Curriculum for

BS (4-year) in Social Work

Session 2019 and Onwards

Department of Social Work
University of Malakand

ITEM – 08: MINUTES OF THE 3RD MEETING OF THE BOARD OF FACULTY, FACULTY OF SOCIAL SCIENCES

It is stated that 3rd meeting of the Board of Faculty, Faculty of Social Sciences was held on 27th February 2018.

Agenda wise recommendations of the Board of Faculty (Page 18-270) are as under:

Item No. 01: Recommendations of the Board of Studies of the Department of Social Work

The BOF, Faculty of Social Sciences discussed and recommended the following recommendations of the Board of Studies, Department of Social Work made in its meeting held on September 22, 2017 (with some modifications which have been made accordingly) for consideration of the Academic Council:

a. Courses and Programs recommended by the BOS, Department of Social Work

   i. BS Social Work (Page 21-94)
   ii. Master of Arts in Social Work (Page 95-120)
   iii. Master of Philosophy in Social Work (Page 121-153)
   iv. PhD in Social Work (Page 154-188)
   v. One-year postgraduate Diploma in Local Government and Community Development (Page 189-211)

b. It was also discussed that field visits and field placements are important and mandatory components of Social Work Degree, therefore, field visits and field placements are incorporated in the Syllabus.

c. It was decided that Social Work programs at colleges affiliated with University of Malakand will be renamed/replaced as Community Service

Item No. 02: Recommendations of the Board of Studies, Department of Journalism & Mass Communications

The Board of Faculty scrutinized the following recommendations of the BOS, Department of Journalism & Mass Communications made in its 2nd meeting held on 28th December, 2017 (Page 212-213):

a. Courses for Master (2-Year) and BS (4-Year) Programs in Journalism & Mass Communication

   i. Courses for BS (4-Year) program in Journalism & Mass Communications (Page 214-255)
   ii. Courses for MA (2-Year) program in Journalism & Mass Communications (Page 256-269)

b. Panel of Examiners for Evaluation of Viva Voce BS and Master Program (Page 270)
c. Students admission criteria for BS (4-Year) and Master (2-Year) Programs

As the department intended to start the BS (4-Year) program from the Session 2018, therefore, the Vice-Chancellor, in anticipation of approval from the relevant authorities, approved the Scheme of Studies and courses of BS (4-Year) and Master (2-Year) programs in Journalism & Mass Communications duly recommended by the Board of Faculty in its 3rd meeting held on 27-02-2018 as notified vide No. 613 Acad Scheme Study/J&MC/2018 dated August 02, 2018.

Minutes of the Board of Faculty along with supporting documents (Page -18-270) and action taken by the Vice-Chancellor (vide notification at Page 271) are submitted for consideration of the Academic Council.

DECISION:

Minutes of the 3rd Meeting of Board of Faculty of Social Sciences

Meeting of the Board of Faculty of Social Sciences started with recitation from the Holy Quran. Prof. Dr. Rashid Ahmed welcomed the members and briefed them about the importance of Board of Faculty in academic development. The following members attended the meeting:

1. Prof. Dr. Rashid Ahmed, Dean, Faculty of Social Science, University of Malakand
2. Prof. Dr Atta Ur Rahman, Dean, Faculty of Arts and Humanities, University of Malakand
3. Dr. Arab Naz, Associate Professor, Department of Sociology, University of Malakand
4. Dr. Qaisar Khan, Associate Professor, Department of English
5. Mr. Ibrar Hussain, Assist. Prof., Department of Economics, University of Malakand
6. Mr. Muhammad Usman, Department of Political Science, University of Malakand
7. Mr. Muhammad Hanif Khan, Department of Tourism and Hotel Management, UOM
8. Mr. Jan Muhammad, Department of Archaeology, University of Malakand
9. Mr. Jan Muhammad, Department of Journalism and Mass Communication, UOM
10. Mr. Hamid Alam, Department of Social Work, University of Malakand
11. Mr. Sajjad Hussain, Department of Social Work, University of Malakand

The following agenda items were presented and discussed thoroughly.

Item 1   **Recommendations of Board of Study of Social Work**

The recommendations of the Board of Studies of the Department of Social Work (courses for BS in Social Work, MA Social Work, MPhil Social Work, and PhD Social Work and Diploma Is Local Government and Community Development (Attached in Annex –I)) held on Sep 22, 201 was approved after detailed discussion and modifications for the approval and recommendation of Academic Council University of Malakand.

Item 2   **Approval of Courses for BS courses of Journalism**

The recommendation of (Courses for BS and MA in Journalism (Attached in Annex –I)) of the Board of Studies of Journalism held on Dec 28, 2017, was approved after detailed discussion an modifications for the approval and recommendations of Academic Council University Malakand.

Prof. Dr. Rashid Ahma

Agenda of the 3rd Meeting of Board of Faculty of Social Sciences

...eting of the Board of Faculty of Social Sciences will held on Feb 27, 2018 at 10.00 am at the committee ...
...versity of Malakand. The following members will attended the meeting:

1. Prof. Dr. Rashid Ahmed, Dean, Faculty of Social Science, University of Malakand
2. Prof. Dr. Atta Ur Rahman, Dean, Faculty of Arts and Humanities, University of Malakand
3. Dr. Arshad Ali, Associate Professor, Department of Management, University of Malakand
4. Dr. Arab Naz, Associate Professor, Department of Sociology, University of Malakand
5. Dr. Qaisar Khan, Assistant Professor, Department of English, University of Malakand
6. Dr. Adnan Khan Sociology
7. Muhammad Hussain Sociology
8. Mr. Ibrar Hussain, Assistant Professor, Department of Economics, University of Malakand
9. Mr. Muhammad Ikram, Lecturer, Department of Economics, University of Malakand
10. Mr. Hamid Alam, Department of Social Work, University of Malakand
11. Mr. Muhammad Sajjad, Department of Social Work, University of Malakand
12. Miss. Noor Fatima Ajmal, Lecturer, Department of Psychology, University of Malakand
13. Mr. Muhammad Usman, Department of Political Science, University of Malakand
14. Mr. Muhammad Hanif Khan, Department of Tourism and Hotel Management, UOM
15. Mr. Jan Muhammad, Department of Archaeology, University of Malakand
16. Mr. Jan Muhammad, Department of Journalism and Mass Communication, UOM

Approval of Minutes of Board of Study in Social Work

...eting of the Board of Studies of the Department of Social Work was held on Sep 22, 2017 approved the ... for BS in Social Work, MA Social Work, MPhil Social Work and PhD Social Work for the approval and ...endations of Board of Faculty of Social Sciences (Annex-A)
...e placed for the approval/recommendation of the Board of faculty of Social Sciences.

Approval of Minutes of Board of Study in Journalism and Mass Communication

...eting of the Board of Studies of the Department of Journalism and Mass Communications was held on ...2017 at Committee Room, University of Malakand and approved the courses of MA in Journalism and ...mmunication which was earlier approved in Anticipation to the bodies. The Board of studies also ...d the Courses for BS program and list of Examiners (Annex-B)
...e placed for the approval/recommendation of the Board of faculty of Social Sciences.

Prof. Dr. Rashid Ahmad

Minutes of the Meeting (Board of Study)

Meeting of the Board of study was held in Department of Social Work at University of Malakand on 22nd September. 2017.

Participants of the meeting were:

1. Prof. Dr. Rashid Ahmad (Convener) Dean of Social Sciences. Professor
2. Prof. Dr. Basharat Hussain (Chairman Department of Criminology, University of Peshawar)
3. Dr. Shakeel Ahmad (Assistant Professor, Department of Social Work, University of Peshawar)
4. Mr. Hamid Alam (Incharge, Department of Social Work, University of Malakand)
5. Mr. Sajjad Hussain (Lecturer in Social Work, University of Malakand) participated in the meeting. The meeting was started with verses of Holy Quran. The Convener of the meeting. Professor Dr. Rashid Ahmad welcomed all the participants.

a. The courses of BS, Master, MPhil/PhD and diploma programs were discussed thoroughly.
b. The committee has approved courses and programs as:
   i. BS Social Work program courses
   ii. Master of Arts in Social Work program courses
   iii. Master of Philosophy in Social Work program courses
   iv. PhD in Social Work program courses
c. It was also discussed that the field visits and field placements are important and mandatory components of Social Work Degree, therefore, field visits and field placements are incorporated in the syllabus.
d. It was decided that social work programs at colleges affiliated with University of Malaknad will be renamed/replaced as Community Services.
e. At the end the Chair thanked all the members.

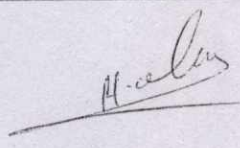# Curriculum for BS (4- year) in Social Work

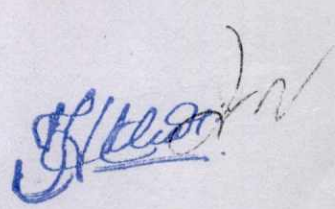Session 2019 and onwards

Department of Social Work

University of Malakand

Compulsory requirements		*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		27-30 credit hours	
Subjects	Cr.hr	Subjects	Cr.hr	Subjects	Cr.hr
1. English – i	3	1. Introduction to Psychology	3	1. Introduction to Social Work	3
2. English – ii	3				
3. English – iii	3	2. Fundamentals of social Anthropology	3	2. Social Welfare in Pakistan	3
4. English – iv / International al language (Any)	3	3. Introduction to Sociology	3	3. Society & Social Institutions	3
		4. Fundamentals of Economics		4. Human Growth & Personality Development	3
5. Pakistan studies	2	5. Introduction to population dynamics of Pakistan	3	5. Social Problems of Pakistan	3
6. Islamic studies	2		3	6. Social Policy & Planning	3
		6. Basics of Philosophy	3	7. Social Legislation	3
7. Mathematics	3	7. Fundamentals of Political Science	3	8. Organizations in Social Sector	
8. Social Statistics	3		3		
9. Introduction Computer applications	3	8. Introduction to International Relations	3	9. Human Rights	3
		9. Basics of Indo-Pak History	3	10. Social Development	3
		10. Introduction to Geography			
		11. Introduction to Archaeology	3	02	
		12. Introduction to Jurisprudence	3		
		13. Introduction to Mass Communication			
		14. Basics of Organizational Management			
		15. Introduction to Environment Studies			
		16. Fundamentals of Public Administration			
		17. Introduction to Human Resource Management			
		18. Basics of Home Economic			
		19. Introduction to Peace and Conflict Studies			
		20. Basics of Law			
		21. Introduction to Public Policy			
		22. Introduction to Development Studies			
		23. Introduction to Education			
		24. Introduction to Women and Work			

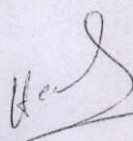| **Major courses including research project/Field Work**		Elective Courses within the major	
12-14 courses		**4 courses**	
39-45 Credit hours		**12 Credit Hours**	
Subject	**Cr.hrs**	**Subjects**	**Cr.hrs**
1. Social Case Work	3	**Four courses one from each group:**	
2. Social Group Work	3	**A. Case Work Specialization**	
3. Community Organization & Development	3	1. Medical Social Work and Psychiatric Social Work	3
		3. School Social Work	3
		4. introduction to disability studies	3
4. Social Research	3	5. 6. Drug Abuse Prevention	3
5. Social welfare Administration	3	6. Child Protection	3
6. Social Action	3	**B. Group Work Specialization**	3
7. Social Gerontology	3	1. Social Work and Youth Welfare	
8. Criminology	3	2. Social Work with Families	3
9- Introduction to Gender Studies	3	**C. Community Development Specialization**	3
		1. Rural Development & Local Government	
10. Field work & report–I	4	2. NGOs Management	3
11. Field work & report-II	4	3. Population Welfare	3
12. Field work & report-III	4	4. Urban Development	3
13. Field work & report-IV	4	**D. Social Welfare Administration Specialization**	3
14. Research Project /Thesis	6	1. Project Planning & Management	
		2. Social Work and Disaster management	3
		3. Labour Welfare	3
			3

Total Credit Hours: 124-136

* University has the option to recommend any other general courses.

** Universities opting the minimum requirement of 12 courses (39 credit hours) must drop courses from only number 7 and 8.

