

Gokul Global University, Sidhpur, Gujarat



**Master of Social Work (MSW)
Semester 2**

Introduction and Application of SPSS in Research

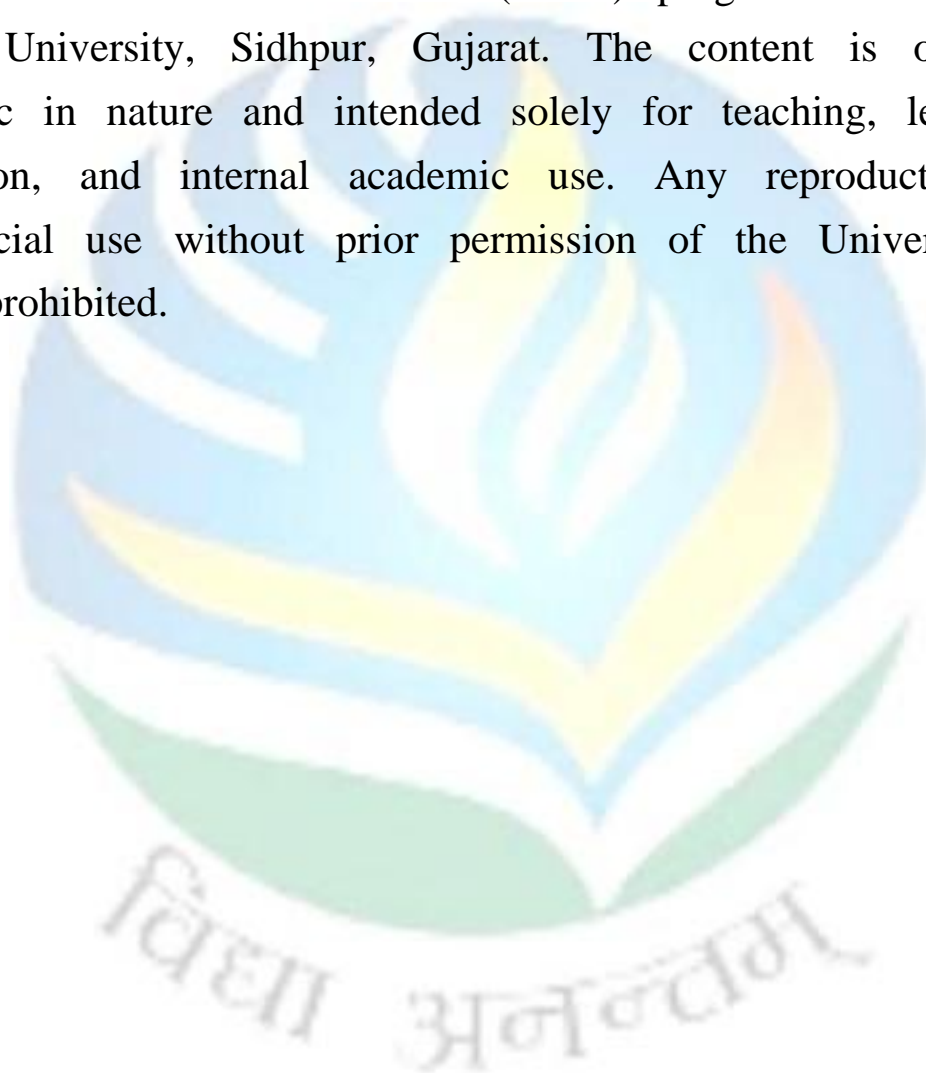
Course Code: MSW C-211 Credits: 4

Self Learning Material (SLM)

Prepared By: Dr. Vijaykumar C Senma

Declaration

This Self Learning Material (SLM) has been prepared exclusively for the Master of Social Work (MSW) programme of Gokul Global University, Sidhpur, Gujarat. The content is original, academic in nature and intended solely for teaching, learning, evaluation, and internal academic use. Any reproduction or commercial use without prior permission of the University is strictly prohibited.



Program Details

Program: Master of Social Work (MSW)

Subject / Branch: Social Work

Year: 1st Year

Semester: 2nd

Course Title: Introduction and Application of SPSS in Research

Course Type: Core

Course Code: MSW C-415

Course Credit: 04

Pre-Requisite: Basic understanding of social science research

Rationale

Research is an integral component of social work education and practice. Social workers are increasingly required to evaluate programmes, analyse social problems, and engage in evidence-based practice. Statistical analysis strengthens research outcomes by providing objective and systematic interpretation of data. SPSS is a widely used software tool that simplifies statistical analysis and enhances research accuracy.

This course equips learners with the conceptual and practical understanding required to use SPSS for research in social work and social sciences.

Teaching & Examination Scheme

Teaching Scheme (Hours/Week)	Examination Scheme	Marks
Lecture: 4	Internal – Mid	20
Tutorial: 0	Internal – CE	10
Practical: 0	External Exam	70
Total Credits: 4	Total Marks	100

Course Objectives

1. To introduce learners to basic research and statistical concepts.
2. To familiarise students with data types, variables, and measurement scales.
3. To develop competency in using SPSS for data entry and statistical analysis.
4. To enable interpretation of SPSS outputs for research reporting.
5. To promote use of SPSS in evidence-based social work practice.

Course Outcomes (COs)

After completing this course, learners will be able to:

1. Explain research and statistical concepts in social science research.
2. Identify different types of data and variables.
3. Use SPSS to analyse research data.
4. Interpret statistical outputs in research reports.
5. Apply SPSS-based evidence in social work research and decision-making.

Course Content

Unit – I : Introduction to Research and Statistical Analysis

Credit: 1 | Weightage: 25%

Topics

- Concept and Meaning of Research
- Objectives and Importance of Research
- Types of Research
- Concept and Meaning of Statistics
- Role of Statistics in Social Work Research
- Introduction to SPSS
- Importance of SPSS in Social Science Research

Suggested Classroom Hours: 16

Unit – II : Data, Variables, Measurement and Coding in SPSS

Credit: 1 | Weightage: 25%

Topics

- Concept and Meaning of Data
- Sources of Data
- Concept of Variables
- Types of Variables
- Qualitative and Quantitative Variables
- Concept of Measurement
- Levels of Measurement
- Concept and Steps in Coding
- Data Preparation for SPSS
- Ethical Issues in Data Handling

Suggested Classroom Hours: 16

Unit – III : Data Entry, Descriptive Statistics and Graphical Presentation in SPSS

Credit: 1 | Weightage: 25%

Topics

- SPSS Interface — Data View & Variable View
- Data Entry in SPSS
- Defining and Labelling Variables
- Data Editing and Cleaning
- Concept of Descriptive Statistics
- Measures of Central Tendency
- Measures of Dispersion
- Frequency Distributions
- Graphical Presentation of Data
- Interpreting Descriptive Output
- Role of Descriptive Statistics in Research

Suggested Classroom Hours: 16

Unit – IV : Inferential Statistics, Hypothesis Testing and Interpretation in SPSS

Credit: 1 | Weightage: 25%

Topics

- Concept of Inferential Statistics
- Population and Sample
- Sampling Distribution & Standard Error
- Concept of Hypothesis
- Null and Alternative Hypotheses
- Level of Significance & p-value
- Types of Statistical Tests
- t-Test
- ANOVA
- Correlation
- Chi-Square Test
- Interpretation of SPSS Output
- Reporting Inferential Statistics
- Limitations of Inferential Analysis

Suggested Classroom Hours: 16

Reference Books

1. Kothari, C.R. — *Research Methodology*
2. Gupta, S.P. — *Statistical Methods*
3. Field, A. — *Discovering Statistics Using SPSS*
4. Punch, K. — *Introduction to Social Research*
5. Pallant, J. — *SPSS Survival Manual*

Suggested Readings

1. Research methodology and statistics journals
2. Social work research publications
3. SPSS user manuals and guides

Online Resources

- <https://ibm.com/spss>
- <https://researchgate.net>
- Open-access statistics tutorials and training portals

Practical / Fieldwork Suggestions

1. Create a dataset and perform descriptive statistics in SPSS.
2. Conduct hypothesis testing using t-test / ANOVA.
3. Analyse correlation between variables.
4. Prepare a research report using SPSS outputs.

Module 1

UNIT-1 Introduction to Research and Statistical Analysis

Unit Introduction

Research is the backbone of scientific inquiry and professional practice in social sciences. In social work, research enables practitioners to understand social problems, evaluate interventions, and design evidence-based programmes. Statistical analysis provides the quantitative foundation for research by enabling researchers to analyse data systematically and draw valid conclusions.

This unit introduces learners to the basic concepts of research and statistics, laying the foundation for the practical application of statistical techniques using SPSS. Emphasis is placed on the relevance of research and statistics in social work education, practice, and policy formulation.

