guide to Human Rights*. Oxford: New Internationalist.
12. Shaw and Malcolm (2008). *International Law (6th ed)*. Leiden: Cambridge University Press.


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Title of the course: Medical and psychiatric Social Work
Mark: 100 **Course codes SW-409**

Course Objectives

The course will help the students to understand the social causes and consequences of medical and psychiatric problems and to help them to know about the skills and techniques used by social worker in hospital setup.

Course Contents

I Introduction

- a. Definition, meaning nature and scope of medical social work
- b. The need for social work in medical setting
- c. Relation of Medical Social Work with Psychiatry and Psychology

II Historical Development

- a. Background of medical social work in Western World.
- b. Development of social work in medical setting in Pakistan

III Organization and Administration of Medical Setting

- a. Relationships of a medical social science with various professions
- b. Role and functions of medical social workers

IV Bio-Psycho-Social Factors of diseases.

- a. Factors influencing health and disease: Physiological, Social Psychological, economical and environmental
- b. Psychology of a patient. The concept of a patient as a person

V Mental Health

- h. Definition and scope of mental health
- i. Mental health problems
- j. Remedial and preventive aspects of the mental health program
- k. Social implications of mental health problem and mental retardation

VI. Types of mental disorder:

- a. Physiogenic disorder
- b. Psychogenic disorder
- c. Psychosis
- d. Neurosis
- e. Causative factors of mental disorder

VII Rehabilitation

1. Definition, Scope of Rehabilitation of:
 - a. Physical Impairment
 - b. Mentally Impairment
 - c. General patients
2. Methods in Rehabilitation
 - a. Guidance and counseling
 - b. Vocational training
 - c. Community organization

VIII Application of Social Work in medical setting


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1. Use of Social Case Work, Social Group, Community Welfare Organization and Research Methods of Social Work in Medical settings.
2. Role of professional social worker in medical setting
3. Social services in medical settings, their nature and extent
 - a) Primary prevention: Awareness
 - b) Secondary prevention: Treatment
 - c) Tertiary prevention: Rehabilitation
4. Major issues and trends in medical social work

Suggested Readings:

1. Bartlett and Harriett, M. (1957). Fifty years of Social Work in the Medical setting. Post Significance and future outlook. New York, National Association of Social Workers.
2. Ann, B. et.al (1982). *Rehabilitation of the Handicapped; New Dimensions in Programs for the Developmentally Disabled.*
3. Alan, B., and Pritchard. (1983). *Social Work and Mental Illness.*
4. Field and Minns . (1982). *Patients are People. A Medical Social Approach to Prolonged Illness.* 2nd edition.
5. Friedlander, W.A. (1976). *Concepts & Methods of Social Work.* 2nd Edition.
6. Goldstein .(1976). *Expanding Horizons in Medical Social Work.* Chicago, University of Chicago Press.
7. Robinson & Robinson (1982). *The Mentally Retarded Child, McGraw Hill Series in Psychology.*
8. Robinson (1990). *The Patient as a Person a Study of the Social Aspect of Illness.* New York University Press.

Title of the course: School Social Work
Marks: 100 Course Code: SW-411

Course Objectives

This course will help the students to learn the basic concepts and methods used in social work regarding school social work. School Social work is one of the important sub fields of Social work, aiming to develop students and their studies through imparting Social work methods and skills. The course attempts to provide theoretical base of school social work practice to the students of social work.

Course Contents

Introduction

- a. Concept
- b. Meaning
- c. Scope of school social work in Educational institutions
- d. Functions of School Social Worker

Concept and Methods of School social work

- a. Educational institution
- b. Regular education
- c. Special education
- d. Inclusive education
- e. Importance of school social work in educational institutes
- f. Knowledge and understanding of learning disabilities


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- g. Knowledge of community resources
- h. Role of school in socialization

Theories of child development

- a. Behavior modification theory
- b. Cognitive theory
- c. Social Learning theory
- d. Communication theory

Services and organization

- a. Guidance and counseling with children
- b. Tutorial system
- c. Parent teacher Association
- d. Government and Non Government agencies related to child welfare

Social work methods and role of Role of Social Workers

- a. Meeting with teachers, family, community members and children
- b. Use of social work methods in dealing with individual and groups in educational institutions
- c. Services and special programs rendered to students by social workers
- d. Mobilization and utilization of community resources for student's welfare
- e. Development of parent teacher rapport
- f. Role of social worker in helping to solve the psychosocial and economic problems of students.

Code of Ethics for School Social Worker

Suggested Readings:

1. Barker. (2003). *The Social Work Dictionary*. (5th Edition). Washington, DC: Press.
2. Clarence. (1969). *Group Counseling in the Schools*.
3. Kerfool, A. (1988). *Problems of Childhood and Adolescence*. London, Zed Press. Publishing Company.
4. Rex, S., and Thackeray. (1964). *Introduction to Social Work*. New York: Meredith
5. Ross and Murray, G. (1955). *Community Organization: Theory and Principles*. New
6. Sachs, W. (1992). *The Development Dictionary: A Guide to Knowledge and Power*,
7. Warburton and Diane. (1998). *Community and Sustainable Development*. London: Earth scans Publications Ltd. York: Harper and Row Publishers.

Title of the course: Special Education
Marks: 100 Course Code: SW-412

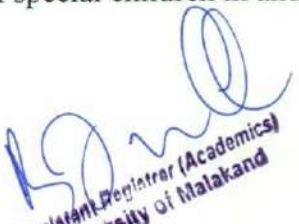
Objective of the course

The course will help to impart the students with the knowledge of special education, its function and importance. It will equip the students with the understanding of problems of special children in and out of special education institutes.

Course Contents

Basic Concepts in Special Education

- a. Introduction, Concepts and Definition
- b. Disease, Disorder, Abnormal, Atrophy
- c. At-Risk, Impairment, Disability, Handicap


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- d. Special Children, Special Education, Special Educational Needs
- e. Categories of Special Children

Perspectives on Disabilities

- a. Psycho-medical Perspective
- b. Social Perspective
- c. Teacher Development Perspective
- d. Disability Perspective

Historical Development of Special Education

- a. People and Ideas
- b. Growth of the Discipline in Pakistan
- c. Professional and Parent Organizations
- d. Legislation: United Nation Conventions
- e. Special Education Legislation: Policy, Plan & Programmes in Pakistan
- f. Comparative Study of Special Education Legislation of (USA, U.K., Iran, India & Pakistan).

Special Education System

- a. Segregation
- b. Integration
- c. Inclusion

Current Trends and Issues

- a. Integration
- b. Inclusive Education
- c. Early Intervention
- d. Transition from School to Work
- e. Labeling and classification
- f. Assessment and Placement

Service Delivery Model

- a. Individualized Family Support Programme (IFSP)
- b. Individualized Education Programme (IEP)
- c. Individualized Transitional Plan (ITP)
- d. Community Based Rehabilitation
- e. A Continuum of Services
 - Level 1: Regular Classroom
 - Level 2: Special Education Teacher
 - Level 3: Itinerant Teacher
 - Level 4: Resource Teacher
 - Level 5: Diagnostic – Prescriptive Centre
 - Level 6: Hospital or Homebound Instruction
 - Level 7: Self-Contained Class
 - Level 7: Special Day School
 - Level 9: Residential School


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Suggested Readings:

1. Hallahan, D.P. (1991). *Exceptional Children* (4th ed.). Columbus: Merrill Pub. Co.
2. Hester, M., and Radford, J. (1996). *Women, Violence and Male Power*. Open University Press, Buckingham. Philadelphia.

3. Khalid, M. (2004). *Social Work: Theory and Practice*. Kifayat Academy Lahore.
4. Mitchell, D. (1999). *Early Intervention Studies for Young Children with Special Needs*. London: Chapman and Hall.
5. Payne, M. (1996). *Modern Social Work Theory*. Macmillan Press, Ltd. London.
6. Smith, D. D., Tyler, N. C., and McLean, Z. Y. (1998). *Introduction to Special Education (3rd Ed.)* Boston: Allyn & Bacon.
7. Ysseldyke, J.E. (1991). *Critical Issues in Special Education*. Boston: Houghton Mifflin.

Title of the course: Introduction to Social Research
Marks: 100 **Course Code: SW-413**

Course Objectives

The course aims to learn about the basic concepts of social research, various research methodologies, both quantitative and qualitative. The students will learn about the usage of various methodologies while conducting research on different topics. The main tools and research techniques will be studied. It is assumed that the students have a background in basic social statistics and in social theories. The students will also learn about certain specific computer software like SPSS, NUDIST and Ethnography.

Course Contents

Introduction

- a. Introduction, meaning and definition of social research.
- b. Qualities of a good researcher.
- c. Functions of research.

Types of Social Research

- a. Descriptive
- b. Explanatory
- c. Exploratory

Steps in Social Research

- a. Identification of research problem
- b. Objective of research
- c. Review of relevant literature
- d. Tool of data collection
- e. Sampling
- f. Probability sampling
- g. Simple random and stratified random
- h. Non – probability sampling
- i. Accidental and purposive
- j. Data collection data analysis
- k. Measures of central tendency
- l. Percentages and averages, mean, median, and mode
- m. Data interpretation
- n. Report writing
- o. Reference footnotes and bibliography

Basic Ethical Issues in Sociological Research

- a. Ethical issues for the researcher
- b. Ethical issues in research.


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Suggested Readings

1. Alwin and Duene, F. (2007). *Margins of Error; A Study of Reliability in Survey Measurements*. U.S.A: John Wiley & Sons, Inc.
2. Babbie, E. (2004). *The Practice of Social Research*. 10th Edition. Belmont: CA Wards worth Publishing.
3. Semekh, B., and Culhy. (2005). *Research Methods in the Social Science*. New Delhi: Vistaar Publisher.
4. Winship, C. (2003). *Sociological Methods and Research*. London: Sage Publications.
5. Monette, Duane R., Sullivan, Thomas J. Dejong, and Cornell, R. (1998). *Applied Social Research: Tool for the Human Services* (4th Edition). New York: Harcourt Brace College Publishers.
6. Nachimas, Frankfort, C., and Nachmias, D. (1997). *Research Methods in the Social Sciences* (5th Edition). New York: St. Martin's Press Inc.
7. Lawrence, N.W. (2000). *Social Research Methods* (4th edition). Allyn and Eacon., Boston.
8. Somekh and Lewin. (2005). *Research methods in Social Sciences*. Vistaar, Publication, New Delhi.
9. Baker and Therese, L. (1989). *Doing Social Research*. McGraw Hill.
10. Corbin, J., and Strauss, A.C. (2008). *Basics of Qualitative Research* (Third Edition) . Sage Publications New Delhi

List of Major courses including research projects/theses

Subjects	C.H
SW 430-Social Case Work	03
SW 431-Social Group Work	03
SW 432-Community Organization & Development	03
SW 433-Advance Social Research Methodology	03
SW 434- Human Resource Management	03
SW 435-Social Action	03
SW 436-Social Work Theories	03
SW 437-Criminology	03
SW 438-Disability: Intervention & Rehabilitation	03
SW 439-Social Welfare policy and administration	03
SW 440-Project Planning and Management	03
SW 441-Local Government and Rural Development	03
SW 442-Organizational Behavior	03
SW 443-Human Growth and Personality Development	03
SW 444- Field Work & Report-I	02
SW 445-Field Work & Report-II	02
SW 446-Field Work & Report-III	02
SW 447-Thesis/Project/Internship/Viva	06


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Title of the Course: Social Case Work
Marks: 100 **Course Code: SW-430**

Course Objectives

The course will help the students to learn about the problems of individuals. It aims to highlight the strategies, skills and techniques used for the solution of individuals' problems.

Course Contents

Social Case Work

1. Definition and description of Social Case Work.
2. Basic concepts in Social Work and the general principles of practice.
3. Components of Social Case Work; Person; Problem; Place, Process; and Professional representative
4. Social Case Work as problems solving process: Social study; Diagnosis; Treatment
5. Identification of Social, Economic and behavioral factors influencing the client.
6. Management of worker-client relationship.
7. Techniques of Social Case Work Process
8. Counseling: Definition, Meaning and Techniques.
9. Interviewing and communication.
 - a. Definition and scope.
 - b. Social context of the interview.
 - c. Interviewing techniques.
 - d. Essential conditions.
10. Recording in Social Case Work, types of recording, essential of recording.
11. Case histories: Importance, contents, techniques leading to follow up and rehabilitation plans
Role of Social Case Worker in different fields of practice and in various settings.
 - a. Medical Social Work
 - b. School Social Work
 - c. Social Work and Mental Health
 - d. Social Work with drug addicts
 - e. Social Work with Aged
 - f. Social Work with Migrants
 - g. Social Work with disabled
 - h. Social Work with Prisoners
12. Trends and Issues in Case Work in Pakistan


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Suggested Readings:

1. Beulah, R. Compton and Galaway, B. (1994). *Social Work Processes*. Wadsworth, Inc., Belmont, California, U.S.A.
2. Cigno, K., and Bourn, D. (1998). *Cognitive-behavioral Social Work in Practice*. Ashgate Publishing Limited Gower House, Craft Road, Aldershot, Hants GU11 3HR, England.
3. Clark, C.L. (2000). *Social Work Ethics: Politics, Principles and Practice*. PALGRAVE, Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenues, New York, N.Y. 10010.
4. David L. Decker. (1980). *Social Gerontology*. Little Brown & Press Company, Boston, Toronto.
5. Hamilton, G. (1946). *Principles of Social case Recording*. New York, Columbia University Press.

6. Hamilton, G. (1951). *Theory and Practice of Social Case Work*. Columbia University Press.
7. Hester, M., Kelly, L., and Radford, J. (1996). *Women, Violence and Male Power*. Open University Press, Buckingham. Philadelphia.
8. Khalid, M. (2004). *Social Work: Theory and Practice*. Kifayat Academy Lahore, 2004.
9. O'Hagan, K. (1996). *Competence in Social Work Practice*. Jessica Kingsley Publishers Ltd. London N1 9JB, England.
10. Payne, M. (1997). *Modern Social Work Theory*. Macmillan Press, Ltd. London.
11. Pease, B., and Fook, J. (1999). *Transforming Social Work Practice*. Routledge, London & New York.
12. Perlman, H.H. (1957). *Social Case Work: A problem solving Process*. Chicago, The University of Chicago Press.
13. Richmond, M. E. (1917). *Social Diagnosis*. New York: Russell Foundation.
14. Seden, J. (1999). *Counseling Skills in Social Work Practice*. Open University Press, Buckingham. Philadelphia.

Title of the course: Social Group Work
Marks: 100 **Course Code: SW-431**

Course Objectives

The course will help the students to learn about the problems of individuals in groups. It aims to highlight the strategies, skills and techniques used for the solution of problems with the help of social group and its process.

Course Contents

Social Group Work:

1. Definition, characteristics and objective of group work.
2. Types of Social groups.
3. History, Nature, aims and goals.
4. Need and importance of social group work.
5. Group life in Islam, Family Group, Religious Group, School and Community as Inter Group.
6. Group formation and various stages of group development.
7. Functions of Social Group Work: (Preventive, Curative, Rehabilitative educational) Social Learning theories.
8. Theories, Principles and processes of Social Group Work.
9. Group Work Process (Diagnosis treatment and evaluation plan in Social Group Work).
10. Programme planning in social group work. Elements and techniques of programme planning. Role of Social Worker in programme planning.
11. Social Group Work agencies and group work practice within various fields and settings, institution for children, aged, prisoners delinquents, medical and psychiatric settings.
12. Social Group Worker, Role and Functions.
13. Recording in Social Group Work.
14. Leadership in Group Work.
15. Issues and trends in Social Group Work in Pakistan.

Suggested Reading::


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1. Balgopal, Pallassana R., and Vassil, T.V. (1983). *Groups in Social Work: An Ecological Perspective*. New York: McMillan Publishing Co., Inc.
2. Darnard, D. (1975). *The use of Groups in Social Work Practice*. London: Routledge and Kegan Paul Publishers.
3. Garvin and Charles, D. (1981). *Contemporary Group Work*. New Jersey: Prentice-Hall, Inc., Englewood Cliffs.
4. Gouran and Dennis, S. (1974). *The Process of Group Decision Making*. New York: Harper and Row, Publishers.
5. McCullough, M. K. and Ely, P.J. (1968). *Social Work with Groups*. London: Routledge & Kegan Paul Publishers.
6. Nano, M.C. (1978). *Group Work learning and Practice*. London: George Allen & Unwin, Publishers, Ltd.
7. Tom, D. (1976). *Group Work Practice*. Cambridge: Tavistock Publications.