(Department of Social Work)
SEMESTER WISE DETAILS OF COURSES

BS (4 Year) Social Work

1st Semester

S.No	Name of Subject	Subject Code	Credits	Marks	Status
1	English -1	ENG 111	3	100	Compulsory
2	Pakistan Studies	PS 116	2	50	Compulsory
3	Maths	MATH 101	3	100	Compulsory
4	Fundamentals of Political Science	PSC 112	3	100	General
5	Introduction to Sociology	SOC 116	3	100	General
6	Introduction to Social Work	SW 106	3	100	Foundation
	Total		**17**	**550**	

2nd Semester

S.No	Name of Subject	Subject Code	Credits	Marks	Status
1	English –II (Composition)	ENG 112	3	100	Compulsory
2	Islamic Studies	ISL 112	3	100	Compulsory
3	Social Statistics	STAT(I) 113	3	100	Compulsory
4	Social Welfare in Pakistan	SW 107	3	100	Foundation
5	Fundamentals of Economics	ECON 122	3	100	General
6	Fundamentals of Social Anthropology	SOC 351	3	100	General
	Total		**17**	**550**	

3rd Semester

S.No	Name of Subject	Subject Code	Credits	Marks	Status
1	English –III	ENG 211	3	100	Compulsory
2	Introduction to Computer	ICT 110 L	3(2+1)	100	General
3	Introduction to Psychology	PSY 114 L	3 (2+1)	100	General
4	Social Problems of Pakistan	SW 204	3	100	Foundation
5	Society and Social Institutions	SW 205	3	100	Foundation
6	Human Growth and Personality Development	SW 206	3	100	Foundation
	Total		**18**	**600**	

4th Semester

S.No	Name of Subject	Subject Code	Credits	Marks	Status
1	English-IV	ENG 212	3	100	Compulsory
2	Introduction to Gender Studies	SW 242	3	100	Elective
3	Introduction to population Dynamics of Pakistan	SW 243	3	100	General
4	Social Policy and Planning	SW 207	3	100	Foundation
5	Social Casework	SW 245	3	100	Major
	Total		15	500	

5th Semester

S.No	Name of Subject	Subject Code	Credits	Marks	Status
1	Social Legislation	SW 301	3	100	Foundation
2	Organizations in Social Sector	SW 302	3	100	Foundation
3	Human Rights	SW 303	3	100	Foundation
4	Social Group Work	SW 354	3	100	Major
5	Community Organization and Development	SW 355	3	100	Major
6	Fieldwork and Report Writing	SW 356	3	100	Major
	Total		18	600	

6th Semester

S.No	Name of Subject	Subject Code	Credits	Marks	Status
1	Social Development	SW 304	3	100	Foundation
2	Social Research	SW 362	3	100	Major
3	Social Welfare Administration	SW 363	3	100	Major
4	Social Action	SW 364	3	100	Major
5	Fieldwork and Report Writing	SW 365	3	100	Major
	Total		15	600	

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7th Semester

S.No	Name of Subject	Subject Code	Credits	Marks	Status
1	Social Gerontology	SW 471	3	100	Major
2	Medical and Psychiatric Social Work	SW 472	3	100	Elective
3	Introduction to Disability Studies	SW 473	3	100	Elective
4	Social Work and Youth Welfare	SW 474	3	100	Elective
5	Fieldwork	SW 475	3	50	Major
	Total		**15**	**550**	

8th Semester

S.No	Name of Subject	Subject Code	Credits	Marks	Status
1	Criminology	SW 481	3	100	Major
2	Social Work and Disaster Management	SW 482	3	100	Elective
3	School Social Work	SW 483	3	100	Elective
4	Fieldwork and Report Writing	SW 484	3	100	Major
5	Research Project /Thesis	SW 499	6	150	Major
	Sub total		**18**	**550**	
Total			**133**		

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COURSE TITLE: ENGLISH I

COURSE CODE: ENG 111　　　　**CREDIT HOURS: 03**　　　　**MARKS: 100**

Course Description

The course introduces students to the basic concepts of grammar such as parts of speech, sentence, voice and narration in practical contexts. Basic English grammar is an important aspect of written and verbal communication. It is valued in not only in academics but also in jobs and professional life. Therefore, communicating in a proper manner helps in increasing self-confidence, good grades and increased skill level. Students, at this level, are not able to understand and differentiate the different parts of speech. They are also not proficient in making meaningful sentences and using voices and narration purposively.
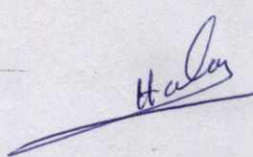
Course Objectives
Successful completion of the course will enable students to:
- Describe and recognize nouns
- Use prepositions properly
- Describe and recognize verbs
- Demonstrate proper use of adverbs and adjectives
- Learn and use parts of speech in the meaningful construction of sentences
- Properly uses contextualized sentences
- Use voice and narration purposively

Course Contents
1. Sentence
   - Subject and predicate
   - Kinds of sentence
   - The phrase and the clause
2. Noun: kinds of nouns
   - Noun: gender
   - Noun: number
   - Noun: case
3. Adjective
   - Comparison of adjectives
   - Adjectives used as nouns
   - Position of the adjectives
   - The correct use of some adjectives
4. Articles
5. Personal pronouns
   - Reflexive and emphatic pronouns
   - Demonstrative, indefinite and distributive pronouns
   - Relative pronouns
   - Interrogative pronouns
6. The verb
   - Verbs of incomplete predication
7. Active and passive voice
8. Mood
9. Tenses: introduction
   - The uses of the present and past tenses

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- The future
10. The verb: person and number
    - The infinitive
    - The participle
    - The gerund
    - Irregular verbs
    - Auxiliaries and modals
11. The adverb
    - Comparison of adverbs
    - Formation of adverbs
    - Position of adverbs
12. The preposition
    - Words followed by prepositions
13. The conjunction
14. Direct and Indirect Narration

Note: Teachers need to include practice activities, exercises and worksheets on the provided topics.

<u>**Recommended Readings**</u>

- Howe, D. H, Kirkpatrick, T. A., & Kirkpatrick, D. L. (2004). *Oxford English for undergraduates*. Karachi: Oxford University Press.
- Eastwood, J. (2004). *English Practice Grammar* (New edition with tests and answers). Karachi: Oxford University Press.
- Murphy, R. (2003). *Grammar in use*. Cambridge: Cambridge University Press.

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COURSE TITLE: PAKISTAN STUDIES

COURSE CODE: PS 116   **CREDIT HOURS: 02**   **MARKS: 50**

Course Introduction: This course deals with the historical perspective, government, politics, contemporary Pakistan, and ideological background of Pakistan. It studies the process of governance, national development, issues arising in the modern age and posing challenges to Pakistan.

Learning Objectives: This course enlighten the students to make an in depth examination of the political, constitutional, social, cultural and economic forces leading to the establishment of Pakistan. While dealing with the Ideology of Pakistan, the students will also learn the role of judiciary, civil and military bureaucracy, political parties and the role of civil society.

Course Contents

Unit 1

Historical Perspective

Unit 2

Ideological rationale of the establishment of Pakistan with special reference to Sir Syed Ahmed Khan, Allama Muhammad Iqbal and Quaid-i-Azam Muhammad Ali Jinnah

Unit 3

Factors leading to Muslim separatism

Unit 4

- Government and Politics in Pakistan, Political and constitutional phases: 1947-58
- Government and Politics in Pakistan, Political and constitutional phases: 1958-71
- Government and Politics in Pakistan, Political and constitutional phases: 1971-77
- Government and Politics in Pakistan, Political and constitutional phases: 1977-88
- Government and Politics in Pakistan, Political and constitutional phases: 1988-99
- Government and Politics in Pakistan Political and constitutional phases: 1999-2008 onward, 2008 and onward

Unit 5

- Contemporary Pakistan, Economic institutions and issues
- Society and social structure and ethnicity
- Foreign policy of Pakistan and challenges, Futuristic outlook of Pakistan

Recommended Books:

1. Khan, A.W. (1961).*India Wins Freedom: The Other Side*, Karachi, 1961

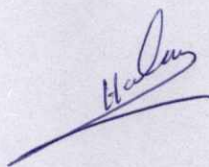2. Azad, A.K. (2007). *India Wins Freedom*. Islamabad: National Book Foundation.

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3. Chaudhari Muhammad Ali, C.M (1983).*The Emergence of Pakistan.* Lahore:Research Society of Pakistan, Punjab University.

4. Qureshi, I. H. (1997).*The Struggle for Pakistan*, Karachi: Karachi University Press.

5. Mahmood, S. (1990), *Constitutional Foundation of Pakistan*, Lahore: Jang Publishers

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COURSE TITLE: MATHEMATICS

COURSE CODE: MATH 101   **CREDIT HOURS: 03**   **MARKS: 100**

Course Objectives: _____

To prepare the students, not majoring in mathematics, with the essential tools of algebra to apply the concepts and the techniques in their respective disciplines.

Course Content:

Preliminaries: Systems of numbers and properties of complex numbers, introduction to sets, set operations, functions, types of functions.

Matrices: Introduction to matrices, types, matrix inverse, determinants, system of linear equations, Cramer's rule.

Quadratic Equations: Solution of quadratic equations, qualitative analysis of roots of a quadratic equation, equations reducible to quadratic equations, cube roots of unity, relation between roots and coefficients of quadratic equations.

Sequences   and   Series: Arithmetic   progression,   geometric progression, harmonic progression and their means.

Binomial Theorem: Introduction to permutations and combinations, binomial theorem with rational and irrational indices.

Trigonometry: Fundamentals of trigonometry, trigonometric identities.

Recommended Books:

DolcianiMP, WootonW,BeckenbackEF, SharronS,_Algebraand Trigonometry_, 1978, Houghton & Mifflin, Boston

Kaufmann JE, College _Algebra and Trigonometry_, 1987, PWS-Kent Company, Boston

Swokowski EW, Fundamentals _of Algebra and Trigonometry_ (6th edition), 1986, PWS-Kent Company, Boston

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COURSE TITLE: FUNDAMENTALS OF POLITICAL SCIENCE

COURSE CODE: PSC 112 **CREDIT HOURS: 03** **MARKS: 100**

Course Introduction:

Fundamental of Political Science provides an introduction to the scientific study of politics. It offers the basic tools necessary for beginners to become both critical consumers and beginning producers of scientific research on politics. It further deals with the basic concepts and terminologies used in Political science which are necessary for the students in advanced learning in the subject of Political Science.

Learning Objectives:

The course is designed in order to introduce students with the fundamentals of the subject and prepare them for advance studies in coming semesters. The objective of the course is to make the students familiar with the basic concepts and terminologies used in Political Science.

Contents

Unit 1
Definitions, Scope, Nature and Significance of Political Science
Unit 2
Evolution of the Discipline of Political Science
Unit 3
Approaches to the Study of Political Science,
- Traditional
- Modern
- Post-modern

Unit 4
Relations of Political Science with other Social Sciences
- (An interdisciplinary approach)
- History, Economics, Geography, Law, Logic, Sociology, Anthropology and Psychology

Unit 5
Basic concepts of Political Science
- Power, Authority and Legitimacy
- Nation and Sovereignty
- Law, Liberty, Rights and Duties
- Public opinion and Propaganda.

Unit 6
Emerging Political Concepts and Terminologies in Political Science:
- Globalization, governance, terrorism
- Power sharing

Recommended Books

1. Sarwar, M. (1996). *Introduction to Political Science*. Lahore: IlmiKutubKhana.
2. Haq, M. U. (1996).*Theory and Practice in Political Science*, Lahore: Book land.

COURSE TITLE: INTRODUCTION TO SOCIOLOGY

COURSE CODE: SOC 116   **CREDIT HOURS: 03**   **MARKS: 100**

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 Outline:

1. **Introduction**
   - Definition, Scope, and Subject Matter
   - Sociology as a Science
   - Historical back ground of Sociology

2. **Basic Concepts**
   - Group, Community, Society
   - Associations
     - Non-Voluntary
     - Voluntary
   - Organization
     - Informal
     - Formal
   - Social Interaction
     - Levels of Social Interaction
     - Process of Social Interaction
       - Cooperation
       - Competition
       - Conflict
       - Accommodation
       - Acculturation and diffusion
       - Assimilation
       - Amalgamation

3. **Social Groups**
   - Definition & Functions
   - Types of social groups
     - In and out groups
     - Primary and Secondary group
     - Reference groups
     - Informal and Formal groups
     - Pressure groups

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4. **Culture**
- Definition, aspects and characteristics of Culture
  - Material and non material culture
  - Ideal and real culture
- Elements of culture
  - Beliefs
  - Values
  - Norms and social sanctions
- Organizations of culture
  - Traits
  - Complexes
  - Patterns
  - Ethos
  - Theme
- Other related concepts
  - Cultural Relativism
  - Sub Cultures
  - Ethnocentrism and Xenocentrism
  - Cultural lag

5. **Socialization & Personality**
- Personality, Factors in Personality Formation
- Socialization, Agencies of Socialization
- Role & Status

6. **Deviance and Social Control**
- Deviance and its types
- Social control and its need
- Forms of Social control
- Methods & Agencies of Social control

7. **Collective Behavior**
- Collective behavior, its types
- Crowd behavior
- Public opinion
- Propaganda
- Social movements
- Leadership

Suggested Readings:

1. Brown, K. (2004). *Sociology*. UK: Polity Press
2. Frank, N. M. (2003). *International Encyclopedia of Sociology*. U.S.A: Fitzroy Dearborn Publishers
3. Gidden, A. (2002). *Introduction to Sociology*. UK: Polity Press.
4. Henslin. J. M. (2004). *Sociology: A Down to Earth Approach*. Toronto: Allen and Bacon.
5. Kerbo, H. R. (1989). *Sociology: Social Structure and Social Conflict*. New York: Macmillan Publishing Company.
6. Koening, S. (1957). *Sociology: An Introduction to the Science of Society*. New York: Barnes and Nobel.
7. Lenski, G., & Lenski, J. (1982). *Human Societies*. (4th ed.) New York: McGraw-Hill Book Company.
8. Leslie, G. et al. (1973). *Order and Change: Introductory Sociology* Toronto: Oxford University Press.
9. Macionis, J. J. (2005). *Sociology* (10th ed.) South Asia: Pearson Education
10. Macionis, J. J. (2006). *Sociology*. (10th ed.) New Jersey: Prentice-Hall
Tischler, H. L. (2002). *Introduction to Sociology* (7th ed.) New York: The Harcourt Press.

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COURSE TITLE: INTRODUCTION TO SOCIAL WORK

COURSE CODE: SW 106   **CREDIT HOURS: 03**   **MARKS: 100**

OBJECTIVES

The objective of this course is to acquaint and familiarize students with the basic concepts and, scope of Social work.

CONTENTS

1. Definition of social work
2. Philosophical base of social work
3. History of professional social work
4. Relationship of social work with other social sciences
5. Generic principles of social work
6. Professional and voluntary social work
7. Islamic concept of social work
8. Modern concept of social work
   a. Preventive
b. Curative
c. Rehabilitative
9. Social Work methods
   a. Primary methods
      i. Social Casework;
      ii. Social group work
      iii. Community organization
b. Secondary methods
      i. Social Welfare Administration
      ii. Social Research
      iii. Social Action
10. Important fields of social work practice
      a. Health
      b. Education
      c. Minorities
d. Beggary

RECOMMENDED READINGS
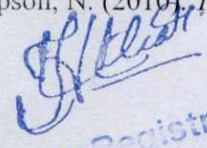
Adams, R. (2003). *Social work and empowerment*. London: Palgrave Macmillan.

Ambrosino, R. (2005). *Social work and social welfare introduction.* Mexi: Thomson.

Bogo, M. (2007).*Social work practice*. New Dehli: Rawat Publications.

Catherine N. D. & Karen M.S. (2012).*Social Work Fields of Practice*. Canada: John Wiley & Sons.

Gautam, P.R. & Singh, R.S. (2011).*Principles and practices of 26 Social Work*. New Delhi: Balaji Offset.

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Healy, K. (2012). *Social work methods and skills: The essential foundations of practice*. New York: Palgrave Macmillan.

Hepworth, D. H. & Rooney, R. (2010). *The Direct Social Work Practice: Theory and skills*. Belmont: Brook cole.