1.1 Concept and Meaning of Research

Research is a systematic, objective, and scientific process of investigating phenomena to establish facts, generate new knowledge, or solve problems. It involves careful planning, data collection, analysis, and interpretation.

In social work, research is essential for understanding human behaviour, assessing social needs, evaluating welfare programmes, and promoting social justice. Research strengthens professional accountability and enhances the credibility of social work inter-

ventions.

1.2 Objectives and Importance of Research

The objectives of research include discovering new knowledge, verifying existing facts, describing social phenomena, and explaining relationships between variables. Research also supports prediction and informed decision-making.

Research is important for policy formulation, programme evaluation, and social planning. For social workers, research promotes evidence-based practice and strengthens advocacy efforts.



1.3 Types of Research

Research may be classified as basic or applied, descriptive or analytical, quantitative or qualitative. Quantitative research relies on numerical data and statistical analysis, while qualitative research focuses on meanings and experiences.

Social work research often adopts a mixed-method approach to gain a comprehensive understanding of social issues.

1.4 Concept of Statistics

Statistics is the science of collecting, organising, analysing, and interpreting numerical data. It helps convert raw data into meaningful information and supports hypothesis testing and decision-making.

Statistics plays a vital role in social science research, programme evaluation, and policy analysis.

1.5 Role of Statistics in Social Work Research

Statistics enables social workers to measure social phenomena, analyse programme outcomes, and present findings objectively. Statistical evidence strengthens research-based practice and policy advocacy.

1.6 Introduction to SPSS

Statistical Package for the Social Sciences (SPSS) is a widely used software for data management and statistical analysis. SPSS simplifies complex calculations and allows researchers to generate tables, charts, and statistical outputs efficiently.

SPSS is especially useful for social work students and

researchers due to its user- friendly interface and wide range of analytical tools.



Unit I – Question Bank

Long Answer Questions

1. Explain the meaning and importance of research in social work.
2. Discuss the role of statistics in social science research.
3. Analyse different types of research with examples.
4. Explain the relevance of SPSS in research.

Short Answer Questions

1. Define research.
2. What is statistics?
3. What is SPSS?
4. State two objectives of research.

Module 2

UNIT-2 Data, Variables, Measurement and Coding in SPSS

Unit Introduction

Data forms the foundation of all research activities. In social science research, data represents information collected from individuals, groups, or institutions to understand social phenomena, human behaviour, and organisational processes. Proper understanding of data types, variables, measurement scales, and coding procedures is essential for accurate analysis and interpretation.

This unit introduces learners to the basic concepts of data and variables, different levels of measurement, and the process of coding data for statistical analysis. Special emphasis is placed on preparing data for analysis using SPSS. The unit equips learners with the conceptual clarity required to handle research data systematically and ethically in social work and social science research.

2.1 Concept and Meaning of Data

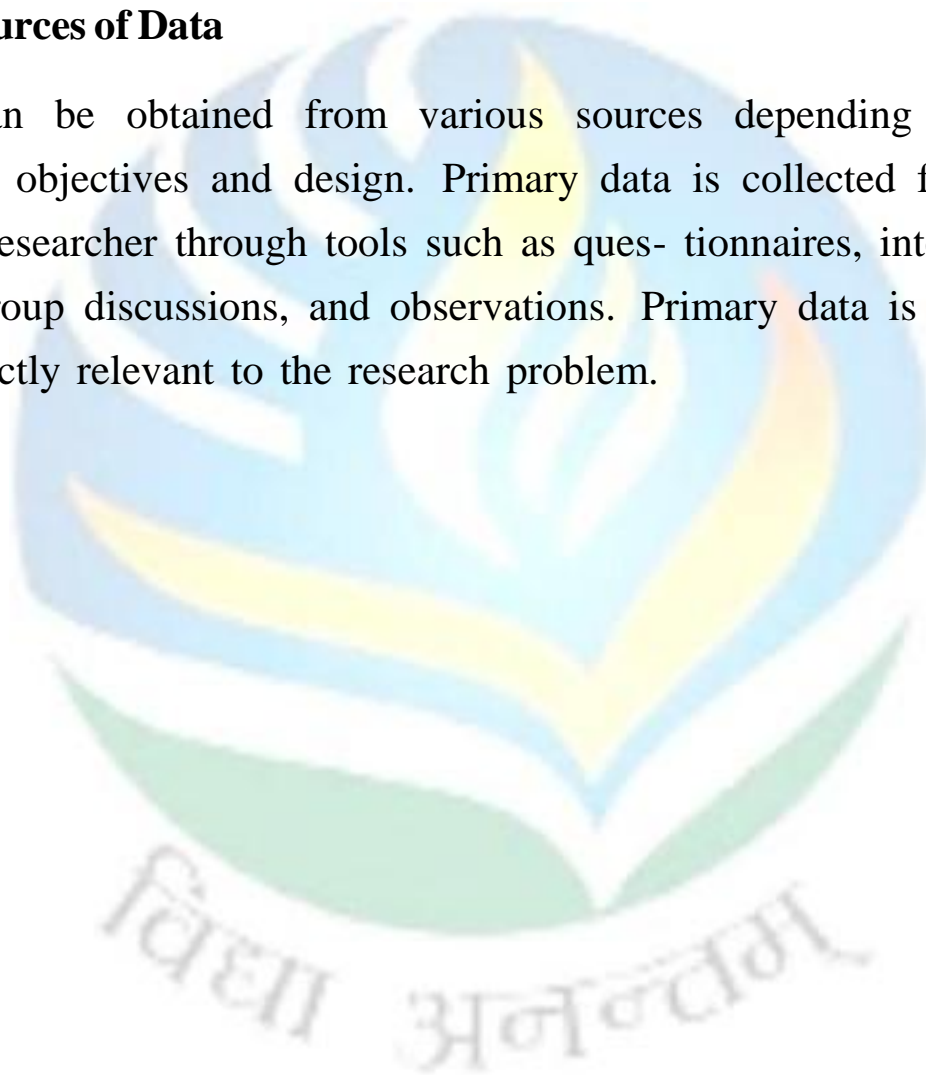
Data refers to raw facts, figures, observations, or responses collected during the research process. Data may be collected through surveys, interviews, observations, experiments, and document analysis. By itself, data has limited meaning; it becomes useful only after systematic analysis and interpretation.

In social work research, data represents lived experiences,

social conditions, service outcomes, and behavioural patterns. Accurate data collection and management are essential for evidence-based practice, programme evaluation, and policy formulation. Social workers must therefore understand the nature and characteristics of data used in research.

2.2 Sources of Data

Data can be obtained from various sources depending on the research objectives and design. Primary data is collected firsthand by the researcher through tools such as questionnaires, interviews, focus group discussions, and observations. Primary data is original and directly relevant to the research problem.



Secondary data refers to information already collected by other researchers or institutions. Examples include census reports, government publications, research articles, and organisational records. Secondary data is cost-effective and useful for background analysis, trend studies, and comparative research.

Social work researchers often use a combination of primary and secondary data to gain a comprehensive understanding of social issues.

2.3 Concept of Variables

A variable is a characteristic, attribute, or property that can take different values among individuals, groups, or observations. Variables form the core of quantitative research and are essential for statistical analysis. Examples of variables include age, income, education, job satisfaction, and stress level.

In social science research, variables represent measurable aspects of social reality. Understanding variables enables researchers to examine relationships, test hypotheses, and draw conclusions. Social workers frequently deal with variables related to behaviour, attitudes, and social conditions.

2.4 Types of Variables

Variables can be classified into different types based on their role and nature.

Independent variables are those that influence or cause changes in other variables. Dependent variables are outcomes affected by independent variables. For example, in a study on training effectiveness, training may be the independent variable and job performance the dependent variable.

Variables may also be classified as continuous or discrete. Continuous variables can take any value within a range, such as income or age, while discrete variables have fixed values, such as number of children. Understanding these distinctions is crucial for selecting appropriate statistical techniques.

2.5 Qualitative and Quantitative Variables

Qualitative variables describe characteristics or categories and are usually expressed in words rather than numbers. Examples include gender, marital status, and occupation. Quantitative variables represent numerical values and allow arithmetic operations, such as height, weight, and test scores.

In social work research, qualitative variables often capture social identities and conditions, while quantitative variables measure intensity, frequency, or magnitude. SPSS allows both types of variables to be analysed effectively through appropriate coding.

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2.6 Concept of Measurement

Measurement refers to the process of assigning numbers or symbols to characteristics of individuals or objects according to specific rules. Measurement enables researchers to quantify abstract concepts such as attitudes, satisfaction, or stress.

Accurate measurement ensures reliability and validity of research findings. In social work research, measurement must be sensitive to cultural context and ethical considerations. Improper measurement can lead to biased or misleading results.

