

## **Detailed Syllabus for the post of Welfare Officer Gr. II in Prisons and Correctional Services**

**(Category No.374/2024, 437/2024)**

**(Total – 100 mark)**

### **Module 1: Foundations and Evolution of Social Work**

**(10 Mark)**

- Definition, meaning, purpose, goals, and objectives of social work.
- Philosophy, principles, and assumptions of social work and their application in practice.
- Social work–related concepts: social service, social welfare, social security, social reform, social policy, social defence, social development, social justice, and social health.
- Evolution of the social work profession.
- Role of social work in remedial, preventive, and developmental models.
- Basic and auxiliary methods of social work and their fields of practice.
- Tools, techniques, skills, and abilities required of a professional social worker.
- Systems approach to social work practice.
- Professional identity of social workers – NASW Code of Ethics, standards of practice.
- Relationship of social work with human rights.

### **Module 2: Working with Individuals (Social Casework)**

**(10 Mark)**

- Definition, nature, objectives, relevance, and scope of social casework as a primary method of social work.
- Philosophy, principles, and components of casework practice.
- The casework process – study, social diagnosis, treatment/intervention, termination, and evaluation.
- Theoretical foundations of human development (Erikson, Piaget, Kohlberg) with relevance to casework.
- Approaches and models of casework – psychosocial, problem-solving, functional, task-centred, behavioural modification, crisis intervention, ecological, general systems, and eclectic approaches.
- Skills in casework – interviewing, rapport-building, empathy, resource mobilisation, advocacy, and home visits.
- Types of recording in casework – intake notes, social history, assessment reports, process and summary records.
- Applications of casework practice in medical, psychiatric, family, child welfare, correctional, and community contexts.
- Role and functions of the social caseworker as a professional helper.

### **Module 3: Working with Groups (Social Group Work)**

**(10 Mark)**

- Concept, definition, assumptions, objectives, and scope of group work.
- Principles, skills, and values of group work.
- The social group work process.
- Stages of group development.
- Group process and group dynamics.
- Approaches and models of group work practice – therapeutic/social treatment, developmental, task-oriented groups.

- Role, functions, skills, and qualities of the group worker.
- Applications of group work in various settings.

#### **Module 4: Working with Communities (Community Organisation) (10 Mark)**

- Concept, definition, objectives, scope, and principles of community organisation.
- Process of community organisation.
- Models of community organisation – Jack Rothman, Marie Veil.
- Approaches in community organisation and the role of the social worker in each.
- Social action – concept, purpose, strategies, and approaches (Gandhi, Paulo Freire, Saul Alinsky).
- Community organisation as a para-political process: networking, civil society movements, influencing policy decisions.

#### **Module 5: Social Work Administration (10 Mark)**

- Concept and scope of social work administration as a method of social work.
- Objectives, principles, and functions of administration.
- Administration, organisation, management, business administration, public administration, social administration, and social welfare administration – emphasis on non-profit and human service organisations.
- Approaches to understanding organisations.
- Management concepts, objectives, principles, and styles.
- Administrative processes.
- Procedure for registration of societies and trusts.
- Organisation, structure, and functions of CSWB, SSWB.

#### **Module 6: Social Work Research and Statistics (10 Mark)**

- Definition, nature, scope, and purpose of social work research.
- Steps in problem formulation.
- Role of theory and hypothesis in research.
- Research designs.
- Qualitative, quantitative, and mixed methods approaches.
- Sampling principles and sample designs.
- Data collection methods and tools.
- Data processing, analysis, interpretation, and presentation.
- Introduction to statistics – descriptive and inferential.
- Integration of qualitative analysis methods in social work research.
- Mixed methods in evidence-based practice.

#### **Module 7: Counselling in Social Work Practice (10 Mark)**

- Definition, scope, and settings of counselling.
- Differentiating guidance, counselling, and psychotherapy.
- Goals of counselling.
- Counselling process.
- Theories of counselling – psychoanalytic/psychodynamic, client-centred, behavioural, cognitive, humanistic, existential, integrative/eclectic.
- Counselling techniques and skills.

- Counsellor–client relationship – empathy, genuineness, unconditional positive regard, transference, countertransference.
- Ethical considerations – confidentiality, informed consent, boundaries, APA ethical standards.
- Recording in counselling – session notes, progress notes, confidentiality in documentation.
- Overview of common mental health issues – anxiety disorders, depression, PTSD, suicidal risk, addictions, personality disorders.
- Role of counsellors in different settings – educational, medical, psychiatric, workplace, rehabilitation, correctional institutions.

### **Module 8: Social Legislation**

**(10 Mark)**

- Meaning and scope of social legislation as an instrument of social control, social change, and social justice.
- The Indian Constitution – Fundamental Rights, Duties, Directive Principles of State Policy.
- Personal laws (Hindu, Muslim, Christian, Special Marriage Act) including adoption and guardianship.
- Protective legislations – women (Dowry Prohibition, Domestic Violence Act), children (Child Marriage Prohibition, Child Labour Abolition, Right to Education), SC/ST (Prevention of Atrocities Act), Persons with Disabilities Act, Consumer Protection Act, Environmental Protection Act, RTI Act.
- Social defence legislations – overview of criminal justice laws (Bharatiya Nyaya Sanhita, Bharatiya Nagarik Suraksha Sanhita, Bharatiya Sakshaya Act).
- Human rights mechanisms – National/State Human Rights Commissions, Women’s Commissions (structure, powers, functions).

### **Module 9: Correctional Administration and Legislations**

**(10 Mark)**

- Concept and scope of correctional administration.
- Objectives, structure, and functions of Kerala Prisons and Correctional Services.
- Role of Department of Social Justice and related state agencies.
- Institutional correctional settings – prisons, borstal schools, observation homes, special homes, children’s homes.
- Welfare schemes for prisoners – education, vocational training, health care, rehabilitation.
- Key legislations – Probation of Offenders Act (1958), Juvenile Justice Act (2015), POCSO Act (2012), Child Labour Act (1986), Maintenance and Welfare of Parents and Senior Citizens Act (2007).
- Overview of Supreme Court judgments on prisoners’ rights and human rights in corrections.

### **Module 10: Correctional Social Work**

**(10 Mark)**

- Concept, scope, and techniques of correctional social work.
- Institutional and non-institutional methods – prisons, reformatories, probation, parole, aftercare, community-based corrections.

- Roles of correctional social worker – assessment, casework, group work, counselling, family intervention, advocacy, rehabilitation planning, reintegration support.
- Therapeutic interventions – trauma management, addiction recovery, behaviour modification, suicide prevention, anger management, social skills training.
- Special populations – children in conflict with law, women prisoners, habitual offenders, substance abusers, mentally ill inmates, parolees/probationers.
- Interdisciplinary teamwork – collaboration with psychologists, psychiatrists, legal professionals, prison staff.
- Case conferences, follow-up, re-socialisation.
- Emerging trends – restorative justice, victim–offender mediation, halfway homes, alternatives to incarceration, future of correctional social work.

**NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.**