Jane M. & Ronnie, E. (2006).*Practice Skills in Social Work & Welfare*. Chennai (India): Allen&Unwin.

Khalid, Muhammad (1990). *Sociological Theory: A Historical Perspective*. Karachi: Kifayat Academy.

Khalid, Muhammad (2014). *Social Work: Theory & Practice*. Karachi: Kifayat Academy.

Kirst-Ashman,K. (2003). Introduction to social work and social welfare: critical thinking perspectives. MEXI, Thomson.

Liz O', R. (2010).*Recording in Social Work*. UK: Hobbs, Southampton.

Louise, C. & Stephen, J. Y. (2011).*Social Work Practice: A Generalist Approach*. New Delhi: Asoke K. Ghosh.

Maidment, J. (2006). *Practice skills in social work & Welfare*. AUST: Allen &Unwin.

Michael, B. S. & Pam, T. (2012).*Social Work with Disabled People*.BASW Palgrave Macmillan.

Mohammad, N. (2005). *Social work for weaker sections*. New Dehli: Anmol Publications.

Rameshwari, D. & Ravi, P. (2004).*Social work Methods: Practices and Perspective*. Jaipur: Mangal Deep.

Rory, T. & Leonie, N. (2002).*Reflection on Current Social Work Practices*. New Zealand:

Murray Lock. 19. Safdar, S. (2008). *Introduction to Social Work*. Peshawar: University of Peshawar.

Shah, N. A. (1994).*The Self Employed Women in Pakistan*. Karachi: P&WS + NEWS Karachi.

Shah, N. A. (2001*). Karachi kay Nu Umar MehnatkashBachecheyAurBachchiyan: Ek Jaiza*. Karachi: Bcc & T Press University of Karachi.

Shah, N. A. (2004).*Karachi kiGadagarLarkiyan: EkJaizao*. (Social Problems in Pakistan). Karachi: Bcc Press , University Of Karachi.

Shah, N. A. (2015).*The Aging Home- Based Women- Workers in Karachi*. Karachi: Bcc + T Press, University Of Karachi.

Suresh, S. (2013).*Handbook of Social Work Skills and Knowledge*. New Delhi.

Thompson, N. (2010).*Theorizing Social Work Practice*. Palgrave, London.

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Veronica, C. & Joan, O. (2012).*Social Work Practice.*BASW Palgrave Macmillan.

Waston, D. (2006). *Social work process and practice: Approaches, knowledge and skills.* New York: Palgrave

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COURSE TITLE: ENGLISH II

COURSE CODE: ENG 112　　　**CREDIT HOURS: 03**　　　**MARKS:100**

Course Description

The course focuses on the basic strategies of composition and writing skills. Good writing skills not only help students obtain good grades but also optimize their chances to excel in professional life. The course includes modes of collecting information and arranging it in appropriate manner i.e. chronological order, cause and effect, compare and contrast, general to specific etc. It would enable the students to write, edit, rewrite, redraft and proofread their own documents for writing effective compositions. Because of the use of a significant amount of written communication on daily basis, sharp writing skills have always been valued highly in academic as well as professional spheres.

Course Objectives

This course aims to:

- assist students identify the audience, message, and the purpose of writing
- develop rhetorical knowledge and critical thinking
- enable them to express themselves in a variety of writing styles
- help students write well organized academic texts including examination answers with topic/thesis statement and supporting details.
- make students write argumentative essays and course assignments

Course outcome

By the end of the course, students are expected to:

- use different mechanics of writing to produce various types of compositions effectively keeping in view the purpose and the audience
- demonstrate rhetorical knowledge
- demonstrate critical thinking in well-organized forms of academic texts
- properly use punctuation marks
- write well organized and coherent compositions
- organize paragraph to make longer compositions

Course Contents

1.　Writing Process
   - Invention
   - Generating Ideas (collecting information in various forms such as mind maps, tables, lists, charts etc)
   - Identifying Audience, Purpose, and Message
   - Ordering Information
   - Chronology for a narrative
   - Stages of a process
   - From general to specific and vice versa
   - From most important to least important
   - Advantages and disadvantages
   - Comparison and contrast

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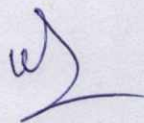
- Problem solution pattern
- Drafting
- Free Writing
- Revising
- Editing

2. Paraphrasing
3. Cohesion and Coherence
   - Cohesive Devices
   - Paragraph unity
4. Summary and Précis Writing
5. Creative Writing
6. Essay Writing
   - developing a thesis statement
   - organizing an essay
   - writing effective introduction and conclusion
   - different types of essays
   - use of various rhetorical modes including exposition, argumentation and analysis
7. Reading Comprehension

Recommended Books

- Goatly, A. (2000). *Critical Reading and Writing: An Introductory Course*. London: Taylor & Francis

- Hacker, D. (1992). *A Writer's Reference*. 2nd ed. Boston: St. Martin's
- Hamp-Lyons, L. &Heasley, B. (1987). *Study writing: A course in written English for academic and professional purposes*. Cambridge: Cambridge University Press.
- Howe, D. H, Kirkpatrick, T. A., & Kirkpatrick, D. L. (2004). *Oxford English for Undergraduates*. Karachi: Oxford University Press.
- Kirszner, L.G & Mandell, S.R. (1989). *Patterns for College Writing*: Fourth Edition. USA: St. Martin's Press, Inc.
- Smazler, W. R. (1996). *Write to be Read: Reading, Reflection and Writing*. Cambridge: Cambridge University Press.

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COURSE TITLE: ISLAMIC STUDIES (COMPULSORY)
COURSE CODE: ISL 112   **CREDIT HOURS: 03**   **MARKS: 50**

Course contents:

Introduction to Quranic, History and Uloom ul Quran.

Translation and Brief commentary of the selected part of the Holy Quran,

Seerat Studies: Life of Muhammad (SAW) before prophet hood, life in Makka, life in Madina, Important events and lessons from the life of the Holy Prophet.
Hadith: Basic concepts, history, kinds, Uloom ul Hadith, Sunnah & Hadith and Legal position of Hadith
Selected study from texts of Hadith
Islamic law and jurisprudence: Basic concepts, history and importance, Sources and nature of differences.
Islamic culture and civilization, Basic concepts, Historical development it's Characteristics and its contemporary issues
Islam and science: Contributions of Muslims in science and development and Quran and science
Islamic Economic system, Means of distribution of wealth, Riba and Islamic ways of trade and commerce
Political system of Islam, Period of Khulafa- e- Rashida, Umayyads and Abbasids.
Social system of Islam ,Basic concept ,Elements of family and Ethical values in Islam.

Recommended books:

Ahmad Hassan	Principles of Islamic jurisprudence.
Bhatia H.S	Studies in Islamic law, religion and society.
Muhammad Zia ul Haq	Introduction to Al Sharaih Al Islamia.
Hameedullah Muhammad	Introduction to Islam
HameedullahMuhhamad	Emergence of Islam
HameedullahMuhhamad	Muslim Conduct of state
Dr.Saeed Ullah Qazi	Islamiyat(Comp) for BA/BSc
Dr.Mohammad Raza	TareekhMusalmaniAalam
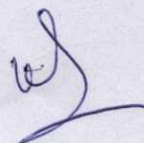
COURSE TITLE: SOCIAL WELFARE IN PAKISTAN

COURSE CODE: SW 107   **CREDIT HOURS: 03**   **MARKS: 100**

COURSE OBJECTIVES:

The course will enable the students to understand the concept of Social Welfare, its evolution at national level, and history of Social. The course will help the students to understand the modern concept of Social Welfare, Social Work and Welfare Polices in Pakistan.

CONTENTS:

1. Definition and Related Concepts
   a. Functional definition
   b. Descriptive definition
2. Relationship between social welfare and social work
3. Perspectives of Social Welfare
4. Historical Development of social welfare in Pakistan
5. Concept of social welfare in Islam
   a)Widows

   b. Orphans

   c. Sick

   d. Minorities

   e. Elderly

6. Political system in Islam
7. Concept of sovereignty in Islam
8. National Social welfare plans in Pakistan
9. a. Five year Plans
      b. Contemporary social protection nets in Pakistan
10. Seminar on
    a.   Structure and functions of social welfare ministry/departments
       in Pakistan

    b. Economic system of Islam
    c. The role of Zakat Department and Pakistan Baitulmal in poverty alleviation
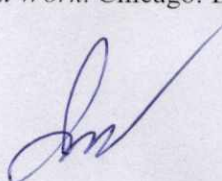
RECOMMENDED BOOKS:

Banks, S. (2001). *Ethics and Values in Social Work*. New York: Palgrave.
Compton, B. R. & Gala, B. (1984).*Social Work Process*. Chicago: Dorsey Press.

Hepworth, D. H. & Lesser, J. A. (1990).*Direct Social Work Practice: Theory and Skills*. *California*: Wordsworth.

Khalid, M. (2014*). Social Work Theory and Practice with special reference to Pakistan*. Karachi: Kifayat Academy.

Morales, A. T. &Sheofor, B. W. (1998).*Social Work: A Profession of Many Faces*. U.S.A: Allyn& Bacon.

Omer, S. (1960).*Professional Education for Social Work*. Lahore: University of Punjab.

Picecard, B. J. (1988). *Introduction to Social Work: A Primer*. Chicago: The Dorsey Press.

Popple, P. R. & Leslie L. (2010).Social Work, Social Welfare and American Society. Pearson.

Practice Hall. 6. Government of Pakistan, (2003). *The Five Year Plan*, MTDF (Medium Term Development Framework 2001-2011. Islamabad: Planning Commission of Pakistan.

Rehmatullah, S. (2003).*Social Welfare in Pakistan*. Karachi: Oxford University Press.

Siporin, M. (1975).*Introduction to Social Work Practice*. New York: Macmillan Publishing Co. Inc.

Skidmore, R. A. (1982*). Introduction to Social Work*. New Jersey: Prentice-Hall.

Young, P. (2001). *Mastering Social Welfare*. London: Macmillan Press limited.

Zastrow, C. (2012). *The Practice of Social Work*. Chicago: Dorsey Press.

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COURSE TITLE: FUNDAMENTALS OF ECONOMICS

COURSE CODE: ECON 122　　　　**CREDIT HOURS: 03**　　　　**MARKS: 100**

The objective of this course is to provide students with a basic introduction to micro and macro economics. It aims to create an intuitive understanding of the central principles of the subject without the application of the more complex tools of economics. The most important purpose of this course is to help students learn the economist's way of thinking.

Introduction

Nature, scope and importance of Economics, Microeconomics vs. Macroeconomics, Scarcity and choice, Opportunity cost, Factors of production, Production possibility frontier.

Demand, Supply and Equilibrium

Concepts of demand and supply, Laws of demand and supply, Market equilibrium, Shifts in demand and supply curves, and market equilibrium.

Elasticity

Concept of elasticity, Price elasticity of demand, Income elasticity of demand, Cross Elasticity of Demand, Price elasticity of supply, Application of elasticity.

Utility Theory

Consumer behavior, Preferences, Utility function, Laws of Increasing and diminishing marginal utility, Law of Equi-marginal utility.

Theory of Firm

Factors of production and their rewards, Total, average, and marginal products, Laws of returns, Cost of production, Total, average, and marginal costs, Total, average, and marginal revenue. Concept of profit maximization/Cost minimization.

Market Structure

Perfect competition & imperfect competition: assumptions and Price/Output determination in short run and long run. Monopoly, Short-Run and Long-Run Equilibrium of Monopoly, Regulation of Monopoly.

National Income

Concepts of national income, GDP & GNP, Real vs. nominal GNP, NNP, NI, PDY, Saving and Personal Consumption.

Macroeconomic Issues

Concept of inflation, unemployment, Balance of payment, Exchange rate and Business cycles. Monetary Policy and Fiscal Policy and their role in the economy.

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Core Readings

1. Michel Parkin. 2004. Economics, 5th Ed., Addison Wesley.
2. Paul A. Samualson and W.D. Nordhaus. 2004. Economics, 18th Ed., McGraw Hills, Inc.
3. John Sloman, Economics (Latest edition).
4. Lipsey and Crystal, Economics, (Latest edition).

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COURSE TITLE: SOCIAL STATISTIC

COURSE CODE: STAT (1) 113   **CREDIT HOURS: 03**   **MARKS: 100**

Course Objectives:

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

- Understand the use of the essential tools of basic Statistics;
- Apply the concepts and the techniques in their respective discipline and research work.
- Understand the use of the essential tools of basic Statistics;
- Apply the concepts and the techniques in their respective discipline and research work.

Course Contents:

What is Statistics? Definition of Statistics, Population and sample. Descriptive and inferential Statistics, Observations, Data, Discrete and continuous variables, Errors of measurement, Collection of primary and secondary data, Sources, Editing of Data. Exercises.

Presentation of Data: Introduction, basic principles of classification and Tabulation, Constructing of a frequency distribution, Relative and Cumulative frequency distribution, Diagrams, Graphs and their Construction, Bar charts, Pie chart, Histogram, Frequency polygon and Frequency curve, Cumulative Frequency Polygon or Ogive, Histogram, Ogive for Discrete Variable. Types of frequency curves. Exercises.

Measures of Central Tendency: Introduction, Different types of Averages, Quantiles, The Mode, Empirical Relation between Mean, Median and mode, Relative Merits and Demerits of various Averages. Properties of Good Average, Box and Whisker Plot, Stem and Leaf Display, definition of outliers. Exercises.

Measures of Dispersion: Introduction, Absolute and relative measures, Range, The semi-Inter-quartile Range, The Mean Deviation, The Variance and standard deviation, Coefficient of variation, Properties of variance and standard Deviation, Standardized variables, Moments and Moments ratios. Skewness and Kurtosis. Exercises

Regression and Correlation: Introduction, cause and effect relationships, examples, simple linear regression, estimation of parameters and their interpretation. r and R^2. Correlation. Coefficient of linear correlation, its estimation and interpretation. Multiple regression and interpretation of its parameters. Examples

Sampling and Sampling Distributions: Introduction, sample design and sampling frame, bias, sampling and non-sampling errors, sampling with and without replacement, probability and non-probability sampling, Sampling distributions for single mean and proportion, Difference of means and proportions. Exercises.