2.7 Levels of Measurement

Measurement scales determine the type of statistical analysis that can be performed on data. There are four primary levels of measurement.

Nominal scale classifies data into categories without any order, such as gender or religion. Ordinal scale arranges data in a meaningful order, such as levels of satisfaction. Interval scale measures differences between values but lacks a true zero, such as temperature. Ratio scale includes a true zero and allows meaningful comparisons, such as income or age.

Understanding measurement levels is essential for selecting appropriate statistical tests in SPSS.

2.8 Concept of Coding

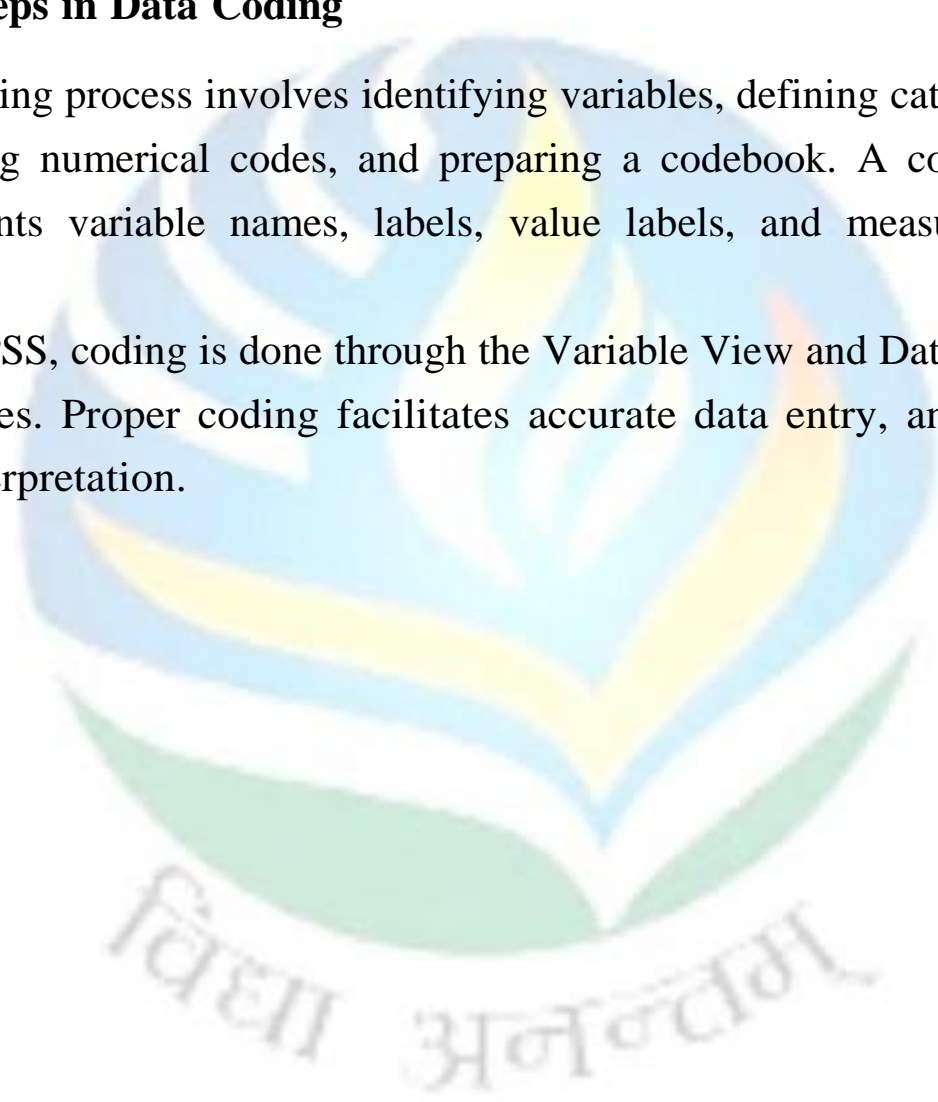
Coding is the process of assigning numerical or symbolic values to data so that it can be analysed statistically. Coding transforms qualitative responses into quantitative form, making them suitable for analysis using SPSS.

For example, responses such as male and female may be coded as 1 and 2. Proper coding ensures consistency, accuracy, and ease of analysis. Social work researchers must ensure that coding respects ethical standards and does not distort respondents' meanings.

2.9 Steps in Data Coding

The coding process involves identifying variables, defining categories, assigning numerical codes, and preparing a codebook. A codebook documents variable names, labels, value labels, and measurement scales.

In SPSS, coding is done through the Variable View and Data View interfaces. Proper coding facilitates accurate data entry, analysis, and interpretation.



2.10 Data Preparation for SPSS

Before data analysis, data must be carefully prepared. Data preparation includes checking for missing values, correcting errors, ensuring consistency, and defining variable properties in SPSS.

Social work researchers must pay attention to data quality, as poor data preparation can undermine research validity. SPSS provides tools for data screening and management that simplify this process.

2.11 Ethical Considerations in Data Handling

Ethical data handling is a fundamental responsibility of researchers. Confidentiality, anonymity, informed consent, and responsible data storage are essential ethical principles. In social work research, ethical considerations are especially important due to the sensitive nature of data related to individuals and communities. Researchers must ensure that data is used solely for academic and professional purposes.

Unit II – Question Bank

Long Answer Questions

1. Explain the concept and sources of data in social science research.
2. Discuss different types of variables with suitable examples.
3. Describe levels of measurement and their significance in statistical analysis.
4. Explain the process of coding data for SPSS analysis.

Short Answer Questions

1. Define data.
2. What is a variable?
3. What is coding?
4. Name any two levels of measurement.

Module 3

UNIT-3 Data Entry, Descriptive Statistics and Graph- ical Presentation in SPSS

Unit Introduction

After understanding the nature of data, variables, and measurement scales, the next important step in research is data entry and analysis. Statistical analysis transforms raw data into meaningful information that can be interpreted and used for research reporting and decision-making. Descriptive statistics play a crucial role in summarising and organising data in a clear and understandable form.

This unit introduces learners to the practical use of SPSS for data entry, data man- agement, and descriptive statistical analysis. It explains how researchers can enter data into SPSS, use descriptive statistics to summarise data, and present findings using ta- bles and graphs. The unit emphasises clarity, accuracy, and interpretation, which are essential for social science and social work research.

3.1 Introduction to SPSS Interface

SPSS provides a user-friendly interface designed to simplify data management and anal- ysis. The main components of SPSS include the Data View, Variable View, menu bar, toolbars, and output window.

Data View displays data in a spreadsheet format where each row

represents a case and each column represents a variable. Variable View allows researchers to define variable properties such as name, label, value labels, measurement level, and missing values. Understanding these components is essential for accurate data entry and analysis.

3.2 Data Entry in SPSS

Data entry is the process of inputting collected data into SPSS for analysis. Proper data entry ensures accuracy and reliability of statistical results. Each case is entered in a row, and responses to variables are entered in corresponding columns.

Researchers must ensure that variable names are meaningful, labels are clear, and coding is consistent with the research design. Errors in data entry can lead to incor-



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rect analysis and misleading conclusions. Social work researchers must therefore follow systematic procedures while entering data.

3.3 Defining Variables in SPSS

Before entering data, variables must be defined in Variable View. This includes specifying variable name, type, width, decimal places, label, values, and measurement scale.

Variable labels provide descriptive information about variables, making outputs easier to interpret. Value labels explain coded values, such as assigning 1 for male and 2 for female. Correct definition of variables ensures meaningful and accurate analysis.

3.4 Data Editing and Cleaning

Data cleaning involves checking for errors, inconsistencies, and missing values in the dataset. Common data issues include incorrect codes, duplicate entries, and incomplete responses. SPSS provides tools such as frequency tables and descriptive statistics to identify such problems.

Data cleaning is a critical step in research, as unclean data can compromise the validity and reliability of findings. Social work researchers must ensure data accuracy before proceeding to analysis.