Title of the course: Community Development
Marks: 100 Course Code: SW-432

Course Objectives:

The course aims at acquainting the students with the basic concepts of community development, approaches, strategies and theories. The emphasis will be placed on community mobilization and organization. The course will also cover the participatory development and different models of community development.

Course Contents

1. Introduction
 - a. Meaning, Scope and Subject Matter
 - b. Historical Development
2. Community Concepts and Definition
3. Community Development Programs in Underdeveloped Countries of Asia and Africa: India, Pakistan, Bangladesh, Kenya, Thailand, Egypt and Philippines.
4. Theories and Approaches of Community Development.
5. Processes of Community Development
 - a. Community Mobilization
 - b. Community Participation
 - c. Resource Mobilization.
6. Community Developments
 - a. History of Community Development before Partition of the Sub-continent
 - b. Community Development Programs in Pakistan
 - The V-AID program.


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- The BASIC DEMOCRACY B.D'S SYSTEM.
 - The Integrated rural development program
 - The People works program
 - Rural works program
7. Role of NGOs/ CBOs in Community Development
 8. Community Concepts and Definition
 - a. The Nature of Community
 - b. Methodology and Organization of Community
 - c. Development and Role of Social Welfare Councils in Community Development.
 9. Community Organization and Related Services
 - a. Family and Child Welfare
 - b. Cottage Industries
 - c. Adult Education,
 - d. Skill Development and Health
 - e. Housing
 - f. Water and Sanitation
 - g. Development in Rural/Urban Areas of Pakistan.
 10. Cooperation and Community Development
 - a. Principles and Methods of Cooperation
 - b. History of Cooperative Movement in Pakistan
 - c. Role of Cooperative Societies in Community Development.


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Field visits and Presentation of Report

Note:

Field visits of students shall focus on visiting community development projects in rural and urban areas. These projects may be both government and non-government organizations (NGOs). The students shall be required to submit field reports, which will be assessed as equivalent to 20 marks of the assignment by the teacher In charge.

Suggested Readings:

1. Cernea, M. (1985). *Putting People First: sociological Variables in Rural development*, New York, Oxford University press.
2. Chambers, R. (1983). *Rural development: Putting the Last First*, London, Longman.
3. Chambers, R. (1992). *Rural appraisal: Rapid, Relaxed and Participatory*, Sussex, Institute of development Studies.
4. Diane, W. (1998). *Community and Sustainable Development*. London: Earthscan Publications Ltd.
5. Edwards, M. and Hulme, D. (1992). *Making a Difference: NGOs and development in a Changing world*.
6. Escobar, A. (1995). *Encountering development: The Making and Unmaking of the Third World*, Princeton, Princeton University Press.

7. Fernandez, W., and Tandon, R. (1981). *Participatory Research and Evaluation: Experiments in Research as a Process of Liberation*, New Delhi, Indian Social Institute.
8. George, N.A. (1999). *Preserving the Legacy: Concepts in Support of Sustainability*.
9. Gerald, M. (2004). *Community Operational Research: OR and Systems Thinking for Community*.
10. James, B. E. (1979). *Community Development Research: Concepts, Issues, and Strategies*.
11. Khan, A. H. (1985). *Rural development in Pakistan*, Lahore, Vanguard Books Ltd.
12. Murray, R. G. (1955). *Community Organization: Theory and Principles*. New York: Harper and Row Publishers.
13. Sachs, W. (1992). *The Development Dictionary: A Guide to Knowledge and Power*, London, Zed Press.

Title of the course: Advance Social Research Methodology
Marks: 100 Course Code: SW-433

Course Objectives:

The course aims to understand social measurement, research design, and scientific ways to assess social phenomena. The focus will be on quantitative measurement; however, qualitative assessment with concepts and themes will also be taught.

Course Contents

Introduction

- a. Definition, significance of social research
- b. Characteristics of scientific social research
- c. Pure and applied research
- d. Social survey – meaning types
- e. Quantitative and qualitative approach in social research
- f. Selections and formulation of research problems
- g. Determinates of significant problems
- h. Components of a problems

Research

- a. Components of a research design
- b. Types of research design
- c. Scope and utility of research design
- d. Meaning and function of concept and variable in social research
- e. Abstraction and generalization – deduction and induction
- f. Conceptualization and re – conceptualization

Operationalization

- a. Meaning and definition of operationalization
- b. The process of operationalization.
- c. Reliability and validity

Scientific Hypothesis in Social Research

- a. Meaning and forms of hypothesis
- b. Function of hypothesis
- c. Sources and logic of deriving hypothesis
- d. Statistical testing of hypothesis

Sampling

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- a. Nature and importance
- b. Forms – probability and non – probability

Methods, Instruments and Techniques of Data Collection

- a. Sources of data,
- b. Methods of data
- c. Survey method
- d. Case study method
- e. Content analysis
- f. Experimental method
- g. Historical method / documentation
- h. Planning, techniques and instruments of data collection
- i. Questionnaire
- j. Interview schedule / guide
- k. Observation – participant, non – participant

Measurement and Scaling

- a. Indexes and scores
- b. Types of skills
- c. Ranking skill
- d. Paired comparison
- e. Method of equal appearing interval
- f. Internal consistency scale Thurston scale
- g. Rating scales

Analysis and Interpretation of Data

- a. Condign and tabulation
- b. Manual and computer operations
- c. Analysis of data and hypothesis

Presentation of Data and Report Writing

- a. Editing and coding of questionnaires
- b. Graphic and pictorial presentations
- c. Report writing
- d. Format of the report
- e. Bibliography, foot notes and references


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Suggested Readings:

1. Babbie, E. (2004). *The Practice of Social Research*. 10th Edition. Belmont: CA Wadsworth Publishing.
2. Babbie, E. (2005). *The Practice of Social Research*. Belmont, California: Wadsworth.
3. Baker and Therese, L. (1989). *Doing Social Research*. McGraw Hill.
4. Corbin, J., and Strauss, A.C. (2008). *Basics of Qualitative Research* (Third Edition) . Sage Publications New Delhi
5. Lawrence, N.W. (2000). *Social Research Methods* (4th edition). Allyn and Eacon., Boston.
6. Monette, Duane R., Sullivan, Thomas, J., Dejong, and Cornell, R. (1998). *Applied Social Research: Tool for the Human Services* (4th Edition). New York: Harcourt Brace College Publishers.
7. Nachimas, Frankfort, C., and Nachmias, D. (1997). *Research Methods in the Social Sciences* (5th Edition). New York: St. Martin's Press Inc.
8. Somekh & Lewin. (2005). *Research methods in Social Sciences*. Vistaar, Publication, New Delhi.
9. Winship, C. (2003). *Sociological Methods and Research*. London: Sage Publications.

Title of the course: Human Resource Management
Marks: 100 **Course Code: SW-434**

Course Objectives:

Human resource management has been included as a subject to provide necessary guidance and information to the students of sociology about human resources and particularly their management. The course will equip the students to plan, manage and then make a policy for the better utilization of human resources. Besides, the course focuses on the various HRM practices both at local and international level which will enhance the capacity of the students of sociology in terms of selection, utilization of resources for social welfare needs.

Course Contents

Introduction

- a. Meaning and Definition
- b. Importance of HRM
- c. Emerging Human resource management challenges.
- d. Trends in HRM
- e. Global vs local HRM practices
- f. Basic Islamic philosophy of managing human resource

Conducting Job analysis.

- a. HR Planning
- b. Job Description
- c. Job Specification

Staffing

- a. Recruiting and selecting employees
- b. Recruitment techniques
- c. Sources of recruitment
- d. Selection tests and Interviewing techniques

Employee development

- a. Performance appraisals
- b. Performance management
- c. Training and development
- d. Training the employees
- e. Types of training
- f. Technique of training
- g. Developing careers
- h. Career growth
- i. Project Description and discussion

Compensations

- a. Managing compensation
- b. Types of compensation
- c. Rewarding performance
- d. Pay for Performance
- e. Types of benefits
- f. Employee relations


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Suggested Readings

1. Bill, C., and Charan, R. (2011). *The Talent Masters: Why Smart Leaders Put People Before Numbers*. Crown Publishing Group. ISBN 978-0-307-46026-4.
2. Deacon, B. (2007). *Global Social Policy and Governance*.
3. Deacon, B. (2009). *Global Governance, Regional Integration and Social Policy*.
4. Edgar, L., and Chandler, J. (2004). *Strengthening Social Policy: Lessons on Forging Government-Civil Society*.
5. Nadler, L. (1984). *The Handbook of Human Resources Development*, John Wiley and Sons, New York.
6. Newman, J. (2005). *Remaking Governance: Peoples, Politics and the Public Sphere* *Journal of Social Policy by Social Administration Association*.
7. Ulrich, D. (1996). *Human Resource Champions. The next agenda for adding value and delivering results*. Boston, Mass.: Harvard Business School Press. ISBN 0-87584-719-6. OCLC 34704904.
8. Vernooy, R. (2008). *Social and Gender Analysis in Natural Resource Management*, Sage Publication New Delhi;

Title of the course: Social Action
Marks: 100 **Course Code: 435**

Course Objectives

This course will help the students to understand the basic concepts of Social Action. Social Action is one of the important fields of Social Work; the course will equip the students of social work with importance and need of Social action.

Course Contents

1. Introduction

- a. Definition, meaning, need and importance.
- b. Objectives and purpose of social action.
- c. Social work and social Action
- d. Need of Social Action
- e. Importance of Social Action

10. Social planning.

- a. Definition, concept & nature of planning.
- b. Social Action and Social Planning.
- c. Planning for social National Development.
- d. Steps in planning.
- e. Principal of planning.
- f. Types of planning difference among these plans:
 - Objectives
 - Strategies
 - Policies
 - Procedures



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- Rules
 - Programming
 - Project
 - Purpose of planning
11. Social actions regarding implementation of policies, plans, projects.
 - 12. Project proposal:**
 - a. Project planning, its area profile/data.
 - b. Assessment and prioritization of needs and problems.
 - c. Identification of existing internal and external resources (human resources, physical resources)
 - d. Project preparation by using tools like PC-1 and other projects proposal profarma.
 - e. Implementation
 - f. Monitoring and
 - g. Evaluation
 13. Introduction illustration of PC-1, PC-2, PC-3, PC-4, PC-5.
 14. Project preparation and implementation through community participation.

Suggested Readings:

1. Guy, P. (2006). *Crafting measurable objectives*. An Unpublished paper for a program evaluation course, University of North Carolina at Charlotte.
2. Hawkins, K. (2006). *Crafting measurable objectives*. An Unpublished paper for a program evaluation course, University of North Carolina at Charlotte
3. Khalid, M. (1992). *Social work: theory and practice*. Kifayat Academy, Urdu Bazar Lahore.
4. Mager, R. (1997). *Preparing instructional objectives* (2nd ed.). Atlanta: Center for Effective Performance.
5. Papay, J.(1998). *Men, gender divisions and welfare*. London and New York.

Title of the course: Social Work Theories
Marks: 100 **Course Code: SW-436**

Course Objectives:

The course provides a review of social work theories, theorists, models and perspectives used in modern social work practice. It focuses on the content and utility of theories in terms of understanding client and his problem in the social world i.e. Theories assist social workers in understanding, explaining or making sense of situations or behaviors and provide insight into what might have occurred in the past or might occur in the future. The basic aspect of social work theories is applying the theoretical knowledge to the practice for the efficient provision of help in micro, mezzo and macro situation.

Course Contents

Introduction

- a. Meaning and Types
- b. Development of social work theories
- c. Relation between sociological and social work theories
- d. Functions of Social Work theory

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- e. Theory and Theorizing

System Perspectives

- a. Systems Theory
- b. Ecological Systems
- c. Family Systems

Social Behavioral Perspective

- a. Cognitive theory
- b. Behavioral theory
- c. Social Learning theory

Developmental Perspective

- Psychosocial Developmental Theory

Humanistic Perspective

- Transpersonal Theory

Rational Choice Perspective

- Social exchange theory

Psychoanalytic Theory

- Sigmund Freud

Ego Psychology Theories

- a. Anna Frued
- b. Erik Erikson

Problem solving theory

- a. HH Pearlman
- b. Barbara Betz

Cognitive theory

- a. Jean Piaget
- b. Harold Weiner,
- c. Alfred Adler

Ecological Systems Theory

- Urie Bronfenbrenner

Role theory

- a. Ruth Benedict
- b. Kingsly Davis

Behavioral theories

- a. B.F. Skinner
- b. Ivan Pavlov

General system theory

- Ludwig von Bertalanffy

Attachment theory

- Bowlby


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Suggested Readings:

1. Adams, R., Dominelli, L. and Payne, M. (2009). *Critical Practice in Social Work*.
2. Burr, V. (2003). *Social Constructionism*, 2nd edn (London: Routledge). An accessible account of social construction theory in social psychology.
3. Dominelli, L. (2002). *Anti-oppressive Social Work Theory and Practice*. Basingstoke: Palgrave Macmillan.
4. Fook, J. and Gardner, F. (2007). *Practicing Critical Reflection: A Resource Handbook*. Maidenhead: Open University Press.
5. Howe, D. (1995). *Attachment Theory for Social Work Practice*. Basingstoke: Palgrave Macmillan.
6. Howe, D. (2008). *The Emotionally Intelligent Social Worker*. Basingstoke: Palgrave Macmillan.
7. Howe, D. (2009). *A Brief Introduction to Social Work Theory*. Basingstoke: Palgrave Macmillan.
8. Jokinen, A., Juhila, K. and Poso, T. (1999). *Constructing Social Work Practices*.
9. Thompson, N. (2010). *Theorizing Social Work Practice*. Basingstoke: Palgrave Macmillan.
10. Jokinen, A., Juhila, K., and Poso, T. (1999). *Constructing Social Work Practices* Aldershot : Ashgate.
11. Payne, M. (1996) *What is Professional Social Work?*. Birmingham: Venture.
12. Payne, M. (2005) *The Origins of Social Work: Change and Continuity* Basingstoke: Palgrave Macmillan.

Title of the course: Criminology
Marks: 100 **Course Code: SW-437**

Course Objectives:

This course familiarizes the students with the basic concepts, theories and methodologies used in the field of criminology. The role of pertinent agencies in crime control will be learnt. The course will focus on understanding crime, criminality, and social remedies.