Hypothesis Testing: Introduction, Statistical problem, null and alternative hypothesis, Type-I and Type-II errors, level of significance, Test statistics, acceptance and rejection regions, general procedure for testing of hypothesis. Exercises.

Testing of Hypothesis- Single Population: Introduction, testing of hypothesis and confidence interval about the population mean and proportion for small and large samples, Exercises.

Testing of Hypotheses-Two or more Populations: Introduction, Testing of hypothesis and confidence intervals about the difference of population means and proportions for small and large samples, Analysis of Variance and ANOVA Table. Exercises

Testing of Hypothesis-Independence of Attributes: Introduction, Contingency Tables, Testing of hypothesis about the Independence of attributes. Chi-square test of Independence, Chi square test of goodness of fit, Chi- square test of homogeneity, Introduction and application of F-distribution: Test of hypothesis for equality of two variance. Exercises.

Recommended Books

i.   Walpole, R. E. 1982. "Introduction to Statistics", 3rd Ed., Macmillan Publishing Co., Inc. New York.

ii.   Spiegel, M.R., Schiller, J.L. and Sirinivasan, R.L. (2000) "Probability and Statistics", 2nd ed. Schaums outlines Series. McGraw Hill. NY.

iii.   Chaudhry, S.M.and Kamal, S. (1996), "Introduction to Statistical Theory" Parts I & II, 6th ed, IlmiKitabKhana, Lahore, Pakistan.

iv.   Walpole, R. E. 1982. "Introduction to Statistics", 3rd Ed., Macmillan Publishing Co., Inc. New York.

v.   Spiegel, M.R., Schiller, J.L. and Sirinivasan, R.L. (2000) "Probability and Statistics", 2nd ed. Schaums outlines Series. McGraw Hill. NY.

vi.   Chaudhry, S.M.and Kamal, S. (1996), "Introduction to Statistical Theory" Parts I & II, 6th ed, IlmiKitabKhana, Lahore, Pakistan.

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COURSE TITLE: FUNDAMENTALS OF SOCIAL ANTHROPOLOGY

COURSE CODE: SOC 351   **CREDIT HOURS: 03**   **MARKS: 100**

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:

1. **Introduction**
   - Meaning and Definition Social Anthropology
   - Nature of Social Anthropology,
   - Sub-Fields in Social Anthropology
   - Scope of Social Anthropology.

2. **Social Stratification in Simple Societies**
   - Egalitarian Societies,
   - Ranked Societies,
   - Class and Caste ridden Societies

3. **Marriage and Family Institution**
   - Introduction to family and Marriage system
   - Functions of family in rural areas
   - Universality of Marriage,
   - Ways of Marriage,
   - Theories on INCEST TABOO,
   - Forms of Marriage.

4. **Kinship Structure**
   - Variation in Marital Residence,
   - Major Systems in Kinship Terminology,
   - Omaha System,
   - Crow System,
   - Iroquois System,
   - Eskimo System.

5. **Political Institution/Organization**
   - Types of Political Organizations,
   - Resolution of Conflicts,

6. **Religious Institution**
   - Universality of Religion,
   - Variation in Beliefs Religious,
   - Variation in Practice Religious,
   - Religion and Magic,

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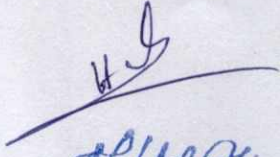
7. **Economic Institution**
- Division of Labour,
- Reciprocity System,
- System of Redistribution.

Suggested Readings:

1. Alan, P. M. (1986). *Anthropology: An Introduction.* New York: Harper and Row.
2. Darshan, S. M. (2000). *Encyclopedia of Anthropology.* Vol. 7. Social Anthropology. New-Delhi, Mittal Publication.
3. Epstien, A. L. (2012 Edited). *The Craft of Social Anthropology.* USA. New Jersey.
4. Evans, P. (2004). *Social Anthropology.* Taylor and Francis Group.
5. Everett, A. H. (1979). *Culture and Social Anthropology.* New Delhi: McGraw Hill Publishing Co.
6. Fried, M. H. (1973). *Exploration in Anthropology.* Reading in Culture. Man and Nature, New York: Thomas y. Cromwell Company
7. Havilland, W. A. (1975). *Culture Anthropology.* Holt Rinehart and Winston.
8. Hicks, D., and Margaret, G. A. (1996). *Cultural Anthropology* (2nd ed.). New York. Harper Collins Publishers Inc.
9. Hobel, E. A. (1972). *Anthropology: The Study of Man (4th ed.),* New York, McGraw-Hill.
10. Kottak, P. C. (1991). *Anthropology. The Exploration of Human Diversity.* McGraw – Hill Inc.
11. Mayer, L. (1965). *An Introduction to Social Anthropology.* Clarendon Press.
12. Pocock, F. D. (1998). *Understanding Social Anthropology.* USA. New Jersey. ISBN 0485121409.
13. Ralph, L. (1936). *The Study of Man.* New York: Appleton.
14. Ronald, L. E. (1982). *Social Anthropology.* Oxford University Press.
15. Stocking, G. J. (1995). *After Tylor: British Social Anthropology 1888-1951.* USA. The University of Wisconsin Press.
16. Tylor, B. E. (1871). Primitive Culture: Research into the Development of Mythology, *Philosophy, Religion, Language, Art and Customs,* Vol.1. p. 1. London. John Murray Publishers Ltd.
   Wilcox. C. (2008). *Social Anthropology (Edited).* Transition Publishers.

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COURSE TITLE: ENGLISH III

COURSE CODE: ENG 211   **CREDIT HOURS: 03**   **MARKS:100**

Course Description

For professional growth and future development, effective presentation and interpersonal communicative skills are very important. This course offers methods, techniques, and drills which are significant and useful in optimizing communication and presentation skills of the learners, enabling them to face divergent groups of audience with poise and confidence. The course has been divided into modules relating to the essentials, contents, gestures, technology, and variety associated with communication and presentations skills. The section on presentation skills focuses on preparing students for long-life skill of preparing and giving presentations. Communication is a vital part of our daily routine. The section on communication skills focuses on developing good communication skills among students.

Course Objectives

The course aims to:

- help students identify essential components of a presentation
- develop the awareness, knowledge, skills and attitudes required to deliver effective academic presentations and communicate clearly
- help students learn various presentation and communication styles and techniques
- provide techniques to facilitate effective interpersonal and interactive communication
- guide how to build stronger relationships through powerful communication
- Develop communication skills of students
- Cultivate poise and confidence in students

Course Contents

1. Communication Skills: Introduction
    - Understanding the purpose of Communication
    - Analyze the Audience
    - Communicating with words as well as with body language
    - Writing with a Purpose
    - Process of communication
    - Barriers in Communications
    - Types of Communications
    - Job Interviews and Communicating Skills
    - Communication in a Team

2. Presentation skills
    - Delivering your presentation
    - Speaking with Confidence
    - Basic concepts, fazes of speech preparation
    - Effective presentation structure – introduction and conclusion
    - Expert presentation core structure
    - Verbal aspect of a presentation
    - Linguistic tools
    - Auditory aspect of a presentation

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- Non-verbal aspect of a presentation – body language
- Speech visualization, effective presentation techniques basics
- Expert presentation specifications
- Q&A – preparation for an expert discussion
- Stress management during a presentation

Recommended Readings:

- Andrew Bradbury (2000). Successful Presentation Skills (2nd edition)
- Carnegie, Dale. ( ). *How to Win Friends & Influence People*.
- Giblin, Les. *Skill with People*.
- Newton, Paul. *How to communicate effectively*.
- Tracy, Brian. *Speak to Win*.

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COURSE TITLE: INTRODUCTION TO COMPUTER APPLICATIONS

COURSE CODE: ICT 110 L   **CREDIT HOURS: 3 (2+1)**   **MARKS:100**

Course Outline:

Basic Definitions & Concepts, Hardware: Computer Systems & Components. Storage Devices, Number Systems, Software: Operating Systems, Programming and Application Software, Introduction to Programming, Databases and Information Systems, Networks, Data Communication, The Internet, Browsers and Search Engines, The Internet: Email, Collaborative Computing and Social Networking, The Internet: E-Commerce, IT Security and other issues, Project Week, Review Week

Reference Materials:

1. Introduction to Computers,Latest Edition, Peter, N. McGraw-Hill
2. Using Information Technology: A Practical Introduction to Computer & Communications, Latest Edition. Williams, S. McGraw-Hills.
3. Computers, Communications & information: A user's introduction, Sarah, E. Hutchinson. Stacey, C. Swayer.
4. Fundamentals of Information Technology, Alexis L Mathewsleon Leon Press.

COURSE TITLE: INTRODUCTION TO PSYCHOLOGY

COURSE CODE: PSY 114L **CREDIT HOURS: 03(2+1)** **MARKS: 100**

Course Objectives

This course will help to describe Psychology with major areas in the field, and identify the parameters of this discipline. It will help to distinguish between the major perspectives on human thought and behavior.it helps to 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**
   - Introduction, Meaning and definition of Psychology
   - Nature and Scope of Psychology
   - History of Psychology
   - Different Schools in Psychology
   - Application of Psychology with special reference to Pakistan
2. **Methods of Psychology**
   - Observation
   - Case History Method
   - Experimental Method
   - Survey Method
   - Interviewing Techniques
3. **Biological Basis of Behavior**
   - Neuron: Structure and Functions
   - Central Nervous System and Peripheral Nervous System
   - Endocrine Glands
4. **Sensation, Perception and Attention**
   - Sensations : Characteristics and Major Functions of Different Sensations
   - Vision: Structure and functions of the Eye.
   - Audition: Structure and functions of the Ear.
   - **Perceptions :** Nature of Perception
   - Factors of Perception: Subjective, Objective and Social
   - Kinds of Perception:
   - Spatial Perception (Perception of Depth and Distance)
   - Temporal Perception; Auditory Perception.
   - Attention : Factors, Subjective and Objective
   - Span of Attention
   - Fluctuation of Attention

- Distraction of Attention (Causes and Control)

5. **Motives**
   - Definition and Nature
   - Classification of Motives (**Primary** (Biogenic) Motives: Hunger, Thirst, Defection 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**
   - Definition and Nature
   - Physiological changes during Emotions (Neural, Cardial, Visceral, Glandular), Galvanic Skin Response; Pupilliometrics
   - Theories of Emotion (James Lange Theory; Cannon-Bard Theory, Schachter –Singer Theory)

7. **Learning**
   - Definition of Learning
   - Types of Learning: Classical and Operant Conditioning: Trial and Error, Learning by Insight; Observational Learning, Methods of Learning

8. **Memory**
   - Definition and Nature
   - Memory Processes: Retention, Recall and Recognition
   - Forgetting: Nature and Causes

9. **Thinking**
   - Definition and Nature
   - Tools of Thinking: Imagery; Language; Concepts
   - Kinds of Thinking (Problem Solving; Decision Making; Reasoning)

10. **Individual differences**
    - Definition of Individual Differences and conceptual Framework
    - Intelligence, personality, aptitude, achievement

Recommended books:

- Atkinson R. C., & Smith E. E. (2000). Introduction to psychology (13th Ed.). San Diego, California,USA Harcourt Brace College Publishers.
- Fernald, L. D., & Fernald, P. S. (2005). Introduction to psychology. USA: WMC Brown Publishers.
- Glassman, W. E. (2000). Approaches to psychology. Open University Press.
- Hayes, N. (2000). Foundation of psychology (3rd Ed.).New York,USA: McGraw Hill.
- Leahey, T. H. (1992). A history of psychology: Main currents in psychological thought. New Jersey: Prentice-Hall International, Inc.
- Myers, D. G. (1992). Psychology (3rd Ed.). New York,USA : Wadsworth Publishers.
- Ormord, J. E. (1995). Educational Psychology: Developing learners.New York,USA: Prentice Hall.

Thomson.,& Lahey, B-B. (2004). Psychology: An Introduction (8th Ed.).New York,USA : McGraw-Hill Companies, Inc

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COURSE TITLE: SOCIAL PROBLEMS OF PAKISTAN
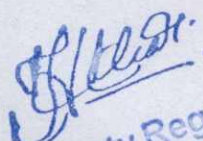
COURSE CODE: SW 204   **CREDIT HOURS: 03**   **MARKS: 100**

1. **Introduction**

   a. Definition and nature of social problem

   b. Importance of study of social problems

   c. Definition of social evil

   d. Difference between social problem & social evil

   e. Impacts of social problems on development

   f. Role of Social worker in the solutions of social problems

2. **Social problems**

   a. Crime.

   b. Over Population

   c. Juvenile Delinquency

   d. Illiteracy

   e. Poverty

   f. Social Inequality

   g. Beggary

   h. Unemployment and under employment,

   i. Child Labour.

   j. Drug Addiction

   k. Labour Problems

   l. Gender based Violence

   m. Corruption

   n. Terrorism

   o. Urbanization

RECOMMENDED READIGNS

Eitzen, D. S. (2013).*Social Problems*. Boston: Allyn and Bacon, Inc.

Ginsberg, L. H., & Miller-Cribbs, J. (2005). *Understanding social problems, policies, and programs*.Univ of South Carolina Press.

Khalid, M. (1992).*Social Work Theory and Practice with special reference to Pakistan*. (1st ed). Kifayat Publishers Karachi, Pakistan

Khalid, Muhammad. (2003). *Social Problems of Pakistan*. Karachi: Kifayat Academy

Linda A. Mooney and Knox D,(2012). *Understanding Social Problems* Volume 8 Cengage Learning, ISBN 1111834482, 9781111834487

Singh, L. (2007). *Anatomy of Social Problems*. New Dehli: Cyber Tech Publications

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COURSE TITLE: SOCIETY AND SOCIAL INSTITUTIONS

COURSE CODE: SW 205   **CREDIT HOURS: 3**   **MARKS: 100**

COURSE OBJECTIVES

The purpose of this course is to acquaint students with the structure and function of society as well as social institutions.

CONTENTS

1. Definition and description of society

2. Evolution of Society

3. Characteristics of Society

4. Forms of Society

5. Culture and related concepts

6. Definition and description of social institutions.

7. Structure and characteristics of social institutions.

8. Types of Social Institutions.

    a. Primary

    b. Secondary

9. Functions of Social Institutions.

    a. Family Institution

    b. Religious Institution

    c. Political Institution

    d. Educational Institution

    e. Economic Institution

    f. Recreational institution

RECOMMENDED READINGS

Chirot, D. (1994). *How Societies Change*. (2nd ed.). UK: Pine Forge Press, Sage Publication Company.