3.5 Concept of Descriptive Statistics

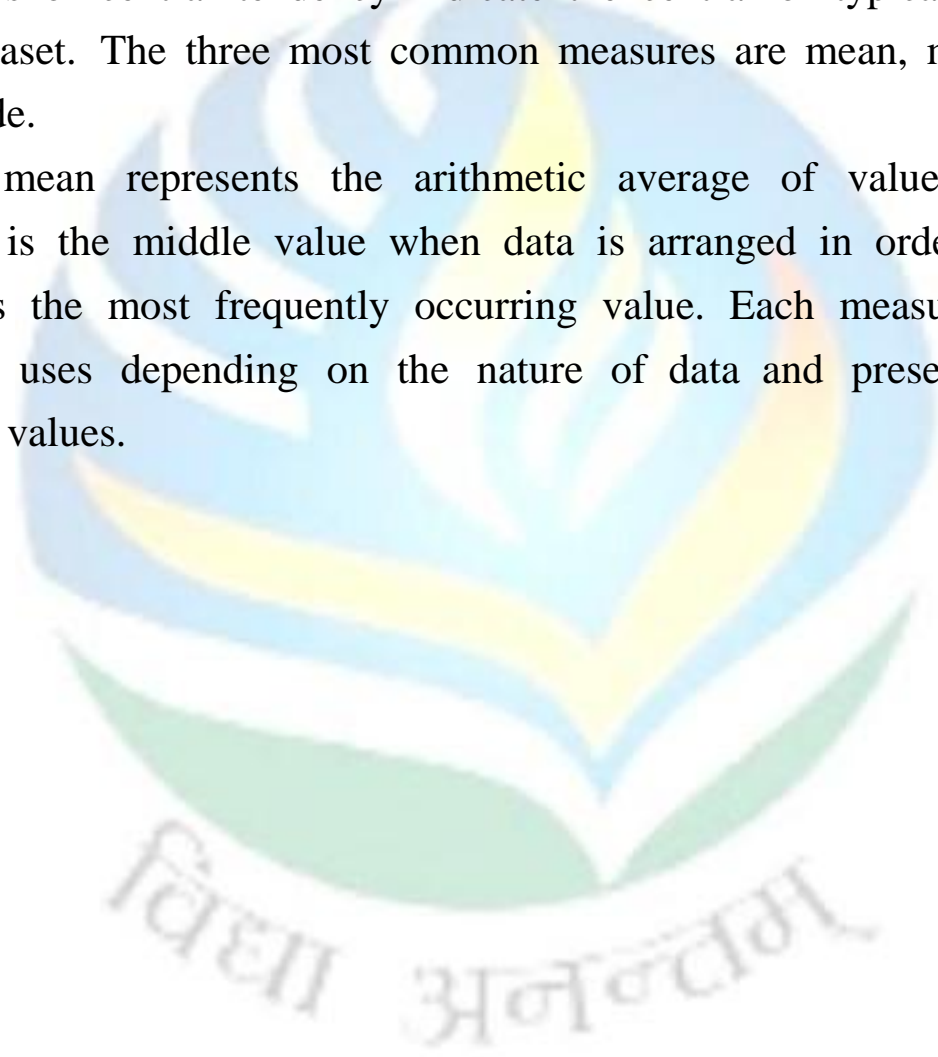
Descriptive statistics are statistical techniques used to summarise, organise, and describe the main features of a dataset. They provide a simple overview of data without making inferences beyond the data collected.

Descriptive statistics help researchers understand data distribution, central tendencies, and variability. In social science research, descriptive statistics are often the first step in data analysis and reporting.

3.6 Measures of Central Tendency

Measures of central tendency indicate the central or typical value in a dataset. The three most common measures are mean, median, and mode.

The mean represents the arithmetic average of values. The median is the middle value when data is arranged in order. The mode is the most frequently occurring value. Each measure has specific uses depending on the nature of data and presence of extreme values.



3.7 Measures of Dispersion

Measures of dispersion describe the spread or variability of data. Common measures include range, variance, and standard deviation.

Dispersion measures help researchers understand how much individual values differ from the central tendency. In social work research, variability often provides important insights into inequality, diversity, and differential outcomes.

3.8 Using SPSS for Descriptive Statistics

SPSS provides simple procedures to compute descriptive statistics. Researchers can use the Descriptive Statistics menu to generate frequencies, means, and measures of dispersion.

SPSS outputs results in tables that clearly present numerical summaries. These outputs can be directly used for research reports, dissertations, and academic publications.

3.9 Frequency Distribution Tables

Frequency distribution tables show how often each value or category occurs in a dataset. They are particularly useful for categorical variables such as gender, education, or occupation.

Frequency tables help researchers identify patterns, trends, and anomalies in data. In social work research, they provide insights into population characteristics and service utilisation.

3.10 Graphical Presentation of Data

Graphs and charts visually represent data, making it easier to understand and interpret. Common graphical tools include bar charts, pie charts, histograms, and line graphs.

SPSS allows researchers to create graphs easily using the Chart Builder. Visual presentation enhances clarity and improves communication of research findings.

3.11 Interpretation of Descriptive Output

Statistical results must be interpreted carefully and meaningfully. Interpretation involves explaining what numerical values indicate about the data in relation to research objectives.

Social work researchers must present findings in simple language, linking statistical results to social realities and practical implications.



3.12 Importance of Descriptive Statistics in Research Reporting

Descriptive statistics form the foundation of research reporting. They provide background information, support analysis, and prepare the ground for inferential statistics.

Clear presentation and interpretation of descriptive statistics enhance the credibility and usefulness of research findings.



Unit III – Question Bank

Long Answer Questions

1. Explain the process of data entry and variable definition in SPSS.
2. Discuss the concept and importance of descriptive statistics.
3. Explain measures of central tendency and dispersion with examples.
4. Describe graphical presentation of data using SPSS.

Short Answer Questions

1. What is Data View in SPSS?
2. Define descriptive statistics.
3. What is mean?
4. Name any two graphical tools used in SPSS.

Module 4

UNIT-4 Inferential Statistics, Hypothesis Testing and Interpretation in SPSS

Unit Introduction

While descriptive statistics summarise and organise data, inferential statistics go a step further by enabling researchers to draw conclusions about a population based on sample data. Inferential statistics form the backbone of scientific research, as they allow researchers to test hypotheses, examine relationships between variables, and make generalisations beyond the immediate data collected.

This unit introduces learners to the basic concepts of inferential statistics and hypothesis testing, with practical application using SPSS. Emphasis is placed on understanding the logic of statistical inference, selecting appropriate tests, interpreting SPSS outputs, and presenting results meaningfully in social science and social work research contexts.

4.1 Concept of Inferential Statistics

Inferential statistics refers to a set of statistical techniques used to draw conclusions about a population based on information obtained from a sample. These techniques help researchers estimate population parameters, test hypotheses, and determine whether observed patterns are statistically significant or due to chance.

In social work research, inferential statistics enable professionals to evaluate programme outcomes, compare groups, and examine the effectiveness of interventions. Inferential analysis strengthens evidence-based practice and policy formulation.

4.2 Population and Sample

A population refers to the entire group of individuals, events, or objects that a researcher wishes to study. A sample is a subset of the population selected for data collection and analysis. Since studying an entire population is often impractical, samples are used to represent populations.

The accuracy of inferential statistics depends on the quality and representativeness of the sample. Social work researchers must ensure appropriate sampling techniques to



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avoid bias and enhance validity of findings.

4.3 Sampling Distribution and Standard Error

Sampling distribution refers to the distribution of a statistic, such as the mean, obtained from all possible samples of a given size drawn from a population. The concept of sampling distribution explains why sample statistics vary from one sample to another.

Standard error measures the variability of a statistic across different samples. Smaller standard error indicates greater precision. Understanding sampling distribution and standard error is essential for hypothesis testing and confidence interval estimation.

4.4 Concept of Hypothesis

A hypothesis is a tentative assumption or prediction about the relationship between two or more variables. Hypotheses provide direction to research and guide data analysis. Statistical hypothesis testing helps determine whether observed relationships are significant. In social science research, hypotheses are formulated based on theory, prior research, or practical observations. Hypothesis testing allows researchers to validate assumptions using empirical data.

4.5 Null and Alternative Hypotheses

The null hypothesis states that there is no significant difference or relationship between variables. The alternative hypothesis suggests the presence of a significant difference or relationship.