Course Contents

Introduction

- a. Definition of crime
- b. Criminology and its scope
- c. Criminology and criminal law

Crime and Society

- a. Causes of crime
- b. Impacts of crimes on Social Institutions
- c. Crime as a social problem
- d. Remedies

Juvenile Delinquency

- a. Introduction
- b. Causes of juvenile delinquency
- c. Types of juvenile delinquents
- d. Crime prevention at juvenile level in Pakistan
- e. Juvenile court



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- f. Juvenile reformatories

Punishment

- a. Introduction
- b. Purpose of punishment
- c. Types of punishment
- d. A-Death penalty
- e. B-Imprisonment
- f. Prison and related problems
- g. Islamic concept of punishment

Classification of Criminals

- a. Legalistic criminals
- b. Moralistic criminals
- c. Psychopathic criminals
- d. Institutional criminal
- e. Situational criminals
- f. Habitual criminals
- g. Occupational criminals
- h. Organized criminals

Theories and Approaches to Criminal Behavior

- a. Cesare Lombroso theory of Biological foundation
- b. Sociological theory or Sutherland Differential Association theory
- c. Psychological and psychiatric theories of criminal behavior

Crime Detection Agencies in Pakistan

- a. FIA
- b. CIA
- c. ISI
- d. Techniques of crime detection
- e. Problems in crime detection

Rehabilitation of Offenders/Criminals

- a. Parole
- b. Probation

Suggested Readings:

1. Beccaria, C. (1764). Richard Davies, translator. ed. *On Crimes and Punishments, and Other Writings*. Cambridge University. ISBN 0-521-40203-4.
2. Bloch, Herbert A., and Gilbert, G. (1962). *Man, Crime and Society*. New York, New York, Random House.
3. Bursik Jr., Robert J. (1988). *Social Disorganization and Theories of Crime and Delinquency: Problems and Prospects*. Criminology.
4. Ferrell, J., Hayward, K., Morrison, W. and Presdee, M. (2004) *Cultural Criminology Unleashed*, London: Glasshouse Press
5. Gottfredson, M., and Hirschi, T. (1990). *A General Theory of Crime*. Stanford University Press.
6. Hall, S., Winlow, S., and Ancrum, C. (2008). *Criminal Identities and Consumer Culture*. London: Willan/Routledge
7. Hayward, K. J. (2004). *City Limits: Crime, Consumerism and the Urban Experience*. Routledge. ISBN 1-904385-03-6.
8. Hester, S., and Eglin, P. (1992). *Sociology of Crime*, London, Routledge.
9. Hillyard, P., Pantazis, C., Tombs, S., and Gordon, D. (2004). *Beyond Criminology: Taking Harm Seriously*. London: Pluto


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10. Hirschi, T. (1969). *Causes of Delinquency*. Transaction Publishers. ISBN 0-7658-0900-1.
11. Katz, J. (1988). *The Seductions of Crime*. New York: Basic Books
12. Khalid, M. (2001). *Social Work, Theory and Practice*. Kifayat Academy, Karachi.
13. Kornhauser, R. (1978). *Social Sources of Delinquency*. University of Chicago Press. ISBN 0-226-45113-5.
14. Larry, J.S. (2009). *Criminology: The Core* (10th Ed). Thompson and Wordsworth Inc.
15. Larry J. S. (2012). *Criminology: Theories, Patterns & Typologies* (11th Ed)
16. Larry J. S., Brandon, C.W. (2010). *Juvenile Delinquency. The Core* (4th Edition). Cengage Learning Publisher. ISBN0495809861, 9780495809869:

Title of the course: Disability: Intervention and Rehabilitation
Marks: 100 Course Code: SW-438

Course Objectives

This course will help the students to understand the nature and extent of the problems of disabilities. It will impart the students with the knowledge of programs and services regarding disability and rehabilitation of the persons with disabilities in their communities.

Course Contents

Introduction:

a. Definition of disability and its related concepts.

1. Impairment
2. Disability
3. Handicapped

Types of Disability

- a. Visual Impairment (structure of eye, types, causes and plan of rehabilitation)
- b. Physical disabilities (structure of spinal cord, definition of physical disability and related diseases and plan of rehabilitation)
- c. Mental retardation
- d. Definition of mental retardation, types, causes and plan of rehabilitation for the mentally retarded.
- e. Definition of communication disorders, types, causes and plan of rehabilitation.
- f. Demographic characteristics related with disability.
- g. Disability and its impacts on person, family and society.
- h. Conditions and status of handicapped in developing and developed countries.

II. PREVENTION AND REHABILITATION

- a. Definition of prevention and rehabilitation.
- b. Measures of rehabilitation in different setups (Familial, educational, vocational, socio-recreational).
- c. Policies and approaches for the rehabilitation of disabled.

III. SERVICES, PROGRAMMES AND LEGISLATIONS

- a. Programmes and services for the special groups.
- b. Organization and administration of Government and nongovernment services.
- c. Legislation regarding employment and placement of disabled – 1981.

IV. METHODS AND PRACTICES



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- a. Preventive and rehabilitation methods.
- b. Role of social worker in preventive and rehabilitative program.
- c. Use of social work methods, social work, community development, social research, social administration and social action.
- d. Major issues and trends in prevention and rehabilitation of disability.

Suggested Reading:

1. Bean, P. (1988). *Mental Disorder and Community Safety*. Palgrave Hound mills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York.
2. Burke, P. (2000). *Learning Disabilities in Children*.
3. Burkhauser, M. (1990). *Disentangling the Effect of Arthritis on Earnings: Simultaneous Estimate of Wage Rates and Hours Worked*, *Applied Economics*.
4. Maitre, L., Nolan and Whelan. (2001). *Reassessing Income and Deprivation Approaches to the Measurement of Poverty in Ireland*. Economic and Social Review.
5. Maitre, L., Nolan, David, W., and Williams, W. (2002). *Monitoring Poverty*. Research Series Paper No. 45, Dublin: The Economic and Social Research Institute
6. Nolan, G. (2004). *Disability and Labor Market Participation*, Equality Authority: Dublin.
7. Report of the National Conference (1979). *Child Development Prospects and Challenge*. Islamabad Pakistan 12-14 November.
8. Social Welfare wing Ministry of health and Social Welfare (1980). *Report on the handicapped child*. Government of Pakistan.

Title of the course: Social Welfare policy and Administration
Marks: 100 Course Code: SW-439

Course Objectives

1. To acquaint the students with the concept of social welfare policy planning and administration.
2. To familiarize the students with the government's development plans and with the processes and methods of social planning.
3. To provide the students the importance of administration and enable them to learn skills and techniques of administration and supervisory roles

Course Contents

Social welfare policy

Definition, meaning, scope and nature of social policy.

1. Social development.
2. Importance of socio-economic and political factors in social policy formation
3. Social policy and its implementation.
4. Trend and issues in social policy.

Social welfare administration

1. Definition, meaning and scope of social welfare administration.
2. What is administration?
3. Who is administrator?
4. Nature and functions of administration.



5. Administration process (planning, organizing leading and coordination and controlling, decision making).

Social planning

1. The concepts of social planning, national development and social progress.
2. Interdependence of economical, physical and social planning.
3. Processes and methods in social planning. The phases of social planning; identification of the problems and the setting of objectives; developments of the plan implementation and its evaluation.
4. Analysis and measurement of need, and the assessments of means and resources in social planning.
5. Organizational and Administration frame work for social planning.
6. Community participation in social planning.
7. Inter-disciplinary approach in social planning and the role of social worker.
8. Analysis of five year plans in social welfare.

Project proposal

1. Meaning nature and objectives of the project planning.
2. Process in project planning
 - a) Situation analysis
 - b) Assessment of need and problems
 - c) Assessment of existing internal and resources
 - d) Planning
 - e) Implementation
 - f) Evaluation
3. Role of social worker in guiding the community in project planning and implementation and evaluation.

Social action

- a. Definition, concept & nature of planning.
- b. Planning for social National Development.
- c. Steps in planning.
- d. Principal of planning.
- e. Types of planning difference among these plans:
- f. Objectives
- g. Strategies
- h. Policies
- i. Procedures
- j. Rules
- k. Programming
- l. Project
- m. Purpose of planning Social actions regarding implementation of policies, plans, projects.


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Suggested Readings:

1. Barker, R.L., & Douglas. (2000). *Forensic social work legal aspects of professional practice*. 2nd Edition. Haworth press inch. London.
2. Encyclopedia of research. (1982). *The Muslim school trust*. London.
3. Fenske, M. (2006). *Crafting measurable objectives*. An Unpublished paper for a program evaluation course, University of North Carolina at Charlotte.
4. Guy, P. (2006). *Crafting measurable objectives*. An Unpublished paper for a program evaluation course, University of North Carolina at Charlotte.
5. Hawkins, K. (2006). *Crafting measurable objectives*. An Unpublished paper for a program evaluation course, University of North Carolina at Charlotte
6. Khalid, M. (1992). *Social work theory and practice*. Kifayat Academy, Urdu Bazaar Lahore.
7. Mager, R. (1997). *Preparing instructional objectives* (2nd ed.). Atlanta: Center for Effective Performance.
8. Needham, P. R., and Newbury, J. (2004). Goal setting as a measure of outcome in palliative care. *Palliative Medicine*, 18, 444–451.
9. Papay, J. (1998). *Men, gender divisions and welfare*. London and New York.

Title of the course: Project Management
Marks: 100 **Course Code: SW-440**

Course Objectives:

The course acquaints the students with the basic concepts of project cycle, cause and effect relationship, logical frame work, planning and management. Required skills of field formation, preparation of different reports and techniques for the development of project will be studied. It will also equip students with the tools of monitoring, evaluation and impact assessment.

Course Contents

1. Introduction
 - a. Definition, need, identification, selection and scope of the project.
 - b. Characteristics of project, types of project.
 - c. Project cycle
 - d. Cause and effect diagram,
 - e. Project objectives
2. Project Planning
 - a. Development of indicators
 - b. Preparing Project Proposal
 - c. Logical framework analysis.
 - d. Key components of project
 - e. Potential problem analysis.
 - f. Fields force formation strategy
3. Project Organizing
 - a. Organization of resources
 - b. Task allocation, role Taking,



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- c. Coordination in project team,
 - d. Accountability within project
 - e. Conflict resolution
 - f. Time management
 - g. Liaison with external agencies
 - h. Preparation of technical progress reports
 - i. Preparation of financial progress reports
 - j. Writing of minutes and reports of project meetings.
4. Project Monitoring and Evaluation
- a. Checking deviation and progress monitoring
 - b. Follow-up, managing deviation,
 - c. Definition and difference between MandE
 - d. Need for evaluation
 - e. Steps in evaluation, collecting necessary data, expanding logframe matrix for evaluation, checking deviation, adjusting deviation
5. Impact assessment.
- a. Definition concepts and meaning
 - b. Types of impact assessment
 - i) Social impact Assessment
 - ii) Economic Impact Assessment
 - iii) Physical Impact Assessment
 - iv) Environmental Impact Assessment
 - c. Methods and techniques of Impact Assessment

Practical:

Exercises on project preparation, use of CPM/PERT Methods, LFA Exercise. Monitoring and evaluation exercise.

Suggested Readings:

1. Richard, H., Thayer and Yourdon, E. (2000). *Software Engineering Project Management* (2nd Ed. ed.). Wiley-IEEE Computer Society Press. ISBN 0-8186-8000-8.
2. Fleming, W. Q. (2005). *Earned Value Project Management* (Third Edition ed.). Project Management Institute. ISBN 1-930699-89-1.
3. Nokes, S. (2007). *The Definitive Guide to Project Management*. 2nd Edition. London (Financial Times / Prentice Hall):ISBN 978-0-273-71097-4
4. Paul, C. D. et al (2005). *The right projects done right*. John Wiley and Sons.
5. Ireland, L.R. (2006). *Project Management*. McGraw-Hill Professional, ISBN 0-07-147160-X.
6. Phillips, J. (2003). *PMP Project Management Professional Study Guide*. McGraw-Hill Professional, ISBN 0-07-223062-2
7. Lock, D. (2007). *Project Management* (9th edition.) Gower Publishing, Ltd., ISBN 0-566-08772-3
8. Kwak, Y.H. (2005). *A brief History of Project Management*. In: *The story of managing projects*. Elias G. Carayannis et al. (9 editions), Greenwood Publishing Group. ISBN 1-56720-506-2
9. Cleland, D.I., and Gareis, R. (2006). *Global Project Management Handbook*. Chapter 1: "The evolution of project management". McGraw-Hill Professional. ISBN 0-07-146045-4
10. Stevens, M. (2002). *Project Management Pathways*. Association for Project Management. APM Publishing Limited. ISBN 1-903494-01-X
11. Witzel, M. (2003). *Fifty key figures in management*. Routledge, ISBN 0-415-36977-0.

12. Kousholt, B. (2007). *Project Management – Theory and practice*. Nyt Teknisk Forlag. ISBN 87-571-2603-8..
13. Harrison, F.L., and Lock, D. (2004). *Advanced project management: a structured approach*. Gower Publishing, Ltd. ISBN 0-566-07822-8.
14. Kerzner, H. (2003). *Project Management: A Systems Approach to Planning, Scheduling, and Controlling* (8th Ed. edition.). Wiley. ISBN 0-471-22577-0.
15. Hamilton, A. (2004). *Handbook of Project Management Procedures*. TTL Publishing, Ltd. ISBN 0-7277-3258-7

Title of the course: Local Government and Rural Development
Marks: 100 **Course Code: SW-441**

Course Objectives

The course will help the students to understand the various concept used in the field of local government and rural development. It will highlight the importance of local government and rural development for the overall development of a country.

Course Contents

Introduction

- a. Local government system meaning and definition,
- b. The concept of local self government.
- c. Historical development of local government in Pakistan.
- d. Devolution plan, objectives and strategies.
- e. Present Structure of local government in Pakistan.
- f. Rural development its meaning and definition
- g. The role of local government in rural development.

History of Rural development in Indo Pak

1. Pre Partition

- a. Christians Missions
- b. Baroda Efforts
- c. Tagore Efforts
- d. Ghandi Approach
- e. Ramakrishana Movement

2. Post Partition

- a. Village AID
- b. Integrated Rural Development Program
- c. Basic Democracy System
- d. Integrated Rural Development program
- e. Rural work program

The Structure of Rural Pakistan

- a. The physical structure
- b. The social structure
- c. Economics structure


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- d. Features /characteristics of rural areas in Pakistan
- e. Various obstacles in the way of rural development with special reference to physical, social, political, economic and religious obstacles.

Areas of Rural Development

- a. Agriculture,
- b. Health
- c. Education
- d. Micro Finance schemes and loans.

Institutional Framework and Development

- a. Meaning of institutions.
- b. Coordination among different institutions.
- c. The principle of self-sufficiency of an institution.
- d. The need of coordination for development.
- e. Problems of coordination in developmental process.

Suggested Readings:

1. Ali, H., and Ali. Z. (1998). *The Local Government Manual*. The Ideal Publication Karachi.
2. Bedekar, S. K. (1937). *Relationships between Social and Economic Conditions*.
3. Berger, G. (1992). *Social Structure and Rural Development*.
4. Blunt, S. E. (1938). *Social Service in India*. London: Oxford University Press.
5. Brayne, F. L. (1937). *Better Villages*. London: Oxford University Press.
6. Chandrasekhar, S. (1946). *India's Population: Fact and Policy*. New York.
7. Jamil, M. M. (1996). *Local Government in LDCs*. Feroze Sons, Lahore.
8. Afif, T. (1944). *Agricultural Production and Food Consumption in Iran*. Foreign Agriculture.
9. Tariq, B., Kamal, A.R., and Shahrukh, R. K. (1998). *Just Development*. Oxford University Press, Karachi.

Title of the Course: Organizational Behavior
Marks: 100 **Course Code: SW-442**

Course Objectives:

Concerning the performance of an organization, it is very much important for a person to understand the organizational set-up and the overall behavior in this regard. The course of organization behavior has been framed with such objectives that the student of social work are very much concern about behavior, attitudes, social learning, motivation, leadership and even group life. The present course will enhance the capacity of the students to understand such concepts in the view of the organizational structure for better management. Further, such knowledge will provide them prompt chances of better organization and leadership for proper and correct judgment and decision making.

Course Contents

Introduction:

- a. What is Organizational Behavior
- b. Importance of organizational behavior
- c. Foundations of Individual Behavior:
- d. Biographical Characteristics, Ability, Learning


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- e. Organizational behavior from Islamic and indigenous perspective
- f. Understanding human psychology through the lenses of Quran and Sunnah

Attitudes, perception and decision in organization behavior

- a. Attitudes and Job Satisfaction
- b. Types of attitudes
- c. Types of behaviors
- d. Perception and Individual Decision Making
- e. Why perception is important
- f. Types of decision making
- g. Biases and errors in decision making

Motivation concepts

- a. Content theories of Motivational
- b. Process theories of motivation
- c. Motivation: from concept to application
- d. Applying motivation concepts for designing reward system
- e. Emotions and Moods

Foundations of Group Behavior

- a. Groups in organization
- b. Group socialization
- c. Group networking
- d. Power and politics
- e. Conflict and negotiation
- f. Types of conflicts

Basic Approaches to Leadership

- a. Trait theories
- b. Behavioural theories
- c. Contemporary Issues in Leadership

Functions of organization structure

- a. Types of organizational structure
- b. Organizational structure and its impact on individuals and groups
- c. Organizational culture
- d. Organizational culture and individual behavior
- e. Stress and its management


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Suggested Readings

1. Baron, Robert A., and Jerald, G. (2008). *Behavior in organizations* – 9th edition. Pearson Education Inc., New Jersey: 2008.
2. Hatch, M.J. (2006). *Organization Theory: Modern, symbolic, and postmodern perspectives*. (2nd Edition). Oxford University Press ISBN 0-19-926021-4.
3. Herbert, A.S. (1997). *Administrative Behavior: A Study of Decision-Making Processes in Administrative Organizations, 4th ed., The Free Press*.
4. Ishmael, J. (2008). *The Human Factor: Inside the CIA's Dysfunctional Intelligence Culture*. New York: Encounter Books ISBN 978-1-59403-382-7.