Eitzen, D. S. (2013).*Social Problems*. Boston: Allyn and Bacon, Inc.

Ferguson, S. J. (2002). *Mapping the Social Landscape.*(3rd ed.). USA: McGraw-Hill Companies, Inc.

Gelderblom, D. (2003). *Social Institutions*. USA: Oxford University Press.

Griswold, W. (2008).*Culture and Societies in a Changing World.*NewDehli: Sage Publication Company.

Julian, J. &Kornblum, W. (2011).*Social Problems*. New Jersey: Prentice-Hall, Inc.

Khalid, Muhammad. (2003). *Social Problems of Pakistan*. Karachi: Kifayat Academy.

Marger, M. N. (2002).*Social Inequality: Patterns and Processes*. USA: McGraw-Hill Higher Education.

Singh, L. (2007). *Anatomy of Social Problems*. New Dehli: Cyber Tech Publications.

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COURSE TITLE: HUMAN GROWTH AND PERSONALITY DEVELOPMENT

COURSE CODE: SW 206   **CREDIT HOURS: 3**   **MARKS: 100**

OBJECTIVES

The purpose of the course is to enable the graduates of social work to understand the personality structure of the client. It also interprets the personality dynamics of the human being while working as team member in Social work settings.

Contents

1. Meaning and significance of human growth
2. Approaches to the study of human development
   a) Social learning/Behaviorism Approach
   b) Cognitive Approach
   c) Psycho-Social Approach
3. Factors which influence human growth/development
4. Phases of human development (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
5. Levels of functioning of human mind and behavior
   a. Conscious level
   b. Subconscious level
   c. Unconscious level
6 Emotional Development
   a. Introduction
   b. Types of Basic emotions
   c. Socio-demographic factors of emotions
7. Theories of personality development
   a. Freud's Psycho Analytic Theory
   b) Defense mechanisms
   b. Jung's Analytical Theory
   c. Social Psychological Theory of Adler
   d. Eric Erikson's Psychoanalysis and the life cycle
8. Concepts of abnormal behavior
   a. Psychotic Disorder
   b. Neurotic Disorder
9. Role of Nature & Nurture in Personality Development

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RECOMMENDED READINGS

Bean, P. (2001). *Mental Disorder and Community Safety*. New York: Palgrave Houndmiils, Basingstoke.

Diance, E. R. &Wendkos O. S. (1978).*Human Development*. New York: McGraw Hill Book Company.

Fink, A. E. (1974). *The Field of Social Work*. New York: Holt Reinhort and Winston inc.

Fitch, S. K. (1970). *Insights into Human Behavior*. Booster: Hoiirook Press.

Harold C. W. (1981). *Approaches to Child and Family Policy*. Colorado: West View Press.

Hawks G. R. (1969). *Behavior and Development from 5 to 12*. London: Harper.

Hurlock, E. B. (1972). *Child Development*. New York: MacGraw Hill Book Company.

Hurlock, E. B. (1978). *Adolescent Development*. New York: McGraw Hill Book Company.

Justin, P. (1970). *Human Development*. New York: McGraw Hill Book and Company.

Kerfoot, M. (1988).*Problems of Child hood and Adolescence*. New York: Macmillan.

Loveii, K.(1971). *The Introduction to Human Development*. London: ScothForesmaninc.

Rice P.F. (1998). Human Development A life –span approach. Printice Hall, Upper Saddle river, New Jersey

Richard, S. S. (2001). *Life's Choices Problems and Solutions*. Sydney: Wadsworth/Thomson Learning.

Ryner, E. (1975). *Human Development*. London: Gorge Alien and Union Ltd.

Scmin, G. R. &Fiedfer, K. (1996).*Applied Social Psychology*. London: SAGE Publications Ltd.

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COURSE TITLE: ENGLISH IV

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COURSE CODE: ENG 212   **CREDIT HOURS:03**   **MARKS:100**

Course Description

English IV is the study and practice of writing in advanced academic level and professional settings. This course focuses on documents necessary to make decisions for writing research proposal and papers. It also focuses on decision making to take action on the job such as letters, job applications, memorandums, reports, proposals, CVs, and other documents. The course includes significant teamwork. The course is designed to improve skills of students in technical writing. It will help students to develop their skills in research and getting a job and doing well in the job. The course will be of help in the final semesters and after the completion of the degree.

Course Objectives:

The course is aimed to:

- Develop research skills in students
- Write well organized research proposal and research papers
- Prepare students for applying to jobs
- Understand the requirements and ethics of technical and business writing
- Work professionally individually and in a team to produce effective business and technical documents

Course Contents

1. Introduction
   - Understanding the purpose of Technical Writing
   - Analyze the Audience
   - Writing with a Purpose
2. Report Writing
   - Purpose and structure of report writing
   - Types of Report Writing
3. Difference between Technical Writing vs Creative Writing
4. Job Application
5. CV/ Resume
6. Interviews
   - Kinds of interviews
   - Tips for Effective interviews
7. Different kinds of Letters
8. Research Proposal Writing
9. Research paper Writing

Recommended Readings:

- *Introductory Course.* London: Taylor & Francis
- Hacker, D. (1992). *A Writer's Reference.* 2nd ed. Boston: St. Martin's
- Hamp-Lyons, L. & Heasley, B. (1987). *Study writing: A course in written English for academic and professional purposes.* Cambridge: Cambridge University Press.
- Kirszner, L.G & Mandell, S.R. (1989). *Patterns for College Writing*: Fourth Edition. USA: St. Martin's Press, Inc.

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COURSE TITLE: INTRODUCTION TO GENDER STUDIES

COURSE CODE: SW 242   **CREDIT HOURS: 03**   **MARKS: 100**

COURSE OBJECTIVES:

The concepts about gender relations will be learnt. The historical movements and feminist perspectives about gender relations will be explored. The course provides 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.

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

6. **Gender and Population**
   a. Population composition
   b. Sex Composition

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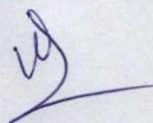
7. Gender and Development
a. Gender Roles
b. Access to Resources
c. Gender Disparity
d. Problems of Gender Development
e. The role of Development Aid in Gender development
f. The role of non-government organizations in Gender development
g. Journey from WID to GAD

RECOMMENDED READINGS:

Beauvoir, S. D. (2007). *The second Sex Vintage.*

Biber, S.N.H. (2008).*Handbook of Feminist Research.*Sage Publication New Delh.

Bornsterin, K. (1995).*Gender outlaw: on Men, Women and Rest of US, Vintage.*

Butler, J. (2004).*Undoing Gender.*Routledge.

Butler, J. (2006).*Gender Trouble: Feminism and the Subversion of Identity.* Routledge.

Davis, K., Evans, M.S., and Lorber, J. (2008).*Handbook of Gender and Women's Studies.*Sage Publication New Delhi;

Faucault, M. (1990).*The History of Sexuality: An introduction, Vintage.*

Holmes, M. J. (2008).*What is Gender? (Sociological Approaches).* Sage Publication New Delhi;

Ikramullah, S.S. (2000). *From Purdah to Parliament.* Oxford University Press, Karachi.

Jane, P. (2008). *Key Concepts in Gender Studies.* Sage Publication New Delhi

Jasmin, M. (2002).*Between Chadar and the Market.*Oxford UniversityPress. Karachi.

Johan, S. (2008).*The Kaleidoscope of Gender*, Sage Publication New Delhi;

Khan, S.R.(2000). *50 years of Pakistan's Economy.* Oxford University Press.

Mead, M. (2001).*Male and Female.*Harper Perennial.

Rege, S. (2008).*Sociology of Gender (The Challenge of Feminist Sociology knowledge).* Sage Publication New Delhi;

Social Policy and Development Centre.(2000). *Social Development in Pakistan.* New York, Oxford University Press.

Sterling, A.F. (2000).*Sexing the Body: gender Politics and the Construction of sexuality.* Basic Books.New Ed edition.

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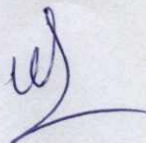
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Vernooy, R. (2008).*Social and Gender Analysis in Natural Resource Management*. Sage
Publication New Delhi;

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COURSE TITLE: INTRODUCTION TO POPULATION DYNAMICS OF PAKISTAN

COURSE CODE: SW 243   **CREDIT HOURS: 03**   **MARKS: 100**

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
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.
   d.
8. **The population debates**
   a. Some conflicting opinions

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

RECOMMENDED READINGS:-

Paul, D. (2003).*Geoffrey Mcnicoll Encyclopaedia of Population*. Macmillan Reference
  U.S.A (Thomson/Gale);

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

Raj, H.(1993).*Population Studies, Indian council of Social Research sciences*. New Delhi;

Srinivasan, K.(1998).*Basic Demographic Techniques and Applications*. Sage Publication.
  Andrew Hinde, 1998. Demographic Methods, Oxford.

Todero, M.P.(2000).*Economics Development in the Third World*. Longman, London.

United Nations.(2004). *Population Division*.Department of Economic and Social Affairs.
  Retrieved February 13, 2004.

United States Census Bureau. (2005). *Census Bureau - Countries Ranked by Population*.
  Retrieved February 13, 2005.

UNO.(2000). *Population Trends.*World population Monitoring.Department of Economics
  and Social Affairs, Population Division.

Weeks, J.R. (1992).*Population: An Introduction to Concepts and Issues*. Belmart California,
  Wadsworth Publishing Company.

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COURSE TITLE: SOCIAL POLICY AND PLANNING

COURSE CODE: SW 207   **CREDIT HOURS: 03**   **MARKS: 100**

OBJECTIVES

The aim of the course is to enable the students to understand concept of social policy and planning. It gives an understanding regarding the significance of social policy in the field of social welfare. It also familiarizes students with the process of translating social policies into social planning.

CONTENTS

1. Definition, nature, scope
2. Concept of social policy in Islam
3. Objectives and determinants of social welfare policy
4. Constituents of social policy
5- Sectors working in the provision of social welfare
6- Globalization and social policy
7. Social legislation as instruments of social policy
8. Values' consideration in social welfare policy
    a. Ensuring individual's dignity and integrity
    b. Protection of family institution's survival
    c. Ensuring vulnerable' rights protection
    d. Ensuring human's respect and cooperation
9. Strategy to achieve objectives
10. Social welfare policies of Pakistan (1955, 1988, 1992, 1994)
11. Definition and concept of social welfare planning
12. Interdependence of economic, social and physical planning
13. Steps of Social Planning
14. Organizational and administrative frame work for planning
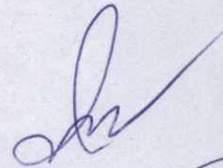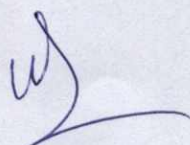
RECOMMENDED READINGS

Adams, R. (2002). *Social Policy for Social Work*. New York: Palgrave Macmillan.

Alexander, R. (2003). *Understanding legal concepts that influence social welfare policy and practice*. Belmont, CA: Brooks/Cole.

Austin, M. J. & Jeffery, R. S. (2000).*Managing in the planning process. In* The handbook of social welfare management. Thousand Oaks, CA: SAGE.

Bamberger, M. & Hewitt, E. (1986).*Monitoring & Evaluation Urban Development Programs*. A Hand Book for Program Managers & Research/BK 0775 World Bank Technical Paper No. 53, Publisher World Bank ASIN

Dean, H. (2012). *Social Policy: Short Introduction* (2nd ed). Cambridge: Polity press.

Dermon, W. &Whiteford, S. (1985). *Social Impact Analysis & Development Planning in the Third World*. London: Westview Press.

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George, A. S. (2010). *Strategic Planning What Every Management Must Know*. New York: Free press.

Kahn, A. J. (1969). *Studies in Social Policy & Planning*. New York: Russell Sage Foundation.

Lohmann, R. A. &Lohmann, N. (2013).*Social Administration*. Columbia University Press: USA.

Meenaghan, T. M., Keith, M. K. & John, G. M. (2004).*Social policy analysis and practice*. Chicago: Lyceum.

Newman, H. &Wijk, A. V. (1987).*Self Evaluation and Planning for Human Service Organizations*.Publisher AMACOM, ASIN.

Rafiq, S. Z. (2003). *Community Development, Concept & Practice*. Peshawar: Saif Printing Press.

Stephen, P. R. (1980). *The administrative process*, Prentic Hall Inc. New Jersey: Engleword cliff.

COURSE TITLE: SOCIAL CASE WORK

COURSE CODE: SW 245 **CREDIT HOURS: 03** **MARKS: 100**

OBJECTIVES

This course will help students to understand social casework as a method of social work and to make them understand the process and application of social casework. It will also acquaint them with the skills and techniques of social casework practice.

CONTENTS

1. Definition and description of Social Casework
2. Origin of professional Social Casework and its development
3. Philosophical assumptions of Social Casework
4. Code of ethics of Social Casework Practice
5. Principles of Social Casework
6. Components of Social Casework; Person; Problem; Place, Process; and Professional caseworker
7. Problems solving process: Social study; Prognosis; Diagnosis; Treatment; Follow up
8. Worker-client professional relationship

    (a) With reference to the problem

    (b) With reference to the agency

    (c) With reference to community

9. Approaches to Social Casework

    a. Task Centred Approach

    b. Social-Psychological Approach

    c. Integrated approach of Practice

10. Techniques of Social Casework Process
11. Interviewing in Social Casework
12. Recording in Social Casework
13. Counselling in Social Casework
14. Case Studies in Social Casework
15. Scope of Social Casework in Pakistan
16. Fields of Social Casework

    a. Medical Social Work

    b. Psychiatric Social Work

    c. School Social Work

d. Social Casework with persons with disabilities

e. Social Casework with Drug Dependents

f. Social Casework with Senior Citizens

g. Social Casework with Displaced Persons

17. Trends and Issues in Social Casework Practice in Pakistan

RECOMMENDED READINGS

Aptekar, H. H. (1941). *Basic Concepts in Social Case Work*.Chapel Hill.University of North Carolina Press.