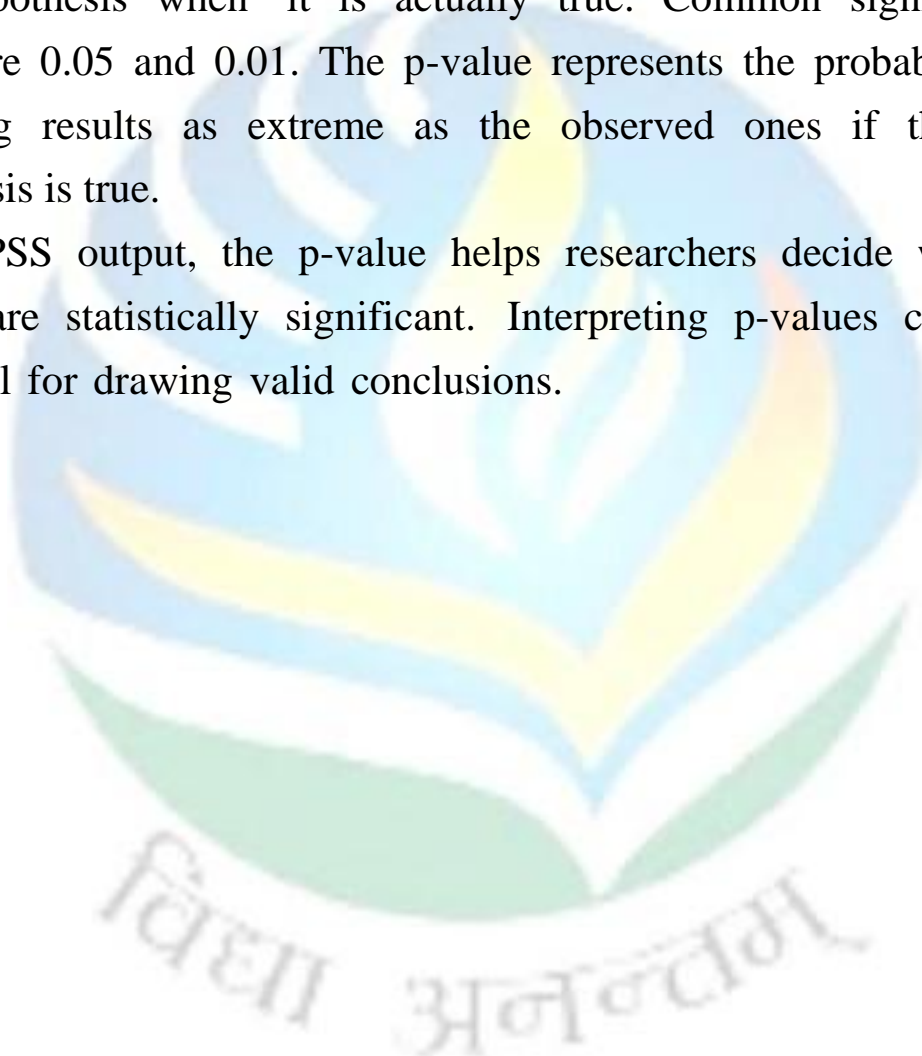
Statistical tests evaluate whether the null hypothesis can be

rejected based on sample data. Social work researchers rely on hypothesis testing to assess intervention outcomes and group differences.

4.6 Level of Significance and p-Value

The level of significance indicates the probability of rejecting the null hypothesis when it is actually true. Common significance levels are 0.05 and 0.01. The p-value represents the probability of obtaining results as extreme as the observed ones if the null hypothesis is true.

In SPSS output, the p-value helps researchers decide whether results are statistically significant. Interpreting p-values correctly is crucial for drawing valid conclusions.



4.7 Types of Inferential Statistical Tests

Inferential statistical tests are selected based on research objectives, data type, and measurement scale.

Parametric tests assume normal distribution and include t-tests, ANOVA, and correlation. Non-parametric tests do not require normality and include chi-square, Mann-Whitney test, and Kruskal-Wallis test.

Social work researchers must choose tests carefully to ensure accurate interpretation.

4.8 t-Test and Its Application in SPSS

The t-test is used to compare the means of two groups and determine whether the difference between them is statistically significant. Common types include independent samples t-test and paired samples t-test.

SPSS provides straightforward procedures to conduct t-tests and generate output tables. In social work research, t-tests are often used to evaluate intervention effectiveness.

4.9 Analysis of Variance (ANOVA)

ANOVA is used to compare means across three or more groups. It helps determine whether group differences are statistically significant. ANOVA is widely used in programme evaluation and social research.

SPSS output for ANOVA includes F-values and significance levels, which must be interpreted carefully in relation to research hypotheses.

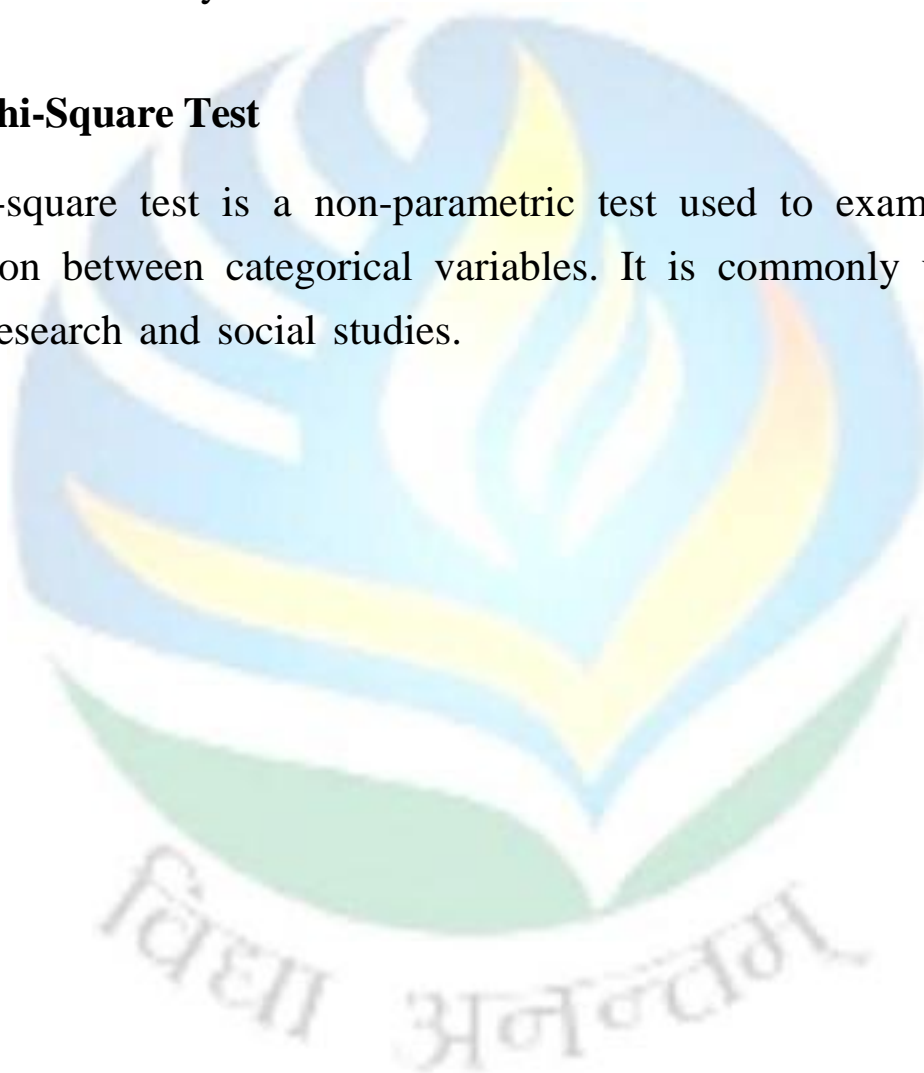
4.10 Correlation and Relationship Analysis

Correlation analysis examines the strength and direction of the relationship between two variables. Correlation coefficients range from -1 to +1, indicating negative or positive relationships.

In social work research, correlation helps identify associations between variables such as education and income or stress and job satisfaction. Correlation does not imply causation and must be interpreted cautiously.

4.11 Chi-Square Test

The chi-square test is a non-parametric test used to examine the association between categorical variables. It is commonly used in survey research and social studies.



SPSS output for chi-square includes test statistics and significance values. Chi-square is particularly useful for analysing demographic and categorical data in social work research.

4.12 Interpretation of SPSS Output

Interpreting SPSS output involves understanding statistical values, significance levels, and tables. Researchers must relate numerical results to research questions and hypotheses.

In social work research, interpretation should be presented in simple language, linking statistical findings to social implications and practice relevance.

4.13 Reporting Inferential Statistics in Research

Proper reporting of inferential statistics enhances clarity and credibility. Reports should include test names, sample size, test statistics, significance levels, and interpretation.

Ethical reporting requires honesty, transparency, and avoidance of data manipulation.

Social workers must ensure that statistical results are used responsibly and ethically.

4.14 Limitations of Inferential Statistics

Inferential statistics are subject to limitations such as sampling errors, measurement errors, and incorrect assumptions. Misuse of statistical tests can lead to misleading conclusions.

Researchers must combine statistical analysis with theoretical understanding and ethical judgement to ensure meaningful research outcomes.

Unit IV – Question Bank

Long Answer Questions

1. Explain the concept and importance of inferential statistics.
2. Discuss hypothesis testing and interpretation of p-values.
3. Explain the application of t-test and ANOVA in social science research.
4. Describe correlation and chi-square test with examples.