5. Kanigel, R. (1997). *The One Best Way, Frederick Winslow Taylor and the Enigma of Efficiency*. London: Brown and Co.
6. Karl, E.W. (1979). *The Social Psychology of Organizing* 2nd Ed. McGraw Hill ISBN 0-07-554808-9.
7. Richard, S.W. (2007). *Organizations and Organizing: Rational, Natural, and Open Systems Perspectives*. Pearson Prentice Hall. ISBN 0-13-195893-3.
8. Robbins and Stephen, P. (2004). *Organizational Behavior - Concepts, Controversies, Applications*. 4th Ed. Prentice Hall ISBN 0-13-170901-1.
9. Robbins, S. P. (2003). *Organizational Behavior: global and Southern African perspectives*. Cape Town, Pearson Education South Africa.
10. Strati, A. (1999). *Organization and Aesthetics*. London: Sage
11. Tompkins and Jonathan, R. (2005). *Organization Theory and Public Management*. Thompson Wadsworth ISBN 978-0-534-17468-2

Title of the course: Human Growth and Personality Development
Marks: 100 **Course Code: SW-443**

Course objectives:

This course will provide the background knowledge about the stages of normal growth of the individual and to study the concept of psycho social development and the dynamics that influences his/her life pattern. This course will give insight about the psycho-dynamics of problems at different age level and give the students' knowledge about personality, views of different psychologist and pattern of normal and abnormal behavior.

Course Contents

Introduction

- Meaning and significance of the study of human growth for effective social work practice

Basic assumptions of human behavior

- a. Approaches to the study of human development.
- b. Principles of human development.
- c. Fundamental influences, family, peers, school and society.

The biological and psychological development of the individual:

- a. Pre-natal and post natal development
- b. Infancy
- c. Pre-school child
- d. School child
- e. Puberty
- f. Adulthood
- g. Old age

Theories of personality development

- a. Freud psycho analytic theory
- b. Jung's Analytical theory
- c. Social psychological theory of Adler

Concept of abnormal behavior:



- a. Psychotic Disorder
- b. Neurotic disorder
- c. Psychosomatic Disorder

Defense Mechanism

- Concepts utilities and various defense mechanism

Suggested Readings:

1. Pikunas, J. (1974). *Human development*. New York. McGraw Hill book and Company.
2. Arthur, F. (1974). *The Field of Social Work*. New York; Holf Reinhort and Winston Inc.
3. Elizabeth, H. (1972). *Child Development*. New York; McGraw Hill Book Company.
4. Rex, S. (1964). *Introduction to Social Work*. New Jersey; prentice Hall Inc.
5. Ryner, E. (1975). *Human development*. London; Gorge Allen and union Ltd.
6. Standley, F. (1970). *Insights into Human Behavior*. Boston and Holbrook press.
7. Glenn, H. (1969). *Behavior and development from 5 to 10*. London; Harper and Row.
8. Elizabeth, H. (1978). *Adolescent Development*. New York; McGraw hill Book Company.
9. Dience, R., and Wendkos, S. (1978). *Human Development*. New York, McGraw Hill Book Company.
10. Englen, B. (1985). *Personality Theories*. Boston, Houghton Mijlin, Company.
- Calvin, H. (1973). *A Premier of Freudian psychology*. New York, New American Library.
11. Wallach, H. (1981). *Approaches to child and family policy*. Colorado, West View press.

Field Work & Report-I	Marks: 50	Course code: SW-444
Field Work & Report-II	Marks: 50	Course code: SW-445
Field Work & Report-III	Marks: 50	Course code: SW-446
Thesis/Project/Internship/Viva	Marks: 150	Course code: SW-447

General courses to be chosen from other department's 7-8 courses 21-24 credit hours

Subjects	C.H
SW 311-Social Anthropology	03
SW 312-Introduction to Sociology	03
SW 313-Introduction to Management	03
SW 314-Human Resource Development	03
SW 315-Introducation to Economics	03
SW 316-Introduction Entrepreneurship	03
SW 317-Introducation to Psychology	03
SW 318-Population and Demography	03
SW 319-Logics and Critical Thinking	03
SW 320-Islamic Jurisprudence	03
SW 321-Gender Studies	03
SW 322- Introduction to Law	03
SW 323-Introduction to Political Science	03
SW 324-Introduction to Philosophy	03
SW 325-Mass Communication	03

03

Title of the course: Social Anthropology
Marks: 100 **Course Code: SW-311**

Course Objectives:

The course aims to introduce the pertinent concepts and theories about evolution of humans and culture. The course will dilate branches of anthropology including physical anthropology, archaeology, socio-cultural anthropology, and linguistic anthropology.

Course Contents

Introduction:

- a. Meaning and Definition Social Anthropology
- b. Nature of Social Anthropology,
- c. Sub-Fields in Social Anthropology
- d. Scope of Social Anthropology.

Social Stratification in Simple Societies:

- a. Egalitarian Societies,
- b. Ranked Societies,
- c. Class and Caste ridden Societies

Marriage and Family Institution:

- a. Introduction to family and Marriage system
- b. Functions of family in rural areas
- c. Universality of Marriage,
- d. Ways of Marriage,
- e. Theories on INCEST TABOO,
- f. Forms of Marriage.

Kinship Structure:

- a. Variation in Marital Residence,
- b. Major Systems in Kinship Terminology,
- c. Omaha System,
- d. Crow System,
- e. Iroquois System,
- f. Eskimo System.

Political Institution/Organization:

- a. Types of Political Organizations,
- b. Resolution of Conflicts,

Religion Institution:

- a. Universality of Religion,
- b. Variation in Beliefs Religious,
- c. Variation in Practice Religious,
- d. Religion and Magic,

Economic Institution:

- a. Division of Labor,
- b. Reciprocity System,
- c. System of Redistribution.



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Suggested Readings:

1. Darshan, M. S. (2000). *Encyclopedia of Anthropology* (Vol.7). Social Anthropology. Mittal Publication New-Delhi
2. Epstein A.L. (2012). *The Craft of Social Anthropology*. New Jersey. USA.
3. Evans, P. (2004). *Social Anthropology*. Taylor and Francis Group.
4. Everett, A.H. (1979). *Culture and Social Anthropology*. New Delhi: McGraw Hill Publishing Co.
5. Fried, M.H. (1973). *Exploration in Anthropology*. Reading in Culture. Man and Nature, New York: Thomas y. Cromwell Company
6. Hicks, D., and Gwynne, A.(1996). *Cultural Anthropology* (2nd ed). New York. Harper Collins Publishers Inc.
7. Hobel, E.A. (1972). *Anthropology: The study of man*. 4th ed., New York, McGraw-Hill.
8. Kottak, P.C. (1991). *Anthropology. The Exploration of Human Diversity*. McGraw –Hill Inc.
9. Mayer, L. (1965). *An Introduction to Social Anthropology*. Clarendon Press.
10. Park, M.A. (1986). *Anthropology: An Introduction*. New York: Harper and Row.
11. Pocock, P.D. (1998). *Understanding Social Anthropology*. New Jersey USA. ISBN 0485121409.
12. Ronald, L.E. (1982). *Social Anthropology*. Oxford University Press.
13. Stocking, G. J. (1995). *After Taylor: British Social Anthropology 1888-1951*. The University of Wisconsin Press. USA.
14. Wilcox. C. (2008). *Social Anthropology* (Edited). Transition Publishers. New Jersey. USA.
15. William, A. H. (1975). *Culture Anthropology*. Holt Rinehart and Winston

Title of the course: Introduction to sociology
Marks: 100 **Course Code: SW-312**

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 social systems and structures, socio-economic changes and social processes. The course will provide due foundation for further studies in the field of sociology.

Course Contents

- 1. Introduction**
 - a. Definition, Scope, and Subject Matter
 - b. Sociology as a Science
 - c. Historical back ground of Sociology
- 2. Basic Concepts**
 - a. Group, Community, Society
 - b. Associations
 - i. Non-Voluntary
 - ii. Voluntary
 - c. Organization
 - i. Informal
 - ii. Formal
 - d. Social Interaction
 - i. Levels of Social Interaction
 - ii. Process of Social Interaction



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- a) Cooperation
- b) Competition
- c) Conflict
- d) Accommodation
- e) Acculturation and diffusion
- f) Assimilation
- g) Amalgamation

3. Social Groups

- a. Definition & Functions
- b. Types of social groups
 - i. In and out groups
 - ii. Primary and Secondary group
 - iii. Reference groups
 - iv. Informal and Formal groups
 - v. Pressure groups

4. Culture

- a. Definition, aspects and characteristics of Culture
 - i. Material and non material culture
 - ii. Ideal and real culture
- b. Elements of culture
 - i. Beliefs
 - ii. Values
 - iii. Norms and social sanctions
- c. Organizations of culture
 - i. Traits
 - ii. Complexes
 - iii. Patterns
 - iv. Ethos
 - v. Theme
- d. Other related concepts
 - i. Cultural Relativism
 - ii. Sub Cultures
 - iii. Ethnocentrism and Xenocentrism
 - iv. Cultural lag

5. Socialization & Personality

- a. Personality, Factors in Personality Formation
- b. Socialization, Agencies of Socialization
- c. Role & Status

6. Deviance and Social Control

- a. Deviance and its types
- b. Social control and its need
- c. Forms of Social control
- d. Methods & Agencies of Social control

7. Collective Behavior

- a. Collective behavior, its types
- b. Crowd behavior
- c. Public opinion
- d. Propaganda
- e. Social movements


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f. Leadership

Suggested Readings:

1. Anderson, M, L., and Howard, F. T. (2001). *Sociology: the Essentials*. Australia: Wadsworth.
2. Brown, K. (2004). *Sociology*. UK: Polity Press
3. Gerald, L. et al. (1973). *Order and Change: Introductory Sociology* Toronto: Oxford University Press.
4. Giddens, A. (2002). *Introduction to Sociology*. UK: Polity Press.
5. Harold, K. R. (1989). *Sociology: Social Structure and Social Conflict*. New York: Macmillan Publishing Company.
6. Henslin, J.M.(2004). *Sociology: A Down to Earth Approach*. Toronto: Allen and Bacon.
7. Koenig, S. (1957). *Sociology: An Introduction to the Science of Society*. New York: Barnes and Nobel..
8. Macionis, J. J. (2005). *Sociology* 10th edition. South Asia: Pearson Education
9. Magill, F.N. (2003). *International Encyclopedia of Sociology*. U.S.A: Fitzroy Dearborn Publishers
10. Tischler, H. L. (2002). *Introduction to Sociology* 7th edition. New York: The Harcourt Pres

Title of the course: Introduction to Management

Marks: 100

Course Code: SW-313

Course Objectives

This is an introductory course about the management of organizations. It provides instructions on principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, organizing, leading, and controlling; and recent concepts in management. The principles learned in this course will allow the student to effectively work with and through others in an organization. The course will also encourage the students to explore and inquire the applicability of western management principles and theories in local settings.

Course Contents

1. Introduction to Management
2. Organization, The management Process
3. The History and evaluation of Management
4. Organizational theories and different approaches to management
5. The organizational Culture and the Manager
6. The external environment and the Manager
7. The internal environment and the manager
8. Foundations and basic elements of Planning
9. Process of planning and MBO Effective strategic planning
Decision Making
10. The manager's role as decision maker
11. Decision making process
12. Basics of Strategic Management
13. Case of Strategic Management
14. Strategic management process
15. Organizational Structure



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16. Types of organizational structures

MID-TERM EXAMINATION

17. Case Decision-making
18. Human Resource Management
19. HRM processes
20. Motivation its theories
21. Current issues in Motivation
22. Team work and Group Behavior
23. Case of team and team work
24. Leadership and its characteristics
25. Leadership styles and Behaviors
26. The process of Control
27. The Control Standards
28. Case of Controlling
29. Presentation
30. Conclusion Session

Suggested Readings:

1. Coulter, M., and Robbins (ND). *Management, International ed. Griffin, Management 8th ed.*
2. Stephen, P., and Robins, M.C. (ND). *Management.*
3. Koontz, H., Odonnel., and Weihrich, H.(ND) *Management.*
4. Farland, M. (ND) *Management: Foundation and Practice.*
5. Fulmer, R.M. (ND). *The New Management.*

Title of the Course: Human Resource Development
Marks: 100 Course Code: SW-314

Course Objectives

The course will help the student to learn the basics concept and principles of human resource development. It will impart the students with knowledge of various organizations and human resource management and development.

Course Contents

Chapter One

- a. Human resource development
- b. Introduction,
- c. Meaning and difference between social organizations,
- d. Formal and informal organization,
- e. Characteristics of formal organization,
- f. Theories of formal organization
- g. Classical organization theory,


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- h. Neoclassical organization theory, System approach to organization,

Chapter Two

- a. Organizational structure and human resource development,
- b. Meaning and Interrelationship of organizational size,
- c. complexity and formalization,
- d. Meaning and types of human resource development activities

Chapter Three

- a. Organizational process,
- b. Motivation, Power and authority,
- c. Leadership, Communication,
- d. Conflict, Decision making,

Chapter Four

- a. Human resource administration,
- b. Role of human resource development in organization and socialization of employees,
- c. Training and development of employees,
- d. Career planning and human resource development,
- e. Meaning and problems of performance appraisal General problems in
- f. Organizations in Pakistan,
- g. Structural problems,
- h. Operational problems
- i. Behavioral problems,

Suggested Reading:

- Rao TV. (2000). *Human Recourse Development*. National Book Foundation Islamabad.
- Ahuja, K.K. (1993). *Management and Organization*. Delhi: CBS Publishers and Distributers.
- Wehrich and Koontz. (1993). *Management: A Global Perspective* (10th ed.)New York: McGraw-Hill, Inc.
- Werther, William B., and Davis, K. (1993). *Human Resources and Personnel Management* (4th ed.), New York: McGraw-Hill, Inc.

Title of the course: Introduction to Entrepreneurship
Marks: 100 Course Code: SW-316


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COURSE DESCRIPTION/OBJECTIVES

With more than half of the new jobs being created in the world economy by small businesses, the particular problems and experiences encountered in starting and developing new enterprises are clearly worth studying. This course of Entrepreneurship has been designed to provide the participants with an overall understanding of the concept of entrepreneurship and small business management. Participants will be prepared to start, survive, and succeed in their own businesses. For those who consider becoming part of a big traditional business, while working for someone else, as a viable career option, it is hoped that participation in this course will orient them towards thinking and acting more entrepreneurially and creatively in the big business ambience. Thus, regardless of their future plans and hopes, this course can benefit them greatly in how they think and act, from an entrepreneurial viewpoint, in the future.