Cross, C. P. (1974). *Interviewing and Communication in Social Work*.Routledge& K. Paul.

Deve, R. &Prakash, R. (2014).*Social Work Methods, Practices and Perspective*.Jaipur . Mangal Deep.

Friedlander, W. A. (1964). *Concepts and Methods of Social Work*. Prentice-Hall, N. W. Jersey.

Janet, S. (2005). *Counselling Skills in Social Work Practice*. Open University Press, Buckingham. Philadelphia.

Khalid, Muhammad. (2014). *Social Work: Theory and Practice*. Kifayat Academy. Karachi.

Mathew, G. (1992). *An Introduction to Social Case Work*.Tata Institute of Social Science. Bombay. 8. Miller, L. (2005). Counselling Skills for Social Work.Sage Publications. London.

Payne, M. (1997).*Modern Social Work Theory*.Macmillan Press, Ltd. London.

Pease, B &Fook, J. (1999).*Transforming Social Work Practice*.Routledge, London & New York.

Perlman, H. H. (1957). *Social Case Work: A Problem Solving Process*. Chicago: University of Chicago Press.

Richard, M. E. (1944). *Social Diagnosis*. New York: Russell Foundation.

Roberts, B. C., Galaway, B. &Cournoyer, B. (2005).*Social Work Processes*. California, Wadsworth.

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COURSE TITLE: SOCIAL LEGISLATION

COURSE CODE: SW 301　　　　**CREDIT HOURS: 03**　　　　**MARKS: 100**

COURSE OBJECTIVES

The purpose of this course is to give an understanding about the legislation process, its functioning and effectiveness. The course also orients students with various social legislations, laws and process of NGOs registration and functioning in Pakistan.
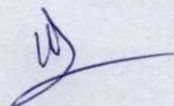
CONTENTS

1. Introduction
   a. Definition and concept of social legislation
   b. Importance of social legislation
   c. Sources of Social legislation
   d. Procedure of social legislation in Pakistan
2. Concept of Islamic law
3. Selected social legislation in Pakistan
   a. Muslim family laws ordinance 1961
   b. Guardian and ward Act 1890
   c. Employment and rehabilitation of disabled person, ordinance 1981
   d. Vagrancy Ordinance 1958
   e. The Employment of Children Act, 1991
   f. Juvenile Justice System Ordinance, 2003
   g. The Protection Against Harassment of Women at Work Place Act, 2010
4. Social legislation regarding registration and functioning of CBOs and NGOs
   a. Societies registration Act 1860
   b. Charitable endowments Act 1890
   c. Trust Act 1892
   d. Voluntary social welfare agencies registrations and control ordinance 1961
   e. Companies ordinance 1984 (only relating to non-profit organization)

RECOMMENDED READINGS

Albert, R. (2000). *Law and social work practice: A legal systems approach.* (2nd edition.). New York: Springer.

Alexander, R. (2003). *Understanding legal concepts that influence social welfare policy and practice.* Belmont: Brooks/Cole.

Ali, Q. (1998). *Policy Advocacy: A Framework for Social Change in Pakistan. An Exploratory Research Study.* Pakistan Lead.

Brayne, H & Carr, H. (2010). *Law for Social Workers.* Oxford University Press.

Brayne, H. & Helen, C. (2010). *Law for social workers.* New York: Oxford University Press.

Government of Pakistan. (1980). *Report on Handicapped: The Handicapped Child.* Islamabad: Ministry of health and Social Welfare.

Khalid, Muhammad. (2014). *Social work theory and Practice.* Karachi: Kifayat Academy..

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Long, L., Roche, J. & Stringer, D. (2010). *The Law and Social Work*. New York: Palgrave.

Papay, J. (1998). *Men, Gender Divisions and Welfare*, (1998). New York.

Pasha, A. G. & Iqbal, M. (2003) *Defining the nonprofit sector*, Pakistan: SPDC, Johns Hopkins University Institute for Policy Studies.

Robert, L. B. & Douglas, M. B. (2000). *Forensic Social Work Legal Aspects of Professional Practice*, London: Haworh Press Inch.

Ungerson, C. and Kember, M. (1997). *Women and Social Policy.* London: MacMillan Press.

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COURSE TITLE: ORGANIZATIONS IN SOCIAL SECTOR

COURSE CODE: SW 302 **CREDIT HOURS: 03** **MARKS: 100**

COURSE OBJECTIVES

The aim of this course is to give knowledge to the students about various national & international organizations in social sector. It also aims to highlight their role for addressing socio- economic issues of Pakistani society.

CONTENTS
1. Introduction
    a. Definition, need and importance
    b. Historical Perspective of national and international organizations
2. Role of organizations
    a. Planning and implementation of development Program
    b. Mobilization of local resources and initiatives
    c. Catalyst, enabler and innovator
    d. Mediation between people and government
    e. Poverty alleviation
    f. Change agent
3. National & regional organizations
    a. All Pakistan Women Association (APWA)
    b. Edhi Foundation
    c. AnsaarBurni Trust
    d. Aurat Foundation
    e. Rural Support Program (NRSP, AKRSP, PRSP, SRSP,BRSP)
    f. Orangi Pilot Project (OPP)
    g. Regional organizations
4. International organizations
    a. United Nations International Children Emergency Fund (UNICEF)
    b. International LabourOrganization(ILO)
    c. World Health Organization (WHO)
    d. United Nations Education, Scientific & Cultural Organization (UNESCO)
    e. United Nations High Commissioner for Refugee (UNHCR)
    f. United Nations Development Program (UNDP)
    g. Plan International
    h. Oxfam
    i. World Vision
    j. World Wide Fund
    k. World Food Program
    l. Red Crescent

RECOMMENDED READINGS

Abraham, A. (2011). *Formation and Management of NGOs: Nongovernment organizations. India*: Universal Law Publishing.

Claude, E. Welch, J. (2001). *NGOs and Human Rights: Promise and Performance*. USA: University of Pennsylvania Press.

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Wamai, N., Walera, I. &Wamai, G. (2002). *The Role of Nongovernmental Organizations (NGOs) in Social Development: A Study of Health Sector NGOs in Mbale and Mubende Districts*, 1997. NURRU Publications.

COURSE CODE: SW 303   **CREDIT HOURS: 03**   **MARKS: 100**

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

United Nation Conventions and Declaration of Human Rights

a. Introduction to UN
b. Universal declaration of human rights
c. International covenant on civil and political rights 1966
d. International covenant on economic, social and cultural rights 1966
e. Women rights and CEDAW(Convention on the Elimination of All kind of Discrimination
   Against Women)

f. Rights of the child (CRC)
g. Rights of Minorities (Declaration on the rights of persons belonging to minorities 1992)

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h. Rights of the refugees (convention relating to the status of refugee 1951)
i. Convention on the Rights of Persons with Disabilities

Human Rights in Pakistan

a. Fundamental rights of the citizens in Pakistan
b. Women rights in the constitution
c. Child rights in the constitution
d. Constitution and the minority.
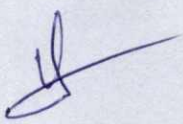
Present Condition of Human Rights in Pakistan

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

SUGGESTED READINGS:

Beitz and Charles, R. (2009).*The idea of human rights*.Oxford University Press.

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COURSE TITLE: SOCIAL GROUP WORK

COURSE CODE: SW 354   **CREDIT HOURS: 03**   **MARKS: 100**
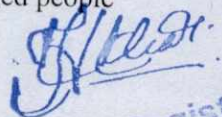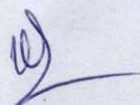
OBJECTIVES

The course will familiarize the students with the concept and methods of group work, its purpose, principles, group dynamics, group developmental stages and important elements of group dynamics like group structure, group members, and group leaders. It will also enable the students to practically observe the functioning of groups being administered for different age groups in different social welfare agencies during their fieldwork.

CONTENTS

1. Definition ofGroup,Purpose and importance of Social Group Work

2. Types of Social Groups

2. History of Social Group Work

4. Principles of Social Group Work

5. Group Work Process (Diagnosis treatment and evaluation plan in

   Social Group Work)

6. Models of Social Group Work/Theories of Social Group Work

7. Group Dynamics: Definition, Concept and Components

8. Planning Group Work

   a. Clarity of Purpose
   b. Available Resources: Human, Financial, Technical, Material etc.
   c. Selection of Specific Method of Social Group Work
   d. Selection of Physical Settings and Non-physical Setting
   e. Duration of the Group Work
   f. Types of Group Members: Homogenous & Heterogeneous Nature
   g. Mechanism for Evaluation of Group Performance

9. Recording in Group Work

10. Leadership in Social Group Work

11. Group Development Stages and role of Social Group Worker (Forming, Storming, Norming, Performing and Adjourning)

12. Role of Social Group Worker in prevention and rehabilitation

13. Social Group Work Services for Children, Adolescents, Persons with Disabilities, Adults and Aged people

14. Issues and trends in Social Group Work in Pakistan.

RECOMMENDED READINGS

Alissi, A. S. (2008). *Perspectives on Social Group Work Practice.*Simon and Schuster.

Cohen, C. S. (2009). *Strength and diversity in social work with groups.* New York: Routledge.

Garvin, C. D. &Guti, L. M. (2004). *Handbook of social work with groups.* New York : The Guilford Press .

Gitterman, A. (2009). *Encyclopedia of social work with groups.* London: Routledge.

Glisson, C. A., Dulmus, C. N. & Sowers, K. M. (2012*). Social work practice with groups, communities, and organizations.* New Jersey: Wiley.

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Lindsay, T. & Orton, S. (2011). *Groupwork Practice in Social Work.* London: Sage.

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Sullivan, N., Mitchell, L., Goodman, D., Lang, N. C. &Mesbur, E. S. (2003).*Social Work with Groups: Social Justice through Personal, Community, and Societal Change.* Binghamton. The Haworth Press.

Zastrow, C. (2006). *Social Work with Groups: Comprehensive Workbook.* Cengage.

COURSE TITLE: COMMUNITY ORGANIZATION AND DEVELOPMENT

COURSE CODE: SW 355   **CREDIT HOURS : 03**   **MARKS: 100**

COURSE OBJECTIVES

This course helps students to understand about community, types of community, concept of community organization and community development. It also enables students to learn about objectives, principles, approaches and history of community development.

CONTENTS

1. Community

    a. Definitions and explanation of community

    b. Essentials, elements, and profile of community

    c. Types of community

2. Community organization

    a. Definitions and purpose of community organization

    b. Types of community organization

3. Community Mobilization

    a. Mobilization Process

    b. Role of Social Mobilizer

    c. Barriers to Community Mobilization

4. Community Development

    a. Definitions, objectives and explanation of Community Development

    b. History of Community Development

5. Principles of Community Development

6. Process of Community Development

7. Approaches/models/techniques of Community Development

8. Dimensions of Community Development

9. Community Development Programs in Pakistan

    a. Government sponsored Program

1- V-AID program

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2- Poverty alleviation program 1998

    b. Non-government sponsored Program

    c. Local Government

10. Participatory rural appraisal and rapid rural appraisal

11. Present institutional framework of Community Development in Pakistan

12. Role of Social Worker in Community Development

RECOMMENDED READINGS

Chaudhry, Muhammad. I. (2000).*Pakistani Society*.Kifayat Academy, Karachi.

Craig, G., Mayo, M., Popple, K., Shaw, M. & Taylor, M. (2011).*The Community Development Reader: History, Themes and Issues*. Bristol: Policy Press.

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

Gilchrist, A. & Taylor, M. (2011).*The Short Guide to Community Development*. Bristol: Policy Press.

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Glisson, C. A., Dulmus, C. N. & Sowers, K. M. (2012).*Social work practice with groups, communities, and organizations*. New Jersey: Wiley.

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Ledwith, M. (2011).*Community Development: A Critical Approach*. Bristol: Policy Press.

Ledwith, M. (2015).*Community Development in Action*. Bristol: Policy Press.

Pawar, M. S. (2009). *Community Development in Asia and the Pacific*. London: Routledge
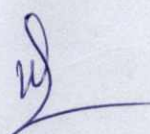
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Rafiq, S. Z. (2006). *Community Development: Concepts and Practices*. Peshawar: Saif Printing Press.

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

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Sherraden, M. S. (2014). *Community Economic Development and Social Work.* New York: The   Haworth Press.

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COURSE TITLE: SOCIAL DEVELOPMENT

COURSE CODE: SW 304 **CREDIT HOURS: 03** **MARKS: 100**

COURSE OBJECTIVES:

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

CONTENTS

1. Definition and importance of social development

2. Principles, goals and phases of social development

3. Sustainable social development

4. Indicators of social development

5. Theories of social development:

   a. Modernization Theory

   b. Dependency Theory

   c. Globalization Theory

6. Social development in Pakistan

   a. Historical background

   b. Stakeholders of social development

   c. Factors promoting social development

   d. Factors hindering social development

7. Thematic areas of social development

   a. Rural development

   b. Gender and development

   c. Public Health

   d. Education: Formal, Informal and Non-formal

   e. Other current issues

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RECOMMENDED READINGS

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Chaudhry, Muhammad. I. (2000).*Pakistani Society*. Karachi: Kifayat Academy.

Chekki, D. A. (1986).*Community Development Theory and Methods of Planned Change*. Calcutta: Vikas Publishers.

Hall, A. & James, M. (2004). *Social policy for development*. Thousand Oaks, CA: SAGE.

Khalid, Mohammad. (2014). *Social Work Theory & Practice*. Karachi: Kifayat Academy.

Khan, I. K., Rashid, A. &Awan, A. A. (1988). *Participative Management for Rural Development*. Karachi: PARD.

Pawar, M. S. & David, R. C. (2010).*Social development: Critical themes and perspectives*. New York: Routledge.

Rafiq, S. Z. (2000). *Community Development: Principles & Techniques*. Peshawar: SaifPrinting Press.

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

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

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COURSE TITLE: SOCIAL RESEARCH

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COURSE CODE: SW 362   **CREDIT HOURS: 03**   **MARKS: 100**

COURSE OBJECTIVES

This course will help students to understand research, types of research design, its importance and steps involved in research process. It will also enable students to know about research design, universe, sampling, tool of data collection, data collection, data analysis and report writing. This course will enable them to develop skills in the practice of researches.