Short Answer Questions

1. What is inferential statistics?
2. Define hypothesis.
3. What is p-value?
4. What is chi-square test?

Gokul Global University, Sidhpur, Gujarat



**Master of Social Work (MSW)
Semester 2**

Organisation Behaviour and Employee Development

Course Code: MSW C-212 Credits: 4

Self Learning Material (SLM)

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Prepared By: Dr. Vijaykumar C Senma

Declaration

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Program Details

Program: Master of Social Work (MSW)

Year: 1st Year

Semester: 2nd

Course Title: Organisation Behaviour and Employee Development

Course Type: Core

Course Code: MSW C-412

Course Credit: 04

Pre-Requisite: Graduation in any discipline from a recognised university

Rationale

Organisations constitute one of the most important settings for social work practice. Whether working in government departments, NGOs, hospitals, schools, industries or community-based organisations, social workers must understand human behaviour within organisational contexts. Organisation Behaviour provides theoretical and practical insight into individual and group dynamics, leadership, communication, employee development and organisational change.

This course equips learners to understand organisational systems, promote healthy work environments, and support employee growth and well-being in line with social work ethics and human-centred values.

Teaching & Examination Scheme

Teaching Scheme (Hours/Week)	Examination Scheme	Marks
Lecture: 4	Internal – Mid	20
Tutorial: 0	Internal – CE	10
Practical: 0	External Exam	70
Total Credits: 4	Total Marks	100

Course Objectives

1. To provide conceptual understanding of organisation behaviour.
2. To explain individual and group behaviour in organisational settings.
3. To familiarise learners with motivation and leadership theories.
4. To understand organisational culture, structure and change processes.
5. To promote ethical and participatory organisational practices.

Course Outcomes (COs)

After completing this course, learners will be able to:

1. Describe the concept and scope of organisation behaviour.
2. Analyse individual behaviour, attitudes and motivation.
3. Understand group dynamics, leadership and communication.
4. Explain employee development and organisational change processes.
5. Apply ethical and people-centred approaches in organisational practice.

Course Content

Unit – I : Introduction to Organisation Behaviour

Credit: 1 | Weightage: 25%

Topics

- Concept of Organisation
- Concept and Meaning of Organisation Behaviour
- Nature and Scope of Organisation Behaviour
- Importance of Organisation Behaviour
- Organisation Behaviour from a Social Work Perspective
- Organisation as a Social System
- Relevance to Human Service Organisations

Suggested Classroom Hours: 16

Unit – II : Individual Behaviour and Motivation

Credit: 1 | Weightage: 25%

Topics

- Concept of Individual Behaviour
- Personality and Behaviour
- Perception and Behaviour
- Attitudes and Job Satisfaction
- Learning and Behaviour Modification
- Concept and Meaning of Motivation
- Motivation Theories
- Motivation and Employee Development
- Role of Social Work Professionals in Motivation

Suggested Classroom Hours: 16

Unit – III : Group Behaviour, Leadership and Communication

Credit: 1 | Weightage: 25%

Topics

- Concept of Group and Group Behaviour
- Types of Groups
- Group Dynamics and Stages of Group Development
- Leadership — Meaning and Importance
- Leadership Styles and Theories
- Leadership and Employee Development
- Communication in Organisations
- Barriers to Effective Communication
- Role of Social Work Professionals in Group and Leadership Processes

Suggested Classroom Hours: 16

Unit – IV : Employee Development, Training and Organisational Change

Credit: 1 | **Weightage:** 25%

Topics

- Concept of Employee Development
- Importance of Employee Development
- Training — Meaning and Objectives
- Types and Methods of Training
- Methods of Employee Development
- Performance Appraisal — Concept and Methods
- Concept of Organisational Change
- Resistance to Change
- Change Management
- Role of Social Work Professionals in Employee Development and Change

Suggested Classroom Hours: 16

Reference Books

1. Robbins, S.P. — *Organisational Behaviour*
2. Luthans, F. — *Organisational Behaviour*
3. Pareek, U. — *Understanding Organisational Behaviour*
4. Newstrom, J. — *Organisational Behaviour – Human Behaviour at Work*
5. Mirvis & Berg — *Human Service Organisations*

Suggested Readings

1. Journals on human resource development and organisational studies
2. Research publications on social work administration
3. Professional ethics and organisational practice resources

Online Resources

- <https://ilo.org>
- <https://hrcouncil.ca>
- Open educational resources on OB & HRD

Practical / Fieldwork Suggestions

1. Case study of organisational behaviour in a social service agency.
2. Observation of team dynamics and leadership styles.
3. Report on employee development practices in an organisation.
4. Reflection assignment on ethical leadership.





Module 1

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UNIT-1 Introduction to Organisation Behaviour

Unit Introduction

Organisation Behaviour is concerned with understanding how individuals and groups behave within organisational settings. Organisations are social systems where people interact, communicate, cooperate, and sometimes conflict in order to achieve common goals. This unit introduces the foundational concepts of organisation behaviour and explains why the study of behaviour is essential for employee development and organisational effectiveness.

From a social work perspective, organisations are not merely economic entities but human systems shaped by values, power relations, and social structures. Understanding behaviour helps professionals create supportive work environments, manage conflicts, and promote ethical and participatory organisational practices.

1.1 Concept of Organisation

An organisation is a consciously coordinated social unit composed of two or more people working together to achieve common objectives. Organisations exist in various forms, including business firms, public sector institutions, educational organisations, hospitals, and voluntary agencies.

Organisations function through defined roles, authority

relationships, rules, and procedures. However, beyond formal structures, informal relationships and human interactions strongly influence organisational functioning. Social workers often operate within such organisational contexts and must understand both formal and informal dynamics.

1.2 Concept of Organisation Behaviour

Organisation Behaviour refers to the systematic study of human behaviour in organisational settings. It examines how individuals behave, how groups interact, and how organisational systems influence behaviour.

OB draws from psychology, sociology, anthropology, and management studies. It seeks to understand, explain, predict, and influence behaviour to improve organisational

effectiveness and employee well-being. In social service organisations, OB helps in managing staff motivation, teamwork, and service delivery.

1.3 Nature of Organisation Behaviour

Organisation behaviour is human-oriented, multidisciplinary, and applied in nature. It focuses on understanding people as individuals and as members of groups. OB recognises that employees bring attitudes, emotions, and values into the workplace, influencing their performance and satisfaction.

It is both descriptive and prescriptive. OB describes how people behave and provides strategies to improve organisational functioning. This makes it highly relevant for social work administrators and managers.

1.4 Scope of Organisation Behaviour

The scope of organisation behaviour includes individual behaviour, group behaviour, and organisational systems. At the individual level, OB examines personality, perception, learning, motivation, and attitudes. At the group level, it focuses on leadership, communication, conflict, and teamwork. At the organisational level, it studies structure, culture, and change.

1.5 Importance of Organisation Behaviour

Understanding organisation behaviour helps organisations improve productivity, reduce conflict, enhance job satisfaction, and support employee development. In human service organisations, effective OB practices reduce burnout and improve service quality.

For social workers, OB knowledge supports ethical leadership, participatory management, and healthy work environments.



Unit I – Question Bank

Long Answer Questions

1. Explain the concept and scope of organisation behaviour.
2. Discuss the importance of organisation behaviour for employee development.
3. Analyse organisation behaviour from a social work perspective.

Short Answer Questions

1. Define organisation behaviour.
2. What is meant by organisational system?
3. State the nature of organisation behaviour.



Module 2

विद्या अनन्तम्

UNIT-2 Individual Behaviour and Motivation

Unit Introduction

Organisations function through individuals, and understanding individual behaviour is fundamental to improving organisational effectiveness and employee development. Every employee brings unique personality traits, perceptions, attitudes, needs, and motivations into the workplace. These individual characteristics strongly influence job performance, satisfaction, commitment, and interpersonal relationships within organisations.

This unit focuses on the study of individual behaviour in organisations with particular emphasis on motivation. It examines how personality, perception, attitudes, and learning shape behaviour, and how motivation theories explain why people behave the way they do at work. For social work professionals, understanding individual behaviour is essential for managing human service organisations, supporting staff well-being, and fostering humane and ethical work environments.

2.1 Concept of Individual Behaviour

Individual behaviour refers to the actions, reactions, and conduct of a person in response to internal and external stimuli within an organisational setting. Behaviour is influenced by a complex interaction of personal characteristics and organisational factors. No two individuals behave in exactly the same way, even when

placed in similar situations.

From an organisational perspective, individual behaviour determines productivity, attendance, cooperation, and job satisfaction. Understanding behaviour helps managers and social work administrators predict responses to policies, leadership styles, and work- place changes. Social workers recognise that individual behaviour must be understood in the context of social background, life experiences, and organisational culture.

2.2 Personality and Its Influence on Behaviour

Personality refers to the relatively stable patterns of thinking, feeling, and behaving that distinguish one individual from another. Personality develops through a combination of heredity, environment, culture, and life experiences. In organisations, personality influences how individuals respond to authority, stress, teamwork, and change.