1. **ENTREPRENEURSHIP: AN EVOLVING CONCEPT**
 - a. Entrepreneurship – A perspective
 - b. Emerging Trends: The Internet and E-Commerce
 - c. ENTREPRENEURIAL OPPORTUNITIES
 - d. The evolution of Entrepreneurship
 - e. The myths & approaches to entrepreneurship
2. **UNDERSTANDING STRATEGIC ISSUES IN BUSINESS PLAN DEVELOPMENT**
 - a. Comparative analysis entrepreneurship in other countries
 - b. Strategic Objectives
 - c. Competitor Analysis
3. **UNDERSTANDING STRATEGIC ISSUES IN BUSINESS PLAN DEVELOPMENT**
 - a. STP Strategies
 - b. Marketing Mix Strategies
4. **UNDERSTANDING THE ENTREPRENEURIAL PERSPECTIVE IN INDIVIDUALS**
 - a. The Entrepreneurial Perspective
 - b. The Dark side of Entrepreneurship
 - c. Entrepreneurial Motivation
5. **ENTREPRENEURIAL PERSPECTIVE IN ORGANIZATIONS CORPORATE ENTREPRENEURSHIP**
6. **SOCIAL ENTREPRENEURSHIP AND THE ETHICAL CHALLENGES OF ENTREPRENEURSHIP**
 - a. Innovation: the creative pursuit of ideas
 - b. Opportunity Identification: The search for New Ideas
 - c. Entrepreneurial Imagination and Creativity
 - d. The role of Creative Thinking
 - e. Arenas in Which People Are Creative
 - f. Innovation and the Entrepreneur
 - g. The Innovation Process
7. **PATHWAYS TO ENTREPRENEURIAL VENTURES**
 - a. The Pathways to New Ventures for Entrepreneurs
 - b. Creating New Ventures
8. **Acquiring an Established Entrepreneurial Venture**
 - Franchising: The Hybrid
9. **LEGAL CHALLENGES FOR ENTREPRENEURIAL VENTURES**
 - a. Legal Challenges for the Entrepreneurial Venture
 - b. Intellectual Property Protection: Patents, Copyrights, and Trademarks
 - c. Identifying Legal Structures for Entrepreneurial Ventures
 - d. Sole Proprietorships
 - e. Partnerships
 - f. Corporations
 - g. Specific Forms of Partnerships and Corporations
 - h. Understanding Bankruptcy
10. **MARKETING CHALLENGES FOR ENTREPRENEURIAL VENTURES**
 - a. The Marketing Concept for Entrepreneurs
 - b. Marketing Research
 - c. Inhibitors to Marketing Research


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- d. Internet Marketing
- e. Developing the Marketing Concept
- f. Developing a Marketing Plan
- g. Pricing Strategies

11. FINANCIAL PREPARATION FOR ENTREPRENEURIAL VENTURES

- a. The Importance of Financial Information for Entrepreneurs
- b. Understanding the Key Financial Statements
- c. Preparing Financial Budgets
- d. Pro Forma Statements
- e. Capital Budgeting
- f. Break-Even Analysis
- g. Ratio Analysis

12. DEVELOPING AN EFFECTIVE BUSINESS PLAN

- a. What is a Business Plan?
- b. Pitfalls to Avoid in Planning
- c. Benefits of a Business Plan
- d. Developing a Well- Conceived Business Plan
- e. Elements of a Business Plan
- f. Updating the Business Plan
- g. Presentation of the Business Plan: The "Pitch"

13. STRATEGIC ENTREPRENEURIAL GROWTH

- a. The Nature of Strategic Planning in Emerging Firms
- b. Strategic Planning
- c. The Lack of Strategic Planning
- d. The Value of Strategic Planning
- e. Managing Entrepreneurial Growth
- f. Venture Development Stages
- g. The Entrepreneurial Company in the Twenty-First Century
- h. Building the Adaptive Firm
- i. The Transition from an Entrepreneurial Style to a Managerial Approach
- j. Understanding the Growth Stage
- k. Unique Managerial Concerns of Growing Ventures

PROJECTS/PRESENTATIONS

Suggested Readings:

1. Barringer, B. & Ireland, R. 2008. *Entrepreneurship. Successfully launching new ventures.* 2nd edition. Pearson Prentice-Hall.
2. Bilimoria, L.K. (ND). *Bottled for Business The Less Gassy Guide to Entrepreneurship.*
3. Donald, F.K. (ND). *Entrepreneurship – Theory Process Practice*, Donald F. Koratko 8th Edition (South Western - Cengage Learning).
4. Hirsch, R. et al. (2008). *Entrepreneurship.* 7thed. McGraw-Hill Irwin. (earlier editions are fine too).
5. Lang, J (ND). *The High-Tech Entrepreneur's Handbook: How to Start and Run a High-Tech Company.*
6. Massey, C. (ed) (2011). *Managing the Small Firm in New Zealand.* Pearson.
7. Storey, D.J. (2004). *Understanding the Small Business Sector.* Thompson Press.


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 Ujjain University

8. Timmons, J.A. et al, (2011). *New Venture Creation. Entrepreneurship for the 21st century. A Pacific Rim Perspective*. McGraw-Hill.

Title of the course: Introduction to Psychology
Marks: 100 **Course Code: SW-317**

Course Objectives

Describe psychology with major areas in the field, and identify the parameters of this discipline. Distinguish between the major perspectives on human thought and behavior. Appreciate the variety of ways psychological data are gathered and evaluated. Gain insight into human behavior and into one's own personality or personal relationships. Explore the ways that psychological theories are used to describe, understand, predict, and control or modify behavior.

Course Contents

1. **Introduction to Psychology**
 - a. Nature and Application of Psychology with special reference to Pakistan.
 - b. Historical Background and Schools of Psychology (A Brief Survey)

2. **Methods of Psychology**
 - a. Observation
 - b. Case History Method Experimental Method
 - c. Survey Method
 - d. Interviewing Techniques

3. **Biological Basis of Behavior**
 - a. Neuron: Structure and Functions
 - b. Central Nervous System and Peripheral Nervous System
 - c. Endocrine Glands

4. **Sensation, Perception and Attention**
 - a. Sensation
 - (I) Characteristics and Major Functions of Different Sensations
 - (II) Vision: Structure and functions of the Eye.
 - (III) Audition: Structure and functions of the Ear.

 - b. Perception
 - (I) Nature of Perception
 - (II) Factors of Perception: Subjective, Objective and Social
 - (III) Kinds of Perception:
 - (IV) Spatial Perception (Perception of Depth and Distance)
 - (V) Temporal Perception; Auditory Perception.


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c. Attention

- (I) Factors, Subjective and Objective
- (II) Span of Attention
- (III) Fluctuation of Attention
- (IV) Distraction of Attention (Causes and Control)

5. **Motives**

- a. Definition and Nature
- b. Classification

Primary (Biogenic) Motives: Hunger, Thirst, Defecation and Urination, Fatigue, Sleep, Pain, Temperature, Regulation, Maternal Behavior, Sex

Secondary (Sociogenic) Motives: Play and Manipulation, Exploration and Curiosity, Affiliation, Achievement and Power, Competition, Cooperation, Social Approval and Self Actualization.

6. **Emotions**

- a. Definition and Nature
- b. Physiological changes during Emotions (Neural, Cordial, Visceral, Glandular), Galvanic Skin Response; Pupillometrics
- c. Theories of Emotion
- d. James Lange Theory; Cannon-Bard Theory
- e. Schachter –Singer Theory

7. **Learning**

- a. Definition of Learning
- b. Types of Learning: Classical and Operant Conditioning Methods of Learning: Trial and Error; Learning by Insight; Observational Learning

8. **Memory**

- a. Definition and Nature
- b. Memory Processes: Retention, Recall and Recognition
- c. Forgetting: Nature and Causes

9. **Thinking**

- a. Definition and Nature
- b. Tools of Thinking: Imagery; Language; Concepts
- c. Kinds of Thinking
- d. Problem Solving; Decision Making; Reasoning

10. **Individual differences**

- a. Definition concepts of;
- b. Intelligence, personality, aptitude, achievement

Suggested Reading :



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1. Atkinson, R. C., and Smith, E. E. (2000). *Introduction to psychology* (13th ed.). Harcourt Brace College Publishers.
2. Fernald, L. D., and Fernald, P. S. (2005). *Introduction to psychology*. USA: WMC Brown Publishers.
3. Glassman, W. E. (2000). *Approaches to psychology*. Open University Press. Hayes, N. (2000). *Foundation of psychology* (3rd ed.). Thomson Learning.
4. Lahey, B. B. (2004). *Psychology: An introduction* (8th ed.). McGraw-Hill Companies, Inc.
5. Leahey, T. H. (1992). *A history of psychology: Main currents in psychological thought*. New Jersey: Prentice-Hall International, Inc.
6. Myers, D. G. (1992). *Psychology*. (3rd ed.). New York: Wadsworth Publishers.
7. Ormord, J. E. (1995). *Educational psychology: Developing learners*. Prentice- Hall, Inc.

Title of the course: Population and Demography
Marks: 100 **Course Code: SW-318**

Course Objectives:

Relevant concepts of population dynamics shall be explored. The theories in relation to population growth will be shared. The concept of culture and social values regarding population growth will be emphasized. The variables including fertility, mortality, and migration shall be studied with reference to change in population in a given area. Population policies about growth and control will be learnt.

Course Contents

1. Introduction

- a. The significance of population study
- b. Scope of Population studies
- c. Sources of population data

2. Theories of Population

- a. Theory of demographic transition
- b. Malthusian population trap and its criticism
- c. Ibn-e-Khaldun theory.

3. Population growth in Pakistan

- a. Historical trends
- b. Present population situation
- c. Future prospects.

4. Demographic processes

- a. Nuptuality
- b. Fertility: socio-economic variables affecting fertility
- c. Migration:
- d. Social Mobility:
- e. Mortality: Socio-economic variables affecting mortality


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5. The structure of Pakistan's population

- a. Geographic distribution
- b. Age and Sex structure
- c. Education, Dependency burdens. Birth rates: their relationships to GNP growth rates and income distribution.

6. Family Planning

- a. Social Acceptance
- b. Status of Family Planning in Rural and Urban Areas
- c. Strategies by Government and NGOs to create awareness

7. Population related problems of Pakistan

- a. Economic factors behind high fertility rate
- b. Social, cultural and, ethnic factors behind high fertility rates
- c. Mortality especially maternal and Infant mortality.

8. The population debates

- a. Some conflicting opinions
- b. The micro-economic theory of fertility
- c. The demand for children in developing countries

PRACTICAL

Students have to submit a comprehensive research report demonstrating various dimensions of Pakistan population based on data collected from different relevant government and non-government organization

Suggested Readings:-

1. Paul, D. (2003). *Geoffrey Mcnicoll Encyclopedia of Population*. Macmillan Reference U.S.A (Thomson/Gale);
2. Peterson, W. (1975). *Population*. New York, Macmillan.
3. Raj, H. (1993). *Population Studies, Indian council of Social Research sciences*. New Delhi;
4. Srinivasan, K. (1998). *Basic Demographic Techniques and Applications*. Sage Publication. Andrew Hinde, 1998. *Demographic Methods*, Oxford.
5. Todero, M.P.(2000). *Economics Development in the Third World*. Longman, London.
6. United Nations. (2004). *Population Division*. Department of Economic and Social Affairs. Retrieved February 13, 2004.
7. United States Census Bureau . (2005). *Census Bureau - Countries Ranked by Population*. Retrieved February 13, 2005.
8. UNO. (2000). *Population Trends*. World population Monitoring. Department of Economics and Social Affairs, Population Division.
9. Weeks, J.R. (1992). *Population: An Introduction to Concepts and Issues*. Belmont California, Wadsworth Publishing Company.


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Title of the course: Gender Studies
Marks: 100 **Course Code: SW-321**

Course Objectives:

The concepts about gender relations will be learnt. The historical movements and feminist perspectives about gender relations will be explored. The course will provide understanding about globalization and its role towards changing gender relation in various societies around the world. Special emphasis shall be given to Muslim and Pakistani societies. Specific areas of gender discrimination (both for men and women) will also be learnt.

Course Contents

1. Introduction

- a. Definition, Concepts and Importance
- b. Gender Studies in International Setting
- c. Gender Studies in Pakistani Perspective
- d. Feminism

2. Major Feminist Perspectives

- a. Liberal Feminism
- b. Radical Feminism
- c. Marxist Feminism
- d. Theological Feminism

3. Gender and Human Rights

- a. Definition and Nature of Human Rights
- b. Collective Rights
- c. Ethnic Minority Rights
- d. Fundamental Rights
- e. Property Rights

4. Gender and Politics

- a. Gender and Third World Politics
- b. Women Political Leaders, Past and Present
- c. Women in the Legislatures and Executive of the Law
- d. Power and Patriarchy
- e. Women in Pakistani Political Setup
- f. Women Participation in Local Government System

5. Gender and Education

- a. Gender and education
- b. Gender, Origin and development of education
- c. Gender Education and religion
- d. Gender Education and polity
- e. Gender Education and economy
- f. Gender Education and social mobility
- g. Gender and Forms of education



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6. Gender and Population

- a. Population composition
- b. Sex Composition
- c. Gender Roles and Family Size
- d. Gender and Reproductive Role
- e. Gender and Youth problem
- f. Gender and Population Issues
- g. Changing Perspective of Gender Roles in Population

7. Gender and Development

- a. Gender Roles
- b. Access to Resources
- c. Gender Disparity
- d. Problems of Gender Development
- e. The role of Development Aid in Gender development
- f. The role of non-government organizations in Gender development
- g. Journey from WID to GAD

Suggested Readings:

1. Beauvoir, S. D. (2007). *The second Sex Vintage*.
2. Biber, S.N.H. (2008). *Handbook of Feminist Research*. Sage Publication New Delh.
3. Bornsterin, K. (1995). *Gender outlaw: on Men, Women and Rest of US, Vintage*.
4. Butler, J. (2004). *Undoing Gender*. Routledge.
5. Butler, J. (2006). *Gender Trouble: Feminism and the Subversion of Identity*. Routledge.
6. Davis, K., Evans, M.S., and Lorber, J. (2008). *Handbook of Gender and Women's Studies*. Sage Publication New Delhi;
7. Foucault, M. (1990). *The History of Sexuality: An introduction, Vintage*.
8. Holmes, M. J. (2008). *What is Gender? (Sociological Approaches)*. Sage Publication New Delhi;
9. Ikramullah, S.S. (2000). *From Purdah to Parliament*. Oxford University Press, Karachi.
10. Jane, P. (2008). *Key Concepts in Gender Studies*. Sage Publication New Delhi
11. Jasmin, M. (2002). *Between Chadar and the Market*. Oxford University Press. Karachi.
12. Johan, S. (2008). *The Kaleidoscope of Gender*, Sage Publication New Delhi;
13. Khan, S.R. (2000). *50 years of Pakistan's Economy*. Oxford University Press.
14. Mead, M. (2001). *Male and Female*. Harper Perennial.
15. Rege, S. (2008). *Sociology of Gender (The Challenge of Feminist Sociology knowledge)*. Sage Publication New Delhi;
16. Social Policy and Development Centre. (2000). *Social Development in Pakistan*. New York, Oxford University Press.
17. Sterling, A.F. (2000). *Sexing the Body: gender Politics and the Construction of sexuality*. Basic Books. New Ed edition.
18. Vernooy, R. (2008). *Social and Gender Analysis in Natural Resource Management*. Sage Publication New Delhi;


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Title of the course: Introduction to Political Science

Marks: 100

Course Code: SW-323

Course Objectives

This course will help out the students to understand the basic concepts of political science. It mainly emphasizes on the functional aspects of politics in a society. The students are to be enabled to understand the functioning of the political system, study its various components and actors influencing this functioning.

Course contents.

- 1) Introduction to political science
 - a) Definition, nature and scope of political science
 - b) Relations of political science with social sciences
- 2) **Political community**
 - a) State and its evolution
 - b) Concepts of state with reference to Plato, Aristotle, Ibnkhaldoon Shah Wali Ullah , Machiavelli, Hobbes and John locke.
 - c) Concepts of sovereignty: Islamic and western
- 3) **Forms of government**
 - a) Unitary and Federal
 - b) Parliamentary and Presidential
 - c) Democratic and Totalitarian
- 4) **Structure and Role of government**
 - a) Legislature
 - b) Executive
 - c) Judiciary
 - d) Separation of powers with checks and balances
- 5) **Political participation**
 - a) Political parties
 - b) Public opinion
 - c) Interest groups

Recommended books

1. Shafi, C.A. (1996). *Usul e Siyasiat* . Lahore standard book depot .
2. Ahmad, S.B. (1985). *Riyasat jo ilm, jamshoro*. Institute of Sindhalogy University of Sindh.
3. Haq, M. (1996). *Theory and practice in political science*. Lahore book land.
4. Roskin, M.G. (1999). *Political science: an introduction* . London: prentice hall.
5. Agarwal, R.C.(2006). *Political theory (principles of pol.science)*. New Delhi, s. chand and co.
6. Sarwar, M. (1996). *Introduction to political science*. Lahore ilmi kutub khana.


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Elective subjects 4 courses 12 credit hours

Subjects	C.H
SW 419-Social Change and Development	03
SW 420-Pakistani Society	03
SW 421-Race and Ethnicity	03
SW 422-Urban Development	03
SW 423-Drug Abuse Prevention and Rehabilitation	03
SW 424-Gerontological Social Work	03
SW 425-Disaster Management	03
SW 426-Corporate Social Responsibility	03
SW 427-NGOs Management	03
SW 428-Conflict Resolution	03
SW 429- Clinical Social Work	03

Title of the course: Social change and Development
Marks: 100 **Course Code: SW-419**

Course Objectives:

The course highlights the basic concepts, causes, resistance to social change and transformation. The Evolutionary, cyclic and conflict theoretical approaches and models of social change will be discussed. It also focuses on the relationship of change with respect to socio-economic and political aspects of development.