COURSE CONTENTS

1. Introduction
    a. Definition and meaning of research
    b. Types of research
    c. Significance of research
    d. Theory and Research
    e. Qualitative and Quantitative research
2. Basic Steps in research process
    a. Formulation of a research problem
    b. Review of literature
    c. Formulation of Hypothesis
    d. Research Design
    e. Data Collection
    f. Data analysis
    g. Report writing
3. Universe/Population in research
    a. Definition and meaning
    b. Importance of universe in research
4. Sampling
    a. Definition and meaning of sampling
    b. Importance of sampling in research
    c. Probability sampling and its types
    d. Non-Probability sampling and its types
5. Tools of Data Collection
    a. Questionnaire
    b. Interview schedule
    c. Focus Group Discussion
    d. Observations
6. Ethics in social Research
7. Problems/Limitations faced by researcher in the field & its solution
8. Qualities of a good researcher
9. Research report formulation

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a. Format of research report
b. Essentials of a good research report
c. Referencing styles
d. Bibliography

RECOMMENDED READINGS

Anastas, J.W. (2013). *Research Design for Social Work and Human Services*.Columbia University Press.

Blaikie, N. (2009). *Designing Social Research. Cambridge*: Polity Press.

Brian, C. (2006). *Applying Research in social Work Practice*. UK: McGraw-Hill Education.

Creswell, J.W. (2013). *Research Design: Qualitative, Quantitative and Mixed Methods Approach*. London: Sage Publications.

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Teddlie, C. &Tashakkaori, A. (2009).*Foundations of Mixed Methods Research: Integrating Quantitative and Qualitative Approaches in the Social and Behavioral Sciences*. London: Sage Publication.

Thyer, B. (2009). *The Handbook of Social work research Methods. Thousand Oaks,* CA: Sage.

Yegidis, B. L., Winbach, R. W. & Myers, L. L. (2012).*Research methods for social workers.* *Boston*: Allyn and Bacon

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COURSE TITLE: SOCIAL WELFARE ADMINISTRATION
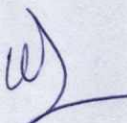
COURSE CODE: SW 363   **CREDIT HOURS: 03**   **MARKS: 100**

COURSE OBJECTIVES

To help students understand basic concepts and principles of social welfare administration, introduce them with administrative structures and functions of a social services unit and map out Pakistan's social welfare administration.

CONTENTS

1. Definition and historical perspective of Social Welfare Administration
2. Principles of Social Welfare Administration
   a. Needs and vulnerability
   b. Risk and insecurity
   c. Social investment
   d. Social justice
   e. Social inclusion and integration
3. Social Welfare Administrative structure for provision of social services
   a. The public sector
   b. The private sector (for profit, not for profit/voluntary)
   c. The informal sector (mutual aid)
4. Components of social administrative structure
   a. Organization
   b. Personnel
   c. Program
   d. Finance
   e. Management
5. Functions of Social Welfare Administration
   a. Planning
   b. Organizing
   c. Staffing
   d. Directing
   e. Co-ordinating
   f. Reporting
   g. Budgeting

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6. Role of Social Welfare Officer/Administrator

RECOMMENDED READINGS

Abbas, R. (1969). *Social welfare administration in Pakistan*. Lahore: Alhamra Academy.

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Prakash, A. (2013). *Social Welfare & Administration*. Jaipur: RBSA publishers.

Skidmore, R. A. (1995). *Social Work Administration: Dynamic Management and Human Relationships*. Needham Heights, MA: Allyn and Bacon.

Weinbach, R. W. & Taylor, L. M. (2014).*The Social Worker as Manager: A Practical Guide to Success*. Boston, MA: Pearson Education, Inc.

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COURSE TITLE: SOCIAL ACTION

COURSE CODE: SW 364   **CREDIT HOURS: 03**   **MARKS: 100**

OBJECTIVES

The Course is designed to highlight the importance of Social Action in attaining stability, empowerment and for promotion of social development in the society. The course aims to promote the students' academic and professional skills in Social Action as significant secondary method of Social work. It will also help the students to understand the roles and functions of Social Action in forming the basis for existence and functioning of social welfare institutions.

CONTENTS

1. Definition, Meaning and objectives of Social Action
2. Origin of Social Action as method of Social work
3. Need and importance of Social Action
4. Elements of Social action
   - a. Consciousness
   - b. Democratic working
   - c. Democratic leadership
   - d. Co-ordination/collaboration
5. Principles of Social Action
6. Process of Social Action
7. Application of Social action in Basic Methods
8. Strategies/ Instruments of Social Action
   - a. Public opinion
   - b. Social advocacy
   - c. Confrontation, Bargaining and Mobilization
   - d. Affirmative and non-affirmative activities
9. Social Action at State level
10. Social Action at NGO's level
11. Trends and issues in Social Action in Pakistan
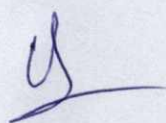12. Challenges for Social Action in Pakistan

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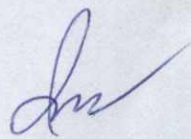
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Abbott, C. & Taylor, P. (2013).*Action Learning in Social Work*. London: Sage Publication.

Atkinson, J. M. & Heritage, J. (1984).*Structures of Social Action*. New York: Cambridge University Press.

Donnison. D. V. (1965). *Social Policy and Administration*: London Allen &Unwin.

Gandhi, P. K. (1985). Social Action Through Law: Partnership for Social Justice. New Dehli: Concept Publication Company.

Martin, J. L. (2011). *The Explanation of Social Action*. New York: Oxford University Press.

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Newcom, F. A. & Sachs, J. (2013).*Clinical Work and Social Action: An Integrative Approach*. New York: The Haworth Press.

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COURSE TITLE: SOCIAL GERONTOLOGY

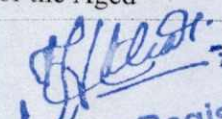**COURSE CODE: SW 471**   **CREDIT HOURS: 03**   **MARKS: 100**

OBJECTIVES OF THE COURSE

The course will provide a comprehensive view of aging to the students and enable them to identify emerging issues related to old age. This will also familiarize the students about the welfare services for elderly in Pakistan and the Globe.
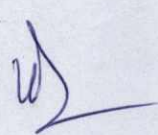
CONTENTS

1- Meaning, definition and importance of Social Gerontology
2- Causes of the emergence of the concept of ageing
3- Aging and Culture
4- Islamic concept of Aging and Aged
5- Theories of Aging

   -Psychological theories of ageing

   -Life span development theory

   - Socio-emotional selectivity theory

b) Sociological theories of ageing

    1)Activity
    2) Continuity
    3) Disengagement
    4) Modernization theory

6.   Problems of the Aged
   a. Social Problems (Accommodation, Transportation, Recreational, Social)
   b. Psychological Problems (Loneliness, Isolation, fear of death, family issues, Protection)
   c. Physical Problems (Sight, Hearing, general weakness, diet and other disabilities)
   d. Economic Problem (Poverty, Unemployment, lack of pension and financial investment)

7. Legislation and Social Welfare Services for the Aged in Pakistan
   a. Government level
   b. Non-government level

8. Societies/Organizations for the Aging and the Aged in Pakistan

9. Role of Senior Citizens in development of family, community and society at large

10. Role of Professional Social Worker in Preventive, Curative and Rehabilitative services for the Aged
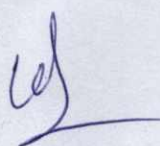
RECOMMENDED READINGS

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

Decker, D. L. (1980).*Social Gerontology: An Introduction to the Dynamics of Aging*. Boston: Little Brown.

Formosa, M. & Higgs, P. (2015).*Social Class in Later Life: Power, Identity and Lifestyle*. Bristol: Policy Press.

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Khalid, Muhamma (2014). *Social Work Theory and Practice*. Karachi: Kifayat Academy.

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

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Wilmoth, J. M. & Ferraro, K. F. (2007).*Gerontology.Perspectives and Issues*. New York: Springer Publishing Company.

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COURSE TITLE: MEDICAL AND PSYCHIATRIC SOCIAL WORK

COURSE CODES: SW 472   **CREDIT HOURS: 03**   **MARK: 100**

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 work 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

 a. Definition and scope of mental health
 b. Mental health problems
 c. Remedial and preventive aspects of the mental health program
 d. Social implications of mental health problem and mental retardation

VI. Types of mental disorder:

 a. Physiogenirc 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

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2. Methods in Rehabilitation

    a. Guidance and counselling

    b. Vocational training

    c. Community organization

VIII   Application of Social Work in medical setting

1. Use of Social Casework, 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:

Alan, B., and Pritchard.(1983). *Social Work and Mental Illness.*

Ann, B. et.al (1982).*Rehabilitation of the Handicapped; New Dimensions in Programs for the Developmentally Disabled.*

Field and Minns . (1982). *Patients are People. A Medical Social Approach to Prolonged Illness.*2nd edition.

Friedlander, W.A. (1976). *Concepts & Methods of Social Work.*2nd Edition.

Goldstein .(1976). *Expanding Horizons in Medical Social Work. Chicago,* University of Chicago Press.

Robinson & Robinson (1982).*The Mentally Retarded Child, McGraw Hill Series in Psychology.*

Robinson (1990).*The Patient as a Person a Study of the Social Aspect of Illness.*New York University Press.

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COURSE TITLE: INTRODUCTION TO DISABILITY STUDIES

COURSE CODE: SW 473   **CREDIT HOURS: 03**   **MARKS: 100**

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:

The purpose of the course is to introduce disability in the context of social work. The course also highlights problems and problems of persons with disabilities. Moreover, the aim of the course is to sensitize and orient the scholars towards specialized area/field of social work in rehabilitation and welfare of persons with disabilities

INTRODUCTION:

1. Definition of disability and its related concepts.
   a. Impairment
   b. Disability
   c. Handicapped

2. **Disability in Historical Perspective**
   a. Disability in primitive societies
   b. Disability in medieval and industrialization
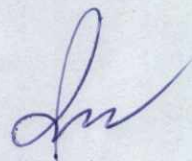   c. Disability in contemporary societies
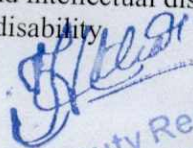
3. **Models and Theories of Disability**
   a. Charity model
   b. Medical model
   c. Social model
   d. Bio-psychosocial model
   e. Social construction and disability
   f. Feminist theories and disability

4. **Types of Disability**

   a. Visual disability
   b. Speech disability
   c. Physical disability
   d. Mental and intellectual disability
   e. Multiple disability

5. Disability and Human Rights
a. Convention on the rights of person with disabilities
b. Violation of rights of persons with disabilities

6. . Prevention and Rehabilitation

a. Definition of prevention and rehabilitation.
b. Measures of rehabilitation in different setups (Familial, educational, vocational, socio-recreational).

7. Policies and approaches for the rehabilitation of disabled in Pakistan

8. Services, Programmes and Legislations

a. Programmes and services for the persons with disabilities.
b. Organization and administration of Government and non-government services.
c. Legislation regarding employment and placement of disabled – 1981.

9. Methods and Practices

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.

RECOMMENDED READING:

Bean, P. (1988). *Mental Disorder and Community Safety*. Palgrave Hound mills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York.

Burkhauser, M. (1990).*Disentangling the Effect of Arthritis on Earnings*: Simultaneous Estimate of Wage Rates and Hours Worked, *Applied Economics*.

Maitre, L., Nolan and Whelan.(2001).*Reassessing Income and Deprivation Approaches to the Measurement of Poverty in Ireland.*Economic and Social Review.

Maitre, L., Nolan, David, W., and Williams, W. (2002). *Monitoring Poverty.*Research Series Paper No. 45, Dublin: The Economic and Social Research Institute

Nolan, G. (2004).*Disability and Labor Market Participation*, Equality Authority: Dublin.

Report of the National Conference (1979).*Child Development Prospects and Challenge.Islamabad Pakistan* 12-14 November.

Social Welfare wing Ministry of health and Social Welfare (1980). *Report on the handicapped child. Government of Pakistan.*

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COURSE TITLE: SOCIAL WORK AND YOUTH WELFARE

COURSE CODE: SW 474   **CREDIT HOURS: 03**   **MARKS: 100**

COURSE OBJECTIVES

To help students understand the concepts of youth, youth welfare, youth development, and to enhance their historical and theoretical understanding of issues related to young people. Further, to orient students with the professional social work with youth.

CONTENTS

1. Definitions of Youth, Youth Welfare, Youth Development and Youth Work

2. Historical perspective of Youth Welfare

3. Youth Theories

    a. Resilience

    b. Positive Youth Development based on Ecological Theory

    c. Leadership Theories

4. Social Work practice with youth

    a. Interpersonal and helping skills

    b. Organizing groups around youth participation

    c. Youth leadership and management in community services

5. Youth and Family & Community

    a. Interrelationship of youth and family & community

    b. Support factors

    c. Risk factors

6. Youth issues in Pakistan

    a. Health (Physical fitness, Addiction, HIV/AIDS, STDs)

    b. Education (post secondary education, vocational training)

    c. Recreation (positive recreation, opportunities, facilities)

    d. Employability

    e. Civic engagement

7. Behavioural Therapy

8. Role of professional social worker for Youth Welfare

RECOMMENDED READINGS

Buchroth, I. &Parkin, C. (2010).*Using Theory in Youth and Community*. London: Sage.

Cheon, J. W. (2008). *Positive Youth Development and Youth-professional Relationships: Exploring the Nature of Strengths-based Practices with Children and Youth from Professionals' Perspectives*. Ann Arbor: ProQuest.

Davies, B. &Batsleer, J. R. (2010).*What is youth work?* Exeter: Learning Matters. A helpful exploration of the nature of youth work.

Gilchrist, R. Jeffs, T. and Spence, J. (2003).*Architects of Change: Studies in the History of Community and Youth Work*. Leicester: The National Youth Agency.

Gilchrist, R., Hodgson, T.; Jeffs, T., Spence, J., Stanton, N. and Walker, J. (2011).*Reflecting on the Past. Essays in the history of youth and community work*. Lyme Regis: Russell House Publishing.

Gilchrist, R., Jeffs, T. and Spence, J. (2001).*Essays in the History of Community and Youth Work*.Leicester: Youth Work Press.