Different personality traits affect work behaviour differently. For example, individuals with high levels of conscientiousness tend to be reliable and disciplined, while those with high openness to experience may be more creative and adaptable. Social workers managing teams must recognise personality differences to assign roles effectively and minimise conflict.

Understanding personality helps organisations design appropriate roles, leadership approaches, and support systems. From a social work perspective, respecting individual differences promotes inclusion, dignity, and employee well-being.

2.3 Perception and Its Role in Behaviour

Perception is the process by which individuals select, organise, and interpret information from their environment to make sense of reality. People often perceive the same situation differently based on past experiences, beliefs, values, and expectations. As a result, perception strongly influences behaviour at work.

In organisational settings, perception affects how employees interpret managerial actions, policies, feedback, and interpersonal interactions. Misperceptions can lead to conflict, stress, and dissatisfaction. Social workers are trained to recognise perceptual differences and address misunderstandings through effective communication and empathy.

Perceptual biases such as stereotyping, halo effect, and selective perception can distort judgement. Awareness of these biases helps organisations promote fairness and reduce discrimination.

2.4 Attitudes and Job Satisfaction

Attitudes are evaluative statements or feelings about people,

objects, or events. In organisations, attitudes such as job satisfaction, organisational commitment, and job involvement significantly influence employee behaviour. Positive attitudes lead to higher motivation, performance, and retention, while negative attitudes may result in absenteeism, turnover, and poor performance.

Job satisfaction refers to the extent to which individuals feel positively about their jobs. It is influenced by factors such as working conditions, pay, recognition, relationships, and opportunities for growth. Social work organisations must pay special attention to job satisfaction due to the emotionally demanding nature of work.

By promoting supportive supervision, fair policies, and opportunities for professional development, organisations can enhance positive attitudes and employee well-being.

2.5 Learning and Behaviour Modification

Learning is a relatively permanent change in behaviour resulting from experience or practice. In organisational contexts, learning enables employees to acquire new skills, knowledge, and competencies. Training, orientation programmes, and on-the-job learning are essential components of employee development.

Behaviour modification focuses on shaping behaviour through reinforcement. Positive reinforcement, such as rewards and recognition, encourages desirable behaviour, while negative reinforcement and punishment are used cautiously to discourage undesirable actions. Social workers advocate the use of positive reinforcement to promote motivation and ethical behaviour.

Learning-oriented organisations create environments that encourage continuous growth, feedback, and innovation.

2.6 Concept of Motivation

Motivation refers to the internal and external forces that initiate, direct, and sustain behaviour toward achieving goals. In organisations, motivation determines the level of effort employees are willing to invest in their work. Motivated employees are more productive, committed, and satisfied.

From a social work perspective, motivation is not limited to financial rewards. Meaningful work, recognition, autonomy, and alignment with organisational values are powerful motivators, especially in human service organisations.

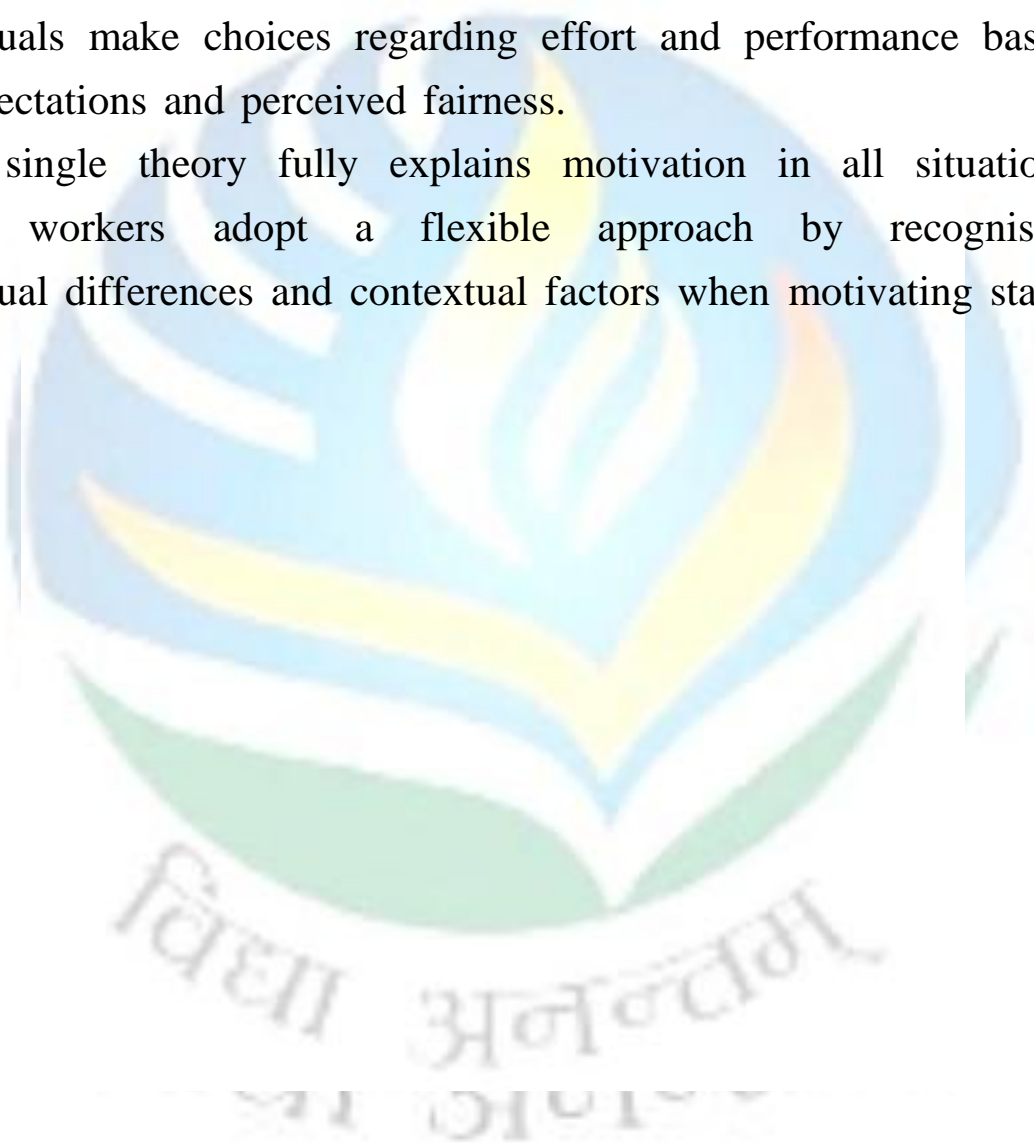
Understanding motivation enables managers and social workers to design work systems that meet both organisational goals and employee needs.

2.7 Theories of Motivation

Several theories have been developed to explain employee motivation.

Need-based theories emphasise that individuals are motivated by unmet needs such as physiological security, social belonging, esteem, and self-actualisation. Process theories focus on how individuals make choices regarding effort and performance based on expectations and perceived fairness.

No single theory fully explains motivation in all situations. Social workers adopt a flexible approach by recognising individual differences and contextual factors when motivating staff.



2.8 Motivation and Employee Development

Employee development involves enhancing skills, competencies, and career growth. Motivation plays a central role in development, as employees are more likely to engage in learning and self-improvement when they feel motivated and supported.

Organisations that invest in training, career planning, mentoring, and recognition create positive motivational climates. In social service organisations, motivated employees are better equipped to deliver quality services and manage work-related stress.

2.9 Role of Social Work Professionals in Motivating Employees

Social work professionals often hold supervisory and leadership roles in organisations. They motivate employees through supportive supervision, participatory decision-making, recognition, and attention to emotional well-being.

By adopting empathetic leadership styles and promoting work-life balance, social workers contribute to healthier organisational cultures and sustainable employee performance.

Unit II – Question Bank

Long Answer Questions

1. Explain the concept of individual behaviour and its importance in organisations.
2. Discuss the role of personality and perception in shaping employee behaviour.
3. Analyse the factors influencing job satisfaction.
4. Explain the concept of motivation and its relevance to employee development.

Short Answer Questions

1. Define individual behaviour.
2. What is perception?
3. What do you mean by job satisfaction?
4. Define motivation.



Module 3

विद्या अनन्तम्

UNIT-3 Group Behaviour, Leadership and Commu- nication

Unit Introduction

Organisations are collective systems in which individuals work together in groups to achieve shared goals. Most organisational tasks require cooperation, coordination, and effective interaction among members. Understanding group behaviour is therefore central to organisation behaviour and employee development. Groups influence individual performance, attitudes, motivation, and job satisfaction, making them a critical unit of analysis in organisational studies.