Course Contents

1. Introduction
 - a. Various dimensions of social change
 - b. Magnitude, rate and direction of social change
 - c. Identification of social change.
 - d. Factors affecting social change
2. Theories of social change.
3. Analysis of social change
 - a. Types of social change
 - b. Dynamics of social change: dynamics of social change in Pakistan.
4. Trends and prospects of social change in the Third World.
5. Analysis of economic development in modern and modernizing countries.
6. Sociology of economic development
 - a. Development-nature and scope
 - b. Sociological and economic concepts of development
 - c. Development continuum-under-development


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7. Social and economic development
 - a. Instruments
 - b. Approaches to development
 - c. Implications of development,
8. Rural and urban sections of economic development
 - a. Sustainable development
 - b. Problems in development
 - c. Availability of physical resources
 - d. Non-availability of technical know-how
 - e. Availability of appropriate human resources
 - f. Socio-cultural constraints of development
 - g. Social implications of development.

Suggested Readings

1. Ghimire, K.B. and Pimbert, M.P. (1997). *Social Change and Conservation*, London, Earthscan.
2. Gouldner, Alvin, W., and Miller, S.M. (1965 eds.). *Applied Sociology: Opportunities and Problems*, New York: Free Press.
3. Halperin, Sandra. (2004). *War and Social Change in Modern Europe: The Great Transformation Revisited*.
4. Hunter, G. (1969). *Modernizing Peasant Societies*, London: Oxford University Press.
5. Khan, S. R., Ed. (2000). *50 years of Pakistan's Economy*. Karachi: Oxford University Press.
6. Kingston, Jeff. (2004). *Japan's Quiet Transformation: Social Change and Civil Society in the Twenty*.
7. Lapiere, R.T. (1965). *Social Change*. New York: McGraw Hill Book.
8. Moore, W.E. (1974). *Social Change*. Englewood Cliffs, N.J. Prentice Hall Inc.
9. Schelke and Waltraud. (2000). *Paradigms of Social Change: Modernization, Development, Transformation*
10. Schuerkens and Ulrike. (2004). *Global Forces and Local Life-worlds: Social Transformations*.
11. Smith, A.D. (1973). *The Concept of Social Change: A Critique of the Functionalist Theory of Social Change*. London, Routledge and Kegan Paul.
12. Swansen, G.E. (1971). *Social Change*. Glenview, III, Scott, Foresman and Co.

Title of the course: Pakistani Society and Culture
Marks: 100 **Course Code: SW-420**

Course Objectives:

The course aims to make students learn about the nature and structure of Pakistani society. It aims to impart knowledge about national culture and sub-cultures of Pakistan. The course will develop understanding about the integrated function of various social institutions in the country.

Course Contents

1. **Introduction**
 - a. Definition of Society
 - b. Characteristics of Pakistani Society

- c. Social Stratification, Cast, Class and Ethnicity
- d. Social Institutions in Pakistan
 - i. Family
 - ii. Religion
 - iii. Economy
 - iv. Politics
 - v. Education
 - vi. Recreational
- 2. **Educational Dynamics**
 - a. Illiteracy
 - b. Literacy
 - c. Universal Primary Education Concept
 - d. Schools; Technical and Higher Education
 - e. Status of Formal and Informal Education
- 3. **Historical Perspective of Pakistani Culture**
 - a. Provincial Culture
 - b. Culture of Punjab
 - c. Culture of Sindh
 - d. Culture of KPK
 - e. Culture of Balochistan
 - f. Culture of Kashmir and Northern Areas
- 4. **Urban and Rural Division of Pakistan**
 - a. Rural Society
 - b. Urban Society
 - c. Rural Power Structure
- 5. Minority and Their Belief
- 6. Major Social Problems
- 7. Major Occupation and Production Activities


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Suggested Readings:

1. Ahmad S. A. (1975). *Mataloona: Pukhto Proverbs*. Oxford University Press, Karachi.
2. Ahmad S.A. (1980). *Pukhtun Economy and Society. Traditional Structure and Economic Development in a Tribal Society*. London: Routledge and Kegan Paul.
3. Caroe and Olaf. (1977). *A Review of Ahmad, In Asian affair.*, Vol.VII (October).
4. Churchill Winston. (1898). *The Story of the Malakand Field Force*. Leo Cooper and Octopus Publishing Groups plc, London.
5. Dupree. L. (1980). *Afghanistan*. Princeton University Press. p.126.
6. Gluckman, M. (1971). *Politics, Law and Ritual in Tribal Society*. Basil Blackwell, Oxford.
7. Lindholm, C. (1996). *Frontier Perspective: Essay in Comparative Anthropology*. Karachi: Oxford University Press.
8. Mumtaz, K. (1987). *Women of Pakistan in Readings on Women in Pakistan*. John Murray. London.
9. Mumtaz, K., and Farida, S. (1987). *Women of Pakistan, Tow Steps Forward One Step Back*. Vanguard.
10. Shaheed, F. and. Mumtaz, K. (1990). *Women's Participation in Pakistan*. Shaheed, F. et al. 1998. *Women in Politics: Participation and Representation in Pakistan*. Shirkat Gah, Pakistan.
11. Shaheed, Farida, and Aisha, L. F. (2004). *Great ancestors: women asserting rights in Muslim contexts: information & training kit*. Lahore, Pakistan: Shirkat Gah.
12. Spain, W.J. (1963). *The Pathan Border Line*. Mouton, The Hague.
13. Zia, S., and Bari, F. (1999). *Women's Political Participation in Pakistan* Unpublished Report.

Title of the course: Race and Ethnicity
Marks: 100 **Course Code: SW-421**

Course Objectives:

Most societies in the contemporary world are undergoing a radical and dramatic transformation. There is now a growing acknowledgement and appreciation of the existence of cultural diversity across countries and continents as well as within the same country. This has led to a rethinking of conventional social science categories such as nation, nation-state and homogeneous national cultures as the bedrock of nation-states. The aim of this course is to sensitize students to the dynamics and ramifications of these changes and their sociological significance with reference to race and ethnicity.

Course Contents

1. Introduction

- a. Race & Ethnic Relations,
- b. Ethnic Groups, Races, Racism,

2. Theories of Race and ethnic Inequality.

3. Race and Ethnic Stratification:

- a. Stratification System,
- b. Race and Ethnic Stratification System,
- c. The Origin of Race and Ethnic Stratification,
- d. Minority Responses to Subordination,
- e. The Relations between Class & Ethnicity.

4. Factor in Race and ethnic dominance:

- a. Prejudice,
- b. Discrimination,
- c. Theories of Prejudice & Discrimination.

5. Patterns of Race and Ethnic Relations:

- a. Conflict and Order,
- b. Assimilation,
- c. Pluralism,
- d. The Variability of Race and Ethnic Relations,
- e. A Typology of Multi Ethnic Societies.

6. Race and Ethnic Relations Pakistan:

- a. The Development of Race and Ethnic Inequality,
- b. Race and Ethnic Stratification,
- c. Prejudice & Discrimination,
- d. Stability & Change.

7. Issues of Race and Ethnic Conflict & Change:

- a. Race and Ethnic Conflict & Change,
- b. Assimilation & Pluralism,
- c. The Newest Immigration,
- d. The Future of Race and Ethnic Relations.


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Suggested Readings:

1. Banton, M. (1967). *Race Relations*. London, Tavistock.
2. Burgess, M., and Flaine. (1983). Race and Social Change in South Africa: Divergent Perspective. *Journal of Ethnic Studies*.
3. Davis, F. J. (1978). *Minority-Dominant Relations: A Sociological Analysis*. Arlington Heights, 1 ii: AHM.
4. Fraser, M. (1973). *Children in Conflict, Growing up in Northern Ireland*. New York: Basic Books.
5. Hargreaves, A.G. (1995). *Immigration, Race and Ethnicity in Contemporary France*. Routledge.
6. Martin, M. N. (1985). *Race & Ethnic Relations American & Global Perspective*. Wadsworth Publishing Company, Belmont, California.
7. Montague, A. (1963). *Race, Science and Humanity*. Princeton. N.J.: Van Nostrand.
8. Nash, M. (1962). *Race & The Ideology of Race*. *Current Anthropology* 3. June.
9. Raymond, M.W. (1963). *Race. Class & Power*. New York: American.
10. Spencer, S., and Spencer, S. (2006). *Race and Ethnicity: Culture, Identity and Representation*. Routledge.
11. Steinberg, S. (2001). *The Ethnic Myth: Race, Ethnicity, and Class in America*. Beacon Press.
12. U.S. Department of Health and Human Services. (2001). *Mental Health: Culture, Race, and Ethnicity—A Supplement to Mental Health: A Report of the Surgeon General*. Rockville, MD: U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Mental Health Services.

Title of the course: Urban Development
Marks: 100 Course Code: SW-422

Course Objectives:

This course will help the students to learn the basic concepts and related issues of urban development.

Course Contents

Introduction

Urban Development

1. Meaning and Definition of Urban Development

Urban Education

1. Schools in the city
2. Higher Education in the City (Colleges, Universities)

Urban Finances

1. Concept of Urban Finance
2. Financial Crises of the cities


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3. Financing of Urban Government

Urban Housing

1. Concept of Urban Housing
2. Types of Urban Housing
3. Its effects on Family patterns & life
4. Problems of Urban Housing
5. Communication & Public Opinion

Slums and Squatter Settlement

1. Meaning Definition, Types of Slums
2. Meaning, Definition and Types of Squatter Settlement
3. Causes and Consequences of Slum in Pakistan
4. Rural Urban Migration
5. Adjustment of Migrants

Urban Poverty

1. Concept of Poverty
2. Levels of Poverty
3. Causes of Urban Poverty
4. Alleviation of Poverty

Urban Disorganization

1. Meaning and Definition
2. Types of Disorganization (Crimes, Violence, Terrorism)
3. Causes of Urban Disorganization
4. Remedies Measures to Control Disorganization

Urban Design

1. Image of the city
2. Planning and Development of the City
3. Future of the City

Suggested reading:

1. Auty, R. M. (1995). *Patterns of Development Resources*. Policy and Economic Growth, London, Deward Arnold.
2. Bryant, E. D., and Peck, D. L. (2007). *21st Century Sociology; A reference Handbook*. Sage Publication U.S.A.
3. Brenner, N., and Kiel, R. (ed.) (2006). *The Global Cities Reader*. Routledge, London & New York.
4. Gottdiener, M., and Budd, L. (2005). *Key concepts in Urban Studies*. Sage, London.
5. Loewenstern, Louis K., (ND) "Urban Studies" the Free Press, New York.
6. Parker, S. (2004). *Urban Theory and the Urban Experience Encountering the City*. Routledge, London
7. James, Q. A. (1995). *Urban Sociology*. New York, America Park Co.


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8. Schneider, R. .(1979). *On the Nature of Cities*. Jossey Bass, London.
9. Hassan, A. (2001). *Unders Tanding*. Karachi, City Press, Karachi.
10. Webster. (1990). *Introduction to the Sociology of Developments*. Hong Kong, Macmillan Education Limited.

Title of the course: Drug Abuse Prevention and Rehabilitation
Marks: 100 Course Code: SW-423

OBJECTIVES

1. The course is designed to help the students to understand the nature and extent of drug abuse as a social problem
2. To enhance the approach of students about the various methods used in the field of prevention, treatment and rehabilitation.
3. To strengthen the professional work approach of students against adverse effect of drug abuse.

Course Contents

Introduction

- a) Definition, meaning and nature of drug abuse.
- b) Historical background of drug abuse around the world.
- c) Classification of drug abuse by its kinds and sources.

History and prevalence

- a) Nature of drug abuse and its development in Pakistan.
- b) Drug trafficking, major routs and sources areas.
- c) Drug dependency and its extent in Pakistan.

Effect of drug abuse

- a) Adverse effect of drug abuse on mental health.
- b) Drug abuse, consequences on individual and family;
- c) Drug dependency and psychological effects.
- d) Biological effects of drug abuse on addicts and his family members.
- e) Social economical factors in drug abuse.
- f) Drug abuse effecting social values.

Methods and practices

- a) Detoxification of drug abuse.
- b) Social case work, group work, community development, social research and action in drug abuse prevention and treatment.
- c) Role of social worker to eradicate drug abuse.
- d) Psychotherapy and counseling techniques.

Services and their organization

- A) Drug abuse control.
- B) Role of legislation in drug abuse control.
- C) Role of mass media against drug abuse.


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- D) Law enforcing agencies at national and international level.
- E) Role of public and private agencies in drug abuse treatment.
- F) Prevention: public health education, social awareness, community participation.
- G) Treatment: methods of treatments:
 - Sedating methods
 - Sympathetic methods.
- H) Rehabilitation: familial, vocational, educational and social,
- I) Identification of hurdles in restoration of lost personality after treatment.
- J) Relapse causes and effects.

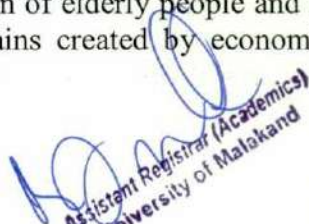
Suggested Readings:

1. Pierce, J.P., Fiore, M.C., Novotny, T.E., Hatziandreu, E.J., and Davis, R.M. (1989). Trends in Cigarette Smoking in the United States: Educational Differences are increasing. *Journal of the American Medical Association*.
2. Pierce, J.P., Macaskill, P., and Hill, D. (1990). Long-Term Effectiveness of Mass Media led Anti smoking Campaigns in Australia. *American Journal of Public Health*.
3. Pollock, M., and Middleton, K. (1989). *Elementary School Health Instruction*, 2nd ed. St. Louis, Times Mirror/Mosby College Publishing.
4. Popkin, B., Haines, P., and Reidy, K. (1989). Food Consumption Trends of U.S. Women: Patterns and determinants between 1977 and 1985. *American Journal of Clinical Nutrition*.
5. Portnoy, B., Anderson, D.M., and Eriksen, M.P. (1989). Application of Diffusion Theory to Health Promotion Research. *Family and Community Health*.
6. Protes, D.L., Leff, D.R., Brooks, S., and Gordon, M.T. (1985). Uncovering Rape: The Watchdog Press and the Limits of Agenda Setting. *Journal of Public Opinion*.
7. Puska, P., McAlister, A., Pekkola, J., and Koskela, K. (1981). Television in Health Promotion: Evaluation of a National Programme in Finland. *International Journal of Health Education*.
8. National survey on drug abuse.(1993). *Report on Drug Abuse in Pakistan*

Title of the course: Gerontological Social Work
Marks: 100 **Course Code: SW-424**

Course Objectives:

The worldwide trends indicate that the proportion of aged people in the populations of different societies is ever increasing. This has far reaching socio-economic and even political implications for the societies across the world. Social Scientists are looking at this issue as a matter of serious concern. It has therefore become essential to study the problems created by increasing aging population, as well as, the problems of aged people in the society. The subject in particular is designed to study the profile of changes in the age composition of different societies and its various implications of the increasing aging population. Similarly, the concern is to how the traditional ways of accommodating of aged population in the main streams of family and community life and to see how far they would be useful in modern society. Further, it will also focus on strategies, programmes and measures adopted in a modern society to bring about psychological, sociological and economic rehabilitation of elderly people and to make them members of members of the society without stresses and strains created by economic dislocation and physical disabilities.


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Course Contents

Introduction

- a. Ageism and Social Gerontology:
- b. The Development of Social Gerontology,
- c. The Demography of Aging,
- d. The Biology and Epidemiology of Aging,
- e. Variations in the Experience of Aging

Aging and the Individual:

- a. The psychology of Aging,
- b. Work, Retirement and Liesure,

Social Theories of aging.

The Political Economy of Aging and Aging and Family:

- a. Political power,
- b. The Townsend movement,
- c. Contemporary,
- d. Organizations and political power,
- e. the political attitude and voting behaviour of older,
- f. the potential for conflict over the distribution of wealth,
- g. Present family life style and nuclear family,
- h. Aging and sexuality.