Gilchrist, R., Jeffs, T. and Spence, J. (2006).*Drawing on the Past: Studies in the History of Community and Youth Work*.Leicester: The National Youth Agency.

Gilchrist, R., Jeffs, T., Spence, J. and Walker, J. (2009).*Essays in the History of Youth and Community Work: Discovering the past*. Lyne Regis: Russell House Publishing.

Jeffs, T. and Smith, M. K. (2010).*Youth work practice*. Basingstoke: Palgrave Macmillan.

Nicholls, D. (1997). *An Outline History of Youth and Community Work and the Union 1834 – 1997*. Birmingham, Pepar Publications.

Nicholls, D. (2012). *For Youth Workers and Youth Work: Speaking Out for a Better Future*. Bristol: Policy Pre

Rogers, A. and Smith, M. K. (2011).*Journeying Together: Growing Youth Work and Youth Workers in Local Communities*. Lyme Regis: Russell House.

Ungar, M. (2004). *Nurturing hidden resilience in troubled youth*. Toronto: University. of Toronto Press.

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COURSE CODE: SW 481　　　**CREDIT HOURS: 03**　　　**MARKS: 100**
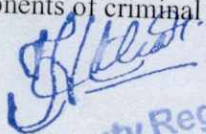
COURSE OBJECTIVES

This course helps students develop understanding of the dynamics, origins and causes of crime. economic and cultural environment. It also assists students in their understanding of the criminal justice system and of its various components and their functions.

CONTENTS

1. Definition and meaning of Crime

2. Causes of crime

3. Types of crime

4. **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

5. Situational analysis of crimes in Pakistan

6. Theories of criminal behavior

    a. Biological theories of crime (Lombrosian Theory)

    b. Social Structure theories (Social Disorganization, Strain Theory)

    c. Social process theories (Differential Association Theory, Labeling Theory)

7. Theories of Punishment

    a. Defining punishment

    b. Theories of punishment (Retribution, Deterrence, Incapacitation, Rehabilitation)

    c. Islamic perspective on punishment

8. The Criminal Justice System

    a. Importance of criminal justice system

    b. The functions of criminal justice system

    c. Components of criminal justice system

9. The Police Force

    a. Background of Police in Pakistan

    b. Laws governing Police Force

    c. Role of police in Crime prevention

    d. Problems with Police Force

10. The Judicial System

    a. Structure and Functions

    b. Role of judiciary in Pakistan

    c. Issues with Judiciary in Pakistan

11. The Prison System

    a. Background of Prisons

    b. The Prison System of Pakistan

    c. Problems with the Prison System in Pakistan

12. The Probation System

    a. Background of the Concept of Probation

    b. Development of Probation in Pakistan

    c. Problems confronting Probation System in Pakistan

13. The Parole System

    a. Background of the Concept of Parole

    b. Development of Parole in Pakistan

    c. Main Problems with Parole System in Pakistan

RECOMMENDED READINGS

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

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

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

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

Duff, A. & Duff, R. A. (2003).*Punishment, Communication, and Community.* New York: Oxford University Press.

Duff, R. A. & Garland, D. (1994).*A Reader on Punishment.*Oxford: Oxford University Press.
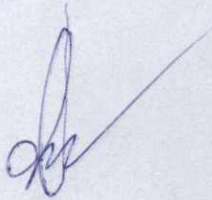
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Garland, D. (1990) *Punishment and Modern Society: A Study in Social Theory*. Oxford: Clarendon Press.

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

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

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

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COURSE TITLE: SOCIAL WORK AND DISASTER MANAGEMENT

COURSE CODE: SW 482   **CREDIT HOURS: 03**   **MARKS: 100**
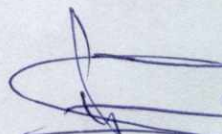
COURSE OBJECTIVES

The objective of the course is to introduce students with the concept, nature and diversities of the disaster and its different natural and human created types. It will also acquaint students with different impacts of disaster on human society; possible solutions to stop or minimize the disaster's occurrence and impacts minimizing.

CONTENTS

1. Definition, meaning and explanation of Disaster and Disaster Management
2. Types of Natural and Man-made Disaster
   a. Famine
   b. Biological Hazards
   c. Floods
   d. Storms
   e. Earthquakes
   f. Volcanic Eruptions
   g. Accidents
   h. Political and Complex Emergencies
   i. Terrorism
3. Basic Terminologies related to Disaster
   a. Hazard
   b. Risk
   c. Vulnerability
   d. Capacity
   e. Resilience
4. Effects of Disasters
5. Disaster Management Cycle
   a. Preparedness
   b. Response
   c. Reconstruction
   d. Recovery
   e. Mitigation
6. Risk;

   a. Components   b. Determinants   c. Risk assessment
7. Hazard assessment and Tools of hazards assessment.
8. Capacity and vulnerability assessment.
9. Risk reduction

   a. Objectives, b. Aim of Risk Reduction Measures

   c. Appropriate and Adequate Risk Reduction Measures.

   d. Community Base disaster Risk reduction/ disaster preparedness'.

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10. Disasters in Pakistan
11. Disaster Risk Reduction and Management Authorities in Pakistan
    a. NDMA
    b. PDMA
    c. DDMA
    d. FDMA
7. Role of community in disaster risk reduction
8. Role of professional social worker in pre and post-disaster situations

RECOMMENDED READINGS

17[th]Regional Learning Workshop on CBDRR; *Building Community Resilience & Self Reliance. Reading material Vol.2.* Bangkok: Asian Disaster Preparedness Center.

Alexander, D. (2000). *Confronting Catastrophe: New Perspectives on Natural Disaster.* New York: Oxford University Press.

Alley, E et al. (1993).*Combating the Vulnerability of Communities.*London: Telford.

Anderson, M. & Woodrow, P. (1999).*Rising from the Ashes: Development Strategies in Times of Disasters.* London: IT Press.

Blaikie, Piers et al. (1994). *At Risk: Natural Hazards, People's vulnerability and Disasters.* New York: Routledge.

Enarson, E. & Morrow, B. (1998).*The Gendered Terrain of Disaster: Through Women's Eyes.* Westport.

Gautam, D. &Khanal, S. C. (2009). *Community Based Disaster Risk Reduction: Contribution to Hyogo Framework of Action.* Lalitpur: Mercy Corps.

Godschalk, D. et al. (1999). *Natural Hazard Mitigation: Recasting Disaster Policy and Planning.* Washington: Island Press.

Lewis, J. (1999). *Development in Disaster-prone Places: Studies of vulnerability.* London: Intermediate Technology Publications.

Lyons, K. H., Hokenstad, T. Pawar, M., Huegler, N. & Hall, N. (2012).*The SAGE Handbook of International Social Work.* London: SAGE.

Maskrey, A. (1989). *Disaster Mitigation: A Community Based Approach.* Oxford: Oxfam.

Nakamura, P. & Roberta, C. (2006).*Risk management handbook for health care organizations.* San Francisco: Jossey-Bass.

Red Cross Red Crescent (2009). *World Disasters Report: Focus on early warning, early action, 2009.* Geneva: Red Cross

Shaw, R. &Nibanupudi, H. K. (2014).*Mountain Hazards and Disaster Risk Reduction.* London: Springer.

Shaw, R. (2012). *Community Based Disaster Risk Reduction.* Bingley: Emerald Group Publishing.

Shaw, R., Srinivas, H. & Sharma, A. (2009).*Urban Risk Reduction: An Asian Perspective.* Bingley: Emerald Group Publishing.

Wood, A. et al. (2001). *Evaluating International Humanitarian Action: Reflections from Practitioners.* New York: Zed Books.

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COURSE TITLE: SCHOOL SOCIAL WORK

COURSE CODE: SW 483   **CREDIT HOURS: 03**   **MARKS: 100**

COURSE OBJECTIVES

The course aims to impart knowledge to the students about the importance of school social work as an inter-professional approach and its significance in dealing with the problems of the students in education. Students learn the role of School as an agency outside home, its role in personality development and socialization.

CONTENTS

1. Definition, meaning and scope of School Social Work

2. Historical perspective of School Social Work

3. Theories Related to Human Behavior in Social Work

    a. Cognitive theory

    b. Ego-psychology theory

    c. Learning theory

4. Factors affecting Learning

    a. Biological factors

    b. Social factors

    c. Economic factors

    d. Psychological factors

5. Causes and remedial measures of learning disability

6. Guidance and Counseling with children in schools

7. Importance of Parent Teacher Associations in learning

8. Social Casework and Social Group Work in school settings

9. Importance of students' case records

10. Trends, Issues & Need of School Social Work in Pakistan

11. Role of Social worker in solving Psycho-social and economic problems of the students
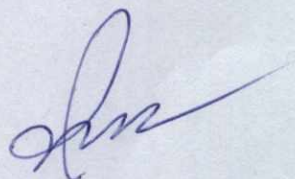
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RECOMMENDED READINGS

Allen-Meares, P. (2015). *Social work services in schools*. New York: Pearson, Allyn, and Bacon.

Chavkin, N. F. (1993). *The use of research in social work practice: A case example from school social work*. Westport, CT: Praeger.

Constable, R. T., McDonald, S. & Flynn, J.P. (2002).*School Social Work: Practice, Policy, and Research Perspectives*. Chicago: Lyceum Books.

Ehly, S., Ehly, S. W. & Dustin, E. R. (1989).*Individual and Group Counseling Schools*. New York: Guilford Press.

Franklin, C., Mary, B. H. & Paula, A. (2006).*The school services source book: A guide for school-based professionals*. New York: Oxford University Press.

Kelly, M. S. (2008). *The domains and demands of school social work practice: A guide to working effectively with students, families, and schools*. New York: Oxford University Press.

Kelly, M. S., Raines, J. C., Stone, S. & Frey, A. (2010).*School Social Work: An Evidence-Informed Framework for Practice*. New York: Oxford University Press.

Massat, C. R. (2009). *School Social Work: Practice, Policy, and Research*. Chicago: Lyceum Books.

Openshaw, L. (2008). *Social work in schools: Principles and practice*. New York: Guilford Press.

Sabatino, C. A. (2014). *Consultation Theory and Practice: A Handbook for School Social Workers*. New York: Oxford University Press.

School Social Work association of America (2000): *Teaching school social work: model course outlines and resources*. USA: Council on Social Work Education.

Sink, C. A. Edwards, C. &Eppler, C. (2011). *School Based Group Counseling*. Belmont: Cengage Learning.

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Fieldwork

Fieldwork is an important component of Social Work discipline. The students of BS in Social Work are required to do their Filed Works in respective institutions in block placement or once a week for a full day. In addition the students are also required to visit the fieldwork centres in different cities of Pakistan like Lahore, Islamabad, Peshawar, Mingora Swat, TimergaraDir Lower and Batkhela District. In this way the students of Social Work will get practical experience and exposure to the work environment in government as well as private sector.

Besides, fieldwork visits, students in three semesters of BS Program will visit welfare organisations located in main cities to understand the mechanism of helping people under auspices of organisations. Provincial/country head offices of the welfare organisations are suggested for such mandatory field visits.

The students will then submit the fieldwork reports to the fieldwork in-charge and then to the respective chairman.

List of Fieldwork institutions are as under:

1. Peshawar Institute of Prosthetic and Orthotic Sciences Hayatabad Peshawar
2. Special Education Complex Hayatabad Peshawar
3. DOST Welfare Foundation Hayatabad
4. Centre for the Visually Handicap, Hashnagri Peshawar
5. Drugs Abuse Treatment Centre Khyber Teaching Hospital Peshawar
6. Fountain House Lahore
7. Drug Abuse Treatment Centre Saidu Sharif Swat
8. Deaf and Dumb Centre Mingora Swat

LIST OF EXTERNAL EXAMINERS FOR BS IN SOCIAL WORK

1. Professor Dr.Basharat Hussain
   Chairman Department of Criminology
   University of Peshawar, KPK Pakistan

2. Dr.ShakeelAhmed
   Assistant Professor
   Department of Social Work
   University of Peshawar
   KPK, Pakistan

3. Dr. Muhammad Ibrar
   Assistant Professor
   Department of Social Work
   University of Peshawar

4. SumeraFarid
   Assistant Professor
   Department of Social Work
   University of Peshawar

5. Dr. Imran Sajid
   Lecturer
   Department of Peace and Conflict Studies
   University of Peshawar

6. Faieq Hussain Shah
   Lecturer
   Department of Social Work
   University of Peshawar

7. FarhanaNaureen
   Lecturer
   Department of Social Work
   University of Peshawar

8. NasiraNasreen
   Lecturer
   Department of Social Work
   University of Peshawar

9. Dr.BushraShafi
   Assistant Professor
   Department of Sociology
   University of Agriculture
   Peshawar

10. Dr.SadiaSaeed
    Assistant Professor Social Work
    Department of Sociology
    Quaid-e-Azam University Islamabad
    Pakistan

11. Dr.Mamoon Khan Khattak

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12. Naqeeb Hussain Shah
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KPK, Pakistan

13. FarhatUllah
Lecturer
Department of Social Work & Sociology
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KPK, Pakistan

14. Zia UllahAkhunzada
Lecturer
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KPK, Pakistan

15. Dr.AsifRanja
Assistant Professor
Department of Social Work
Islamia University Bahawalpur

16. Dr. Mohammad IqbalBasit
Associate Professor
Department of Social Work
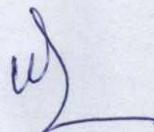University of Sargodah, Punjab

17. Dr.MalihaGulTarar
Lecturer
Department of Social Work
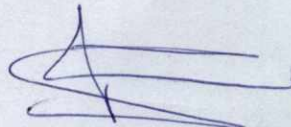University of Sargodah Punjab

18. Asiya Anwar
Lecturer
Department of Social Work
University of Sargodah Punjab

19. Dr. Abdullah
Assistant Professor
Department of Sociology and Social Work
University of Swat
KPK, Pakistan

20. Amir Alam

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Lecturer
Department of Social Work
Shaheed Benazir Bhutto University, Warai Campus
Dir Upper, KPK Pakistan

21. RahatUllah
Superintendent DarulAman
Mingora District Swat

22. Muhammad Khalid
Rehabilitation Officer/ Assistant Director Litigation
Directorate of Social Welfare and Women Development
Peshawar

23. Muhammad Adil
District Officer Social Welfare
Haripur

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