Social Problems and Older People,

- a. Aging and deviant behaviour,
- b. Housing and institutions,
- c. Religion and aging
- d. Death and dying

Aging and the Future:

- A. Aging in a postindustrial society



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Suggested Readings

1. Birren, J.E. and Clayton, V. (1975). *History of Gerontology, In Aging: Scientific Perspectives and Social Issues*, New York: D. Van Nostrand.
2. Coelho, A., (2003). *Biology of Aging, Progress in Molecular and Sub cellular Biology*. vol. 30, Springer-Verlag Berlin Heidelberg New York, ISSN 0079-6484, ISBN 3-540-43827-0.
3. Hooyman, N. R., and Kiyak, H. A. (2011). *Social gerontology: A multidisciplinary perspective* (9th ed.). Boston: Pearson Education, Inc.
4. Leaf, A. (1975). *Youth in Old Age*. New York: McGraw-Hill
5. Liebig, Phoebe, S., Birren, J.E. (2003). *The Andrus Center: A tale of gerontological firsts*. Contemporary Gerontology.
6. Streib, G.F., and Orbach, H.L. (1967). *The Development of Social Gerontology and the Sociology of Aging, in the uses of sociology*. New York: Basic Book.
7. Taylor, A.W., and Johnson, M.J. (2008). *Physiology of Exercise and Healthy Aging*. Champaign, IL: Human Kinetics.
8. U.S. Census Bureau. (2010). *the Older Population: 2010*. Carrie. Census Briefs, C2010BR-09 <http://www.census.gov/prod/cen2010/briefs/c2010br-09.pdf>
9. Vicky, R.N. (2009). *Theories of Aging (Part 3) - Sociological Theories*.
10. Webster, N. (2003). *Webster's new American dictionary*. New York: HarperCollins.

Title of the course: Disaster Management
Marks: 100 **Course Code: SW-425**

Objectives

Objectives of this course are to gain exposure to the key concepts, typologies, processes, management and disaster mitigation. The course aims to equip students with intervention and strategies used in disasters management and mitigation. The course is helpful to develop the skills of students in assessing the vulnerability in disaster and planning strategies in pre and post disaster periods.

Course Contents

Disaster concept

- a. Meaning, definition, significance;
- b. Major disastrous events in Pakistan and rest of the world

Types of disasters

- a. **Natural disasters:** famine, drought, flood, cyclone, tsunami, earthquake.
- b. **Man-made disasters:** riots, blasts, industrial, militancy, displacement; causes, effects & impact and interventions.

Disaster mitigation and disaster management

- a. Strategies for the Reduction of vulnerability in pre-disaster period
- b. Concept and principles of disaster mitigation
- c. Disaster management; risk assessment; prevention; preparedness; education & awareness.

Impact of disaster:

- a. During disaster; post-disaster
- b. Impact of disaster on physical, economical, spatial, psycho-social conditions; post-traumatic stress Disorder (PTSD)
- c. Politics of aid distribution in disaster

Disaster process:


- a. Rehabilitation; major issues and dynamics in the administration of relief, reconstruction and rehabilitation
- b. SHORT-term & long-term plans of Rehabilitation
- c. COMMUNITY participation: objectives, prerequisites and constraints Resource mobilization.

Disaster and intervention opportunities:

- a. Disaster policy in Pakistan;
- b. Role of PDMA, NDMA
- c. Role of National and international agencies during and post disaster period
- d. Role of social work intervention strategies

Major Disastrous events in Pakistan

- a. Earth quack
- b. Flood
- c. War Conflict


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Suggested Readings

1. Backer, C.W., and Chapman, W. (1969). *Man and Society in Disasters*, New Delhi: Basic Books.
2. Birnbaum, F., Coplon, J., and Scharff, T. (1973). *Crisis Intervention after a Natural Disaster*. Social Case Work, Vol.54.
3. Blackford, K., and Levine, J. (1972). *Crisis Intervention in earthquake*. Social Work, Vol.17.
4. Chen, L. (1973). *Disaster in Bangladesh*. Health crisis in a developing Nation, New York: Oxford University Press.
5. Clarke, J.I., and Curson. (1991). *Population and Disaster*, Oxford: Basil Blackwell Ltd.
6. Frederick, C. (1984). *Disasters and Development*, Oxford: Oxford University Press.
7. Fritz, C.E. (1968). *International Encyclopedia of Social Science*, Vol.4, USA: The Macmillan Company and the Free Press (202-208).
8. Gangrade, K.D., and Dhadde, S. (1973). *Challenge and Response*. Delhi: Ranchana Publications.
9. Garb, S., and Eng. E. (1969). *Disasters Hand Book*. New York: Springer.
10. Hoff, A. (1978). *People in Crisis: Understanding and Helping*. California: Addison Wesley Publishing Company.
11. Joint Assistance Centre (1980). *Natural Disaster*. New Delhi: Adhyatma Sadhana Kendra.
12. Maskrey, A. (1989). *Disaster Mitigation: A Community Based Approach*, Oxford: Oxfam.
13. Narayan, S. (2000). *Anthropology of Disaster Management*, New Delhi: Gyan Publishing House.
14. Parasuraman, S., and Unnikrishnan, P.V. (2000): *India Disasters Report: Towards Policy Initiative*, New Delhi: Oxford University Press.
15. Singh, R.B. (ed.) (2000). *Disaster Management*, New Delhi: Rawat Publications.
16. Sinha, P.C. (1998). *Encyclopedia of Disaster Management (Vol.1-10)*, New Delhi: Anmol Publications.
17. Tata Institute of Social Sciences. (2002). Special Volume on Disaster Management, *Indian Journal of Social Work*, Vol.63, Issue 2, April.

Title of the course: Corporate Social Responsibility

Marks: 100

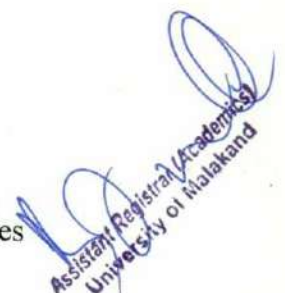
Course Code: SW-426

Course Objectives:

The course will pinpoint the concepts of CSR, stakeholders and their needs. A deliberate sharing on enablers, tippie-bottom line and organizational approaches will be held. The management of reporting, assurance issues and role of internal audit will be discussed at length.

Course Contents

- 1 Corporate Social Responsibility: Basics
 - a Corporate Social Responsibility means
 - b The value proposition of Corporate Social Responsibility
 - c Definitions, capital market influences, rating organizations, recent studies
 - d CSR competencies
 - e Emerging guidelines


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- 2 Stakeholders and Their Needs
 - a Governments, non-governmental organizations (NGOs)
 - b The voiceless stakeholders
 - c Geo-political influences
- 3 Risk Management
 - a Corporate governance
 - b Enterprise risk management
 - c Guidance from many constituencies
 - d Linkage to internal audit standards
- 4 Triple Bottom Line
 - a Economic viability
 - b Environmental soundness
 - c Social responsibility
- 5 Organizations Approaches
 - a Climate change challenges
 - b Environmental health and safety concerns
 - c Supply chain issues
 - d Social responsibilities
- 6 Managing Reports and Audits
 - a Reporting challenges, dos and don'ts
 - b Assurance emerging practices
 - c Competencies required

Suggested Readings:

1. Jonker, J., and Witte, M.C.D. (2006). *Management Models for Corporate Social Responsibility*.
2. Kotler, P., and Lee. N. (2005). *Corporate Social Responsibility: Doing the Most Good for Your Company and Steve Kent May*. George Cheney, Juliet Roper -2007. *The Debate over Corporate Social Responsibility*.
3. Vogel, D. (2005). *Business and Economics*. The Market for Virtue: The Potential and Limits Of Corporate Social.
4. Werther, W.B., and Chandler, D. (2006). *Strategic Corporate Social Responsibility: Stakeholders in a Global Environment*
5. Yunus, M., and Weber, K. (2008). *Creating a World without Poverty: Social Business and the Future of Capitalism*.

Title of the course: NGO Management
Marks: 100 **Course Code: SW-427**

Course Objectives:

The main objectives of present course are to understand the role of NGOs in socio-economic development across the globe. But more specifically we will discuss the cases from Pakistan. In this class we will underline why we need NGOs and how effective this network is? On other hand we will also evaluate the developmental performances of different NGOs in Pakistan.

Course Contents

1. Strategic management of NGOs

Management of NGOs, NGOs and social change

2. Involvement of NGO in civil society

Role of NGOs in global civil society

3. NGOs and democracy

Regulations to corporations, Government NGO co-operation, NGOs in planning and development

4. NGOs and global governance

Role of Global Governance in NGO Management

5. Advocacy of NGOs

NGOs advocates of good governance

6. Financing NGOs

Risks of bank-NGO relations, Funding NGOs, Role of IMF, Financial and technical activities of IMF

7. NGOs: issues and opportunities

NGOs' policy towards international criminal court

Managing NGOs in Developing Countries: Experiences from Pakistan

8. Managing People and Organizations

Case Study 1

Case Study 2

Case Study 3

9. Project Management in Pakistani NGOs

Case Study 1

Case Study 2

Case Study 3

10. Managing Change

Case Study 1


Case Study 2

Case Study 3

Credit hours/ Marks: - 3

Suggested Readings:

1. Goel, O.P. (2004). *Strategic Management and policy issues of NGO.s*
2. Blank. (2000). *The natural laws of leadership*. Royal book company, Karachi
3. Khan, I. A. (1998). *Changing pattern of rural leadership and their characteristics*. Pakistan Academy for Rural Development, Peshawar, Pakistan.
4. Qureshi, Z.I. (Ed) (2005). *Managing NGOs in Developing Countries*. Oxford University Press. Karachi. (5 Volumes).


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Title of the course: Conflict Resolution
Marks: 100 **Course Code: SW-428**

Course Objectives:

This course will identify a range of conflict resolution approaches with special focus on negotiation, mediation, and advocacy. It will enable the students to study models of social work practice – radical, ecological, systems, generalist, and problem-solving approaches. The course will help the students to explore the theoretical basis for a conflict resolution approaches and techniques.

Course Contents

- 1 Introduction
 - a. Review of Judicial System
 - b. Court structure and subject matter jurisdiction
 - c. Progress of a case through the system
 - d. Analysis of benefits and detriments of the judicial system
 - e. Alternative Dispute Resolution Mechanisms
 - f. Client/attorney perspectives
 - g. Advantages and disadvantages
 - h. General types of ADR defined

- 2 Hybrid Process
 - a. Mediation/Arbitration
 - b. Summary Jury Trials
 - c. Minitrials
 - d. Early Neutral Evaluation
 - e. Special Masters

- 3 Mediation and Its Training
 - a. Introduction and Goals
 - b. Conflicts: causes and responses
 - c. Elements of Mediation
 - d. Issue identification and Prioritizing
 - e. Timing and climate setting
 - f. Forms and Functions
 - g. Skills Training
 - h. Philosophical and Ethical Issues

- 4 Arbitration
 - a. The Process, the Participants, the Neutrals and the Authority
 - b. Arbitration Act
 - c. Substantive Areas of Law Where Applied: Labor and Employment, Automobile, Construction, Business Insurance, Securities, etc.

- 5 Role of the Mediator
 - a. Objectives before and during the mediation process
 - b. Reducing defensive communication
 - c. Essential qualities necessary
 - d. Common errors



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- e. Role play
- 6 Conducting a Mediation Session
 - a. Case preparation
 - b. Opening statements to parties
 - c. Explanation of process and role of mediator
 - d. Ground rules
 - e. Confidentiality
 - f. Role play
 - 7 Common Problem Areas
 - a. Dealing with impasse
 - b. Summarizing issues
 - c. Hostile parties
 - d. Manipulative parties
 - e. Social service needs and referrals
 - f. Role play
 - 8 Negotiation
 - a. The Process and Outcome of Negotiation
 - b. Tactics, Techniques and Skills of Negotiation
 - c. Ethical Issues in Negotiation
 - d. Application: from Individual Use in Business to Courtroom Tactics
 - e. Service Learning Component: District Court

Suggested Readings:

1. Coltri, L.S. (2003). *Conflict Diagnosis and Alternative Dispute Resolution*.
2. Doak, R. S. (2003). *Conflict Resolution*. Rain tree Press.
3. Gramberg, B.V. (2005). *Managing Workplace Conflict: Alternative Dispute Resolution in Australia*.
4. Ramsbotham, O., Woodhouse, T., and Miall, H. (2011). *Contemporary Conflict Resolution*. (3rd edition). Polity Press.
5. Runde, C.E., and Flanagan, T.A. (2006). *Becoming a Conflict Competent Leader: How You and Your Organization*.
6. Schellenberg, J.A. (1996). *Conflict Resolution: Theory, Research and Practice*. State University of New York Press.
7. Stewart, S. (1998). *Conflict Resolution: A Foundation Guide*. Waterside Press. Winchester.
8. Tidwell, A.C. (2001). *Conflict Resolved? A critical Assessment of Conflict Resolution*. Continuum International Publishing Group. London. New York.
9. Wandberg, R. (2005). *Conflict Resolution: Communication, Cooperation, Compromise*. Capstone U.S.A.
10. Weeks, K.M. (1999). *Managing Campus Conflict Through Alternative Dispute Resolution*.

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Title of the course: Clinical Social Work
Marks: 100 **Course Code: SW-429**

Course objectives

This course aims to address the nature of clinical social work and the ways in which clinical social workers improve their skills. It is very important to know the practice components of clinical social work and to relate professional development to practice competency. The identification of indicators of clinical social work is a key to achieve certain levels of proficiency.

Course Contents

Introduction

- Meaning and definition
- Historical background of clinical social work
- Eligibility criteria for clinical social worker

Clinical Tools for Information gathering

- Genograms
- Ecomaps
- Sociograms

Therapeutic techniques in clinical social work

- Play therapy
- Milieu therapy
- Gestalt therapy
- Rational Emotive Therapy
- Existential therapy/ Counseling
- Psychodrama
- Defense mechanism
- Client Centered Therapy

Social work perspectives for clinical social work

- Modern and post modern Perspectives
- Ecosystems perspective
- Strength perspective

Recording

- Introduction
- Techniques of recording
- Importance of recording in clinical set up

Confidentiality

- Meaning and definition
- Importance of privacy and confidentiality in clinical help

Referral mechanism


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- Introduction
- Coordination of social agencies
- Importance referral mechanism

Family psycho-education

- Introduction
- Need and importance
- Outcome of family psycho education

Ethical guidelines for clinical social work practice

Suggested Readings

1. Anderson, R. E., Carter, I., and Lowe, G. R. (1999). *Human Behavior in the Social Environment* (5th edition). New York.
2. Barker, R. L. (1995). *The Social Work Dictionary*. Washington, DC: NASW Press.
3. Bateson, G., Jackson, D. D., Haley, J., and Weakland, J. (1956). Toward a Theory of Schizophrenia. *Journal of Behavioral Science*.
4. Bertalanffy, L. V. (1968). *General System Theory: Foundation, Development, Application*. New York:
5. Bowen, M. (1978). *Family Therapy in Clinical Practice*. Northvale, NJ: Jason Aronson.
6. Bronfenbrenner, U. (1979). *The Ecology of Human Development: Experiments by Nature and Design*. Cambridge, MA: Harvard University Press.
7. Fook, J., Ryan, M., and Hawkins, L. (1997). Toward a Theory of Social Work Expertise. *British Journal of Social Work*.
8. Friedman, B. D. (1994). *No Place like Home: A Study of two Homeless Shelters*. Ann Arbor, MI: University Microfilms International.
9. Germain, C. B. (1991). *Human Behavior in the Social Environment: An Ecological View*. New York: Columbia University Press.
10. National Association of Social Workers. (1999). *Code of Ethics of the National Association of Social Workers*. Washington, DC: NASW Press.
11. National Association of Social Workers. (2001). *NASW standards for cultural competence*.

Compulsory requirements (the students have no choice) 9 courses of 25 credit hours

Subjects	C.H
SW 301-English-I	03
SW 302-English II	03
SW 303-English III	03
SW 304-English IV	03
SW 305-Islamiat C	02
SW 306-Pakistan Studies	02
SW 307-Social Statistics	03
SW 308-Basics of Computer	03
SW 309-Constitution of Pakistan	03
SW 310- Basics of Mathematics	03


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DETAILS OF COMPULSORY COURSES

COMPULSORY COURSES FOR BS (4 YEAR) IN SOCIAL WORK

Title of the course: English I (Functional English)
Marks: 100 **Course Code:** SW-30

Course Objectives:

To enhance language skills and develop critical thinking.

Course Contents

- a. Basics of Grammar
- b. Parts of speech and use of articles
- c. Sentence structure, active and passive voice
- d. Practice in unified sentences
- e. Analysis of phrase, clause and sentence structure
- f. Transitive and intransitive verbs
- g. Punctuation and spelling

Comprehension

- Answers to questions on a given text

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)

Listening

- To be improved by showing documentaries/films carefully selected by subject teachers

Translation skills

Urdu to English

Paragraph writing

- Topics to be chosen at the discretion of the teacher

Presentation skills

- Introduction

Note: Extensive reading is required for vocabulary building

Suggested Readings:

1. **Functional English**
 - a) Grammar


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1. A.J. Thomson, A.J., and Martinet, A.V. (1997). *Practical English Grammar Exercises 1*. Third edition. Oxford University Press. ISBN 0194313492
 2. A.J. Thomson, A.J., and Martinet, A.V. (1997). *Practical English Grammar Exercises 2*. Third edition. Oxford University Press. 1997. ISBN 0194313506
- b) Writing
1. Boutin, M.C., Brinand, S., and Grellet, F. (1993). *Writing Intermediate*. Oxford Supplementary Skills. Fourth Impression. ISBN 0 19 435405 7 Pages 20-27 and 35-41.
- c) Reading/Comprehension
1. Tomlinson, B., and Ellis, R. (1992). *Upper Intermediate*. Oxford Supplementary Skills. Third Impression 1992. ISBN 0 19 453402 2.
- e) Speaking

Title of the course: English II (Communication Skills)
Marks: 100 Course Code: SW-302

Objectives: Enable the students to meet their real life communication needs.

Course Contents

Paragraph writing

- Practice in writing a good, unified 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

Suggested Readings:

- a) Grammar


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1. A.J. Thomson, A.J., and Martinet, A.V. (1986). *Practical English Grammar*. Exercises
 2. Third edition. Oxford University Press. ISBN 0 19 431350 6.
- b) Writing
1. Boutin, M.C., Brinand, S., and Grellet, F. (1993). *Writing Intermediate*. Oxford Supplementary Skills. Fourth Impression. ISBN 0 19 435405 7 Pages 20-27 and 35-41.
 2. Nolasco, R. (1992). *Writing Upper-Intermediate*. Oxford Supplementary Skills. Fourth Impression 1992. ISBN 0 19 435406 5 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).
- c) Reading
1. Tomlinson, B., and Ellis, R. (1991). *Reading Advance*. Oxford Supplementary Skills. Third Impression. ISBN 0 19 453403 0.
 2. Reading and Study Skills by John Langan
 2. Study Skills by Riachard Yorky.

Title of the course: English III (Technical Writing and Presentation Skills)
Marks: 100 **Course Code: SW-303**

Objectives: 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, consistency)

Technical Report writing

Progress report writing

Note: Extensive reading is required for vocabulary building

Suggested Readings:

Technical Writing and Presentation Skills

- a) Essay Writing and Academic Writing


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1. White, R. (1992). *Writing Advance*. Oxford Supplementary Skills. Third Impression. ISBN 0 19 435407 3 (particularly suitable for discursive, descriptive, argumentative and report writing).
 2. Langan, J. (2004). *College Writing Skills*. McGraw-Hill, Higher Education. 2004.
 3. Laurie G., Kirsznner and Stephen Mandell, S.R. (ND). *Patterns of College Writing* (4th edition). St. Martin's Press
- b) Presentation Skills
- c) Reading
- Neulib, J., Cain, K.S., Ruffus, S., and Scharton, M.(ND). *The Mercury Reader*. A Custom Publication.. (A reader which will give students exposure to the best of twentieth century literature, without taxing the taste of engineering students).

Title of the course: English IV
Marks: 100 **Course Code: SW-304**

Selected Essays from

East and West: An Anthology of Prose

The Death of a Great Man: (*Khyber Journal of Islamia College*)

Pavlov: (Seven Biologists)

Iqbal's Message (D. Vahid: *Introduction to Iqbal*)

Some Economic Problems of Pakistan (Ian Stephens: *Pakistan*)

The Pakhtuns (P. Mayne: *The Narrow Smile*)

Education for Tomorrow: (John Vaizey)

Marks Distribution of Paper

- Sentence correction (10)
- Fill in the blanks from the selected essays from EAST and WEST (10)
- Summary from EAST and WEST (20)
- Difficult words' meanings or their use in sentences from the selected essays in EAST and WEST(10)
- Comprehension of an Unseen Paragraph (20)
- Essay writing (15)
- Précis writing (15)

Suggested Readings:

a) Grammar

1. A.J. Thomson, A.J., and Martinet, A.V. (1986). *Practical English Grammar*. Exercises
2. Third edition. Oxford University Press. ISBN 0 19 431350 6.

b) Writing

3. Boutin,M.C., Brinand, S., and Grellet, F.(1993). *Writing Intermediate*. Oxford Supplementary Skills. Fourth Impression. ISBN 0 19 435405 7 Pages 20-27 and 35-41.
4. Nolasco, R. (1992). *Writing Upper-Intermediate*. Oxford Supplementary Skills. Fourth Impression 1992. ISBN 0 19 435406 5 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).

c) Reading

3. 1. Tomlinson, B., and Ellis, R. (1991). *Reading Advance*. Oxford Supplementary Skills. Third Impression. ISBN 0 19 453403 0.
2. Reading and Study Skills by John Langan
4. Study Skills by Riachard Yorkey.

Title of the course: Islamic Studies
Marks: 50 **Course Code: SW-305**
(As included in third year (BA), UOM/UOP)

Title of the course: Pakistan Studies
Marks: 50 **Course Code: SW-306**

Introduction/Objectives

- Develop vision of historical perspective, government, politics, contemporary Pakistan, ideological background of Pakistan.
- Study the process of governance, national development, issues arising in the modern age and posing challenges to Pakistan.

Course Outline

1. Historical Perspective

- a. Ideological rationale with special reference to Sir Syed Ahmed Khan, Allama Muhammad Iqbal and Quaid-i-Azam Muhammad Ali Jinnah.
- b. Factors leading to Muslim separatism
- c. People and Land
 - i. Indus Civilization
 - ii. Muslim advent
 - iii. Location and geo-physical features.

2. Government and Politics in Pakistan

Political and constitutional phases:

- a. 1947-58
- b. 1958-71
- c. 1971-77
- d. 1977-88
- e. 1988-99
- f. 1999 onward

3. Contemporary Pakistan

- a. Economic institutions and issues
- b. Society and social structure
- c. Ethnicity
- d. Foreign policy of Pakistan and challenges
- e. Futuristic outlook of Pakistan


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Suggested Readings:

1. Burki, S.J. (1980). *State and Society in Pakistan*. The Macmillan Press Ltd.
2. Zaidi, S.A. (2000). *Issue in Pakistan's Economy*. Karachi: Oxford University Press.
3. Burke, S.M., and Ziring, L. (1993). *Pakistan's Foreign policy: An Historical analysis*. Karachi: Oxford University Press.
4. Mehmood, S. (1994). *Pakistan Political Roots and Development*. Lahore.
5. Wilcox, W. (1972). *The Emergence of Banglades.*, Washington: American Enterprise, Institute of Public Policy Research.
6. Ziring, L. (1980). *Enigma of Political Development*. Kent England: Dawson and sons Ltd.
7. Zahid, A. (1980). *History and Culture of Sindh*. Karachi: Royal Book Company.
8. Afzal, M. R. (1998). *Political Parties in Pakistan*. Vol. I, II and III. Islamabad: National Institute of Historical and cultural Research.
9. Sayeed, K.B. (1976). *The Political System of Pakistan*. Boston: Houghton Mifflin.
10. Aziz, K.K. (1976). *Party, Politics in Pakistan*. Islamabad: National Commission on Historical and Cultural Research.


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Title of the course: Social Statistic

Marks: 100

Course Code: SW-307

Objectives:

Research and policy making is one of the objective of the academic institution and particularly of HEIs. The importance of statistical application in all almost all the disciplines of natural and social sciences in one of the compulsory aspect because research without statistic is not possible. Keeping the importance of statistics, the course has been introduce in sociology with the objectives that the students of sociology shall adopt various techniques of data collection, interpretation, report writing and testing of hypothesis in practical manner to produce quality research. The course has been designed in such a way that the students shall took interest in learning of the statistical tools and further enhance their capacity for implementation with the ethical guidelines of the research.

Course Contents

INTRODUCTION

- a. Introduction, meaning and definitions of statistics
- b. Descriptive and inferential statistics
- c. Population parameter and sample statistics
- d. Variable and its types
- e. Use of statistics in modern Sociology

CLASSIFICATION OF DATA

- a. Levels of measurement
- b. Types and sources of data
- c. Classification, its types, bases
- d. Aims of classification
- e. Frequency distribution
- f. Class-limits
- g. Class boundaries
- h. Class-marks
- i. Class width
- j. Construction of a group frequency distribution
- k. Cumulative frequency distribution

MEASURES OF CENTRAL TENDENCY

- a. Average, introduction and meaning
- b. Criteria of a satisfactory average
- c. Arithmetic mean
- d. Median
- e. Mode
- f. Quartiles , Deciles and percentiles

MEASURES OF DISPERSION

- a. Introduction and definitions of dispersion
- b. Types of dispersion
- c. Range

- d. Mean deviation
- e. Variance
- f. Quartile Deviations
- g. Standard deviation
- h. Coefficient of variation

CORRELATION AND REGRESSION

- a. Introduction, meaning and definition of correlation
- b. Types of correlation
- c. Pearson product moment or coefficient of correlation
- d. Introduction and types of regression
- e. Deterministic and probabilistic relation or model
- f. Least square regression equation Y on X and X on Y

THE LOGIC AND TYPES OF SAMPLING

- a. Population, target population, census method
- b. Sampling, sample, sampling frame, sampling bias
- c. Types of sampling
- d. Probability sampling
- e. Non Probability sampling
- f. Sampling and non-sampling errors
- g. Principles of sampling

HYPOTHESIS TESTING AND PARAMETRIC TEST

- a. Introduction & meaning of hypothesis
- b. Formulation and Types of hypothesis
- c. Acceptance and rejection region
- d. Type I and type II errors
- e. The significance level
- f. One-tailed and two-tailed tests
- g. General procedure for testing hypotheses
- h. Test based on normal distribution
- i. Z and T tests and their applications
- j. The analysis of variance or F test
- k. One way analysis of variance
- l. Two way analysis of variance

NON-PARAMETRIC TEST

- a. Non-parametric tests, introduction & meaning
- b. Merits & demerits of non-parametric tests
- c. Chi square and other non-parametric tests

STATISTICAL INFERENCES AND COMPUTER APPLICATIONS

- c. Practical hands on SPSS

Suggested readings:

1. Alam, A. (2002). *Social Statistics*. University of Peshawar, Saif Printing Press.
2. Best, J. (2001). *Damned Lies and statistics: Un-Tangling Numbers from the Media, Politicians, and Activists*. University of California Press.
3. Blalock, H.M., Jr, ed. (1974). *Measurement in the Social Sciences*. Chicago, Illinois: Aldine Publishing, ISBN 0-202-30272-5,
4. Chaudhry, S.M. (2000). *Introduction to Statistical Theory Part I & II*. Elmi Kitab Khana Lahore.


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5. Desrosieres, A. (2004). *The politics of large numbers; A History of Statistical reasoning*, Trans. Camille Nash, Harvard University Press.
6. Fuldoes, J.P., and Fruchter, B. (1978). *Fundamental Statistics in Psychology and Education*. New York McGraw Hill.
7. Garret, K.E. (1983). *Statistics in Psychology and Education*. New York: Longmans.
8. Gravetter, F.J., and Wallnau, L.B. (2002). *Essential of statistics for Behavioral Sciences*. Wadsworth Thompson.
9. Hubert, M. B. (1972). *Social Statistics*. Tokyo, Japan.
10. Hubert, M. B. (1979). *Social Statistics*. New York: McGraw-Hill, ISBN 0-07-005752-4
11. Kendrick, J. R. (2000). *Social Statistics*. Mayfield Publishing Company.
12. Miller, Delbert C., and Salkind, N.J. (2002). *Handbook of Research Design and Social Measurement*. California: Sage, ISBN 0-7619-2046-3.
13. Minimum, E.W., and Clarke, R.B. (1982). *Elements of Statistics Reasoning*. New York Wiley.
14. Tijms, H. (2004). *Understanding Probability: Chance Rules in every Day life*. Cambridge University press.
15. Wright, R.L. (1976). *Understanding Statistics: An Informal Introduction for the Behavioral Sciences*. Mc Graw Hill.

Title of the course: Introduction to Computer
Marks: 100 Course Code: SW-308

Course Objectives

This course will help the students to understand the basic concepts of computer and its uses in various program and fields.

Chapter One

- a. Introduction to computer, the importance of computer in sociology.
- b. History of computer.
- c. Types of computers, analogue computers, digital computers, hybrid computers, Main frame
- d. computers, mini computer, micro computer, special purpose computer, general purpose
- e. computer
- f. Principles/ uses of computers.

Chapter Two

- a. Software and Hardware,
- b. Introduction to software, structure drawing software data, types of data and information.
- c. Introduction to hardware, CPU, Memory and its types e.g. Primary memory, secondary
- d. memory, input/output devices

Chapter Four

- Operating systems, functions, importance and types of operating systems, introduction to windows, MS DOS, terms and their common usable commands.

Chapter Five

- Office, Spread sheet work, words processing, documents preparations, making fig hours and graphs, formatting of texts.

Chapter Six

- Introduction to net-work, types of net-work, inter-net, basics principles, web browsing.

Suggested Readings:

1. John, G. (2013). *Introduction to Computation and Programming Using Python*. MIT Press. ISBN: 9780262519632.
2. Mming, R. W. (1950). Error Detecting and Error Correcting Codes. *Bell System Technical Journal*, 29(2).
3. Amdahl, G. M., Blaauw, G. A., & Brooks, F. P. (1964). Architecture of the IBM system/360. *IBM J. Res. Dev.*, 8(2).
4. Rixner, S., Dally, W. J., Kapasi, U. J., Mattson, P., & Owens, J. D. (2000). *Memory access scheduling. Proceedings of the 27th annual international symposium on Computer architecture*.
5. William K. Zuravleff, & Robinson, T. (1997). *Controller for a synchronous DRAM that maximizes throughput by allowing memory requests and commands to be issued out of order*.
6. Patt, Y. (2001). *Requirements, bottlenecks, and good fortune: agents for microprocessor evolution. Proceedings of the IEEE*.

Title of the course: Basics of Mathematics
Marks: 100 **Course Code: SW-310**

Objectives : After completion of this course the student should be able to:

- Understand the use of the essential tools of basic mathematics;
- Apply the concepts and the techniques in their respective disciplines;
- Model the effects non-isothermal problems through different domains;

Course Contents

1. Algebra : Preliminaries: Real and complex numbers, Introduction to sets, set operations, functions, types of functions. Matrices: Introduction to matrices, types of matrices, inverse of matrices, determinants, system of linear equations, Cramer's rule. Quadratic equations: Solution of quadratic equations, nature of roots of quadratic equations, equations reducible to quadratic equations. Sequence and Series: Arithmetic, geometric and harmonic progressions. Permutation and combinations: Introduction to permutation and combinations, Binomial Theorem: Introduction to binomial theorem. Trigonometry: Fundamentals of trigonometry, trigonometric identities. Graphs: Graph of straight line, circle and trigonometric functions.
2. Statistics: Introduction: Meaning and definition of statistics, relationship of statistics with social science, characteristics of statistics, limitations of statistics and main division of statistics. Frequency distribution: Organisation of data, array, ungrouped and grouped data, types of frequency series, individual, discrete and continuous series, tally sheet method, graphic presentation of the frequency distribution, bar frequency diagram histogram, frequency polygon, cumulative frequency curve. Measures of central tendency: Mean medium and modes, quartiles, deciles and percentiles. Measures of dispersion: Range, inter quartile deviation mean deviation, standard deviation, variance, moments, skewness and kurtosis.

Suggested Readings:

1. Kaufmann, J. E. (ND). *College Algebra and Trigonometry*. PWS-Kent Company, Boston, Latest Edition.
2. Swokowski, E. W. (ND). *Fundamentals of Algebra and Trigonometr*. Latest Edition.
3. Walpole, R. E. (ND). *Introduction of Statistics*. Prentice Hall, Latest Edition.
4. Wilcox, R. R. (ND). *Statistics for The Social Sciences*.

Future Courses

1. Introduction to Economics
2. Logic and Critical Thinking
3. Islamic Jurisprudence
4. Introduction to Law
5. Introduction to Philosophy
6. Introduction to Mass Communication


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