This unit examines group behaviour, leadership, and communication as interrelated processes within organisations. It explores how groups are formed, how they function, and how leadership and communication shape group effectiveness. From a social work perspective, this unit is particularly important for managing teams in human service organisations, promoting participatory leadership, and ensuring ethical and inclusive organisational practices.

3.1 Concept of Group and Group Behaviour

A group may be defined as two or more individuals who interact with one another, share common objectives, and perceive themselves as members of a collective. In organisations, groups may be formal or informal. Formal groups are deliberately created

to perform specific tasks, while informal groups emerge naturally based on social relationships and shared interests.

Group behaviour refers to the patterns of interaction, communication, cooperation, and conflict among group members. Behaviour within groups is influenced by group norms, roles, status relationships, and leadership. Understanding group behaviour enables organisations to improve coordination, reduce conflict, and enhance performance.

In social work organisations, groups are central to service delivery. Teams of professionals work together to address complex social problems. Knowledge of group behaviour helps social workers facilitate collaboration and manage interpersonal dynamics effectively.



विद्या अनन्तरा

3.2 Types of Groups in Organisations

Organisational groups can be classified into various types based on purpose and structure. Formal groups include command groups, task groups, and committees created by the organisation to achieve specific objectives. Informal groups develop spontaneously and often provide social support, friendship, and a sense of belonging to employees.

Both formal and informal groups influence organisational functioning. Informal groups can either support or resist organisational goals. Social work professionals must recognise the importance of informal networks and engage with them constructively.

3.3 Group Dynamics

Group dynamics refers to the forces and processes that influence how groups function and how members relate to one another. These dynamics include group formation, norms, roles, cohesion, and conflict. Groups typically pass through stages such as forming, storming, norming, performing, and adjourning.

Group norms guide acceptable behaviour, while roles define expected patterns of conduct for members. Cohesive groups often show higher satisfaction and performance, but excessive cohesion may also lead to conformity and resistance to change.

Social workers often facilitate group processes in organisations. Understanding group dynamics enables them to manage conflict, encourage participation, and strengthen team functioning.

3.4 Leadership: Concept and Importance

Leadership is the process by which an individual influences others

to achieve group or organisational goals. Effective leadership aligns individual efforts with organisational objectives while addressing employee needs and aspirations.

Leadership plays a crucial role in shaping organisational culture, motivation, and performance. In social service organisations, leadership must balance efficiency with empathy, accountability with participation, and authority with ethical responsibility.

Social work professionals frequently assume leadership roles as supervisors, programme managers, and administrators. Understanding leadership concepts enhances their ability to guide teams effectively.

3.5 Leadership Styles

Leadership styles refer to the characteristic ways in which leaders interact with followers. Common leadership styles include authoritarian, democratic, and laissez-faire leadership.

Authoritarian leadership involves centralised decision-making and strict control. While it may be effective in crisis situations, it can reduce morale if used excessively. Democratic leadership encourages participation and shared decision-making, fostering commitment and trust. Laissez-faire leadership provides autonomy but may result in lack of direction if not balanced appropriately.

In social work organisations, democratic and participatory leadership styles are often preferred due to their alignment with social work values of empowerment and inclusion.

3.6 Leadership Theories and Employee Development

Leadership theories attempt to explain why some individuals are effective leaders. Trait theories focus on personal characteristics, while behavioural theories emphasise leadership actions. Contemporary theories highlight situational and transformational aspects of leadership.

Transformational leadership is particularly relevant for employee development. It focuses on inspiring employees, fostering innovation, and supporting personal growth. Social workers use transformational leadership to motivate teams and promote organisational change.

3.7 Communication in Organisations

Communication is the process of transmitting information, ideas, feelings, and meanings between individuals and groups. Effective communication is essential for coordination, decision-making, and relationship building within organisations.

Communication may be formal or informal, upward or downward, and verbal or non-verbal. Poor communication leads

to misunderstandings, conflict, and reduced performance. Social workers emphasise open, respectful, and empathetic communication to promote trust and collaboration.

3.8 Barriers to Effective Communication

Several factors hinder effective communication in organisations. These include physical barriers, language differences, emotional factors, perceptual biases, and organisational hierarchies. Information overload and lack of feedback further reduce communication effectiveness.

Social workers address communication barriers through active listening, clarity, feedback, and sensitivity to cultural and emotional contexts. Effective communication is particularly important in human service organisations where work involves emotional labour.

3.9 Role of Social Work Professionals in Group and Leadership Processes

Social work professionals play multiple roles in managing groups and exercising leadership. They facilitate teamwork, resolve conflicts, motivate staff, and promote participatory decision-making.

By applying principles of group behaviour, leadership, and communication, social workers create supportive organisational climates that enhance employee development and service quality. Their approach integrates efficiency with ethical responsibility and human dignity.



Unit III – Question Bank

Long Answer Questions

1. Explain the concept of group behaviour and its relevance in organisations.
2. Discuss group dynamics and stages of group development.
3. Examine different leadership styles and their impact on employee behaviour.
4. Analyse the role of communication in organisational effectiveness.

Short Answer Questions

1. Define group behaviour.
2. What is leadership?
3. State any two leadership styles.
4. What do you mean by organisational communication?



Module 4

विद्या अनन्तम्

UNIT-4 Employee Development, Training and Organisational Change

Unit Introduction

Employee development is a continuous process through which organisations enhance the knowledge, skills, attitudes, and competencies of their workforce. In a rapidly changing organisational environment, employee development has become essential not only for improving performance but also for ensuring adaptability, job satisfaction, and long-term organisational sustainability.

This unit focuses on the concepts and practices of employee development, training, performance appraisal, and organisational change. It examines how organisations plan and implement development initiatives and manage change effectively. From a social work perspective, employee development is closely linked to human dignity, empowerment, and ethical organisational practices, particularly in human service and welfare organisations.

4.1 Concept of Employee Development

Employee development refers to systematic efforts made by organisations to improve employees' capabilities and potential for present and future roles. Unlike short-term training, employee development is a long-term process aimed at overall growth and career progression.

Employee development focuses on enhancing technical skills, interpersonal competencies, leadership abilities, and professional values. In social work organisations, development also includes emotional resilience, ethical sensitivity, and commitment to social justice. Organisations that invest in employee development benefit from higher motivation, reduced turnover, and improved organisational effectiveness.

4.2 Importance of Employee Development

Employee development is important for both individuals and organisations. For employees, development opportunities enhance job satisfaction, confidence, and career advancement.



ment. For organisations, a skilled and motivated workforce leads to improved productivity, innovation, and service quality.

In human service organisations, employee development helps staff cope with emotionally demanding work environments and prevents burnout. Social workers emphasise continuous learning and supportive supervision as key elements of professional development.

4.3 Training: Meaning and Objectives

Training is a planned effort to facilitate the learning of job-related knowledge, skills, and behaviour. It aims to improve employee performance in specific tasks or roles. Training programmes may be conducted for new employees or existing staff to update skills.

The objectives of training include improving efficiency, reducing errors, enhancing safety, and preparing employees for new responsibilities. In social work organisations, training often focuses on skill development, ethical practice, communication, and policy awareness.

4.4 Types of Training

Training programmes may be classified into different types based on purpose and method. Induction training introduces new employees to organisational policies, culture, and job requirements. On-the-job training enables employees to learn while performing their tasks. Off-the-job training includes workshops, seminars, simulations, and classroom learning.

In human service organisations, participatory and experiential training methods are preferred. Social workers value training

approaches that encourage reflection, discussion, and application to real-life situations.

4.5 Methods of Employee Development

Employee development methods include coaching, mentoring, job rotation, job enrichment, and career planning. Coaching focuses on improving performance through guidance and feedback. Mentoring supports long-term professional growth through experienced guidance.

Job rotation and enrichment broaden employee skills and prevent monotony. Career planning helps employees align personal goals with organisational opportunities. Social workers promote development methods that respect individual aspirations and promote work-life balance.



4.6 Performance Appraisal: Concept and Purpose

Performance appraisal is a systematic evaluation of an employee's performance in relation to predetermined standards and objectives. It provides feedback to employees and helps organisations make decisions related to promotion, training, rewards, and career development.

Performance appraisal also serves as a communication tool between supervisors and employees. In social work organisations, appraisal systems must be fair, transparent, and development-oriented rather than punitive.

4.7 Methods of Performance Appraisal

Various methods are used to assess employee performance. Traditional methods include rating scales, checklists, and confidential reports. Modern approaches include management by objectives, 360-degree feedback, and self-appraisal.

In human service organisations, qualitative and participatory appraisal methods are often preferred. Social workers advocate appraisal systems that consider emotional labour, teamwork, and ethical practice.

4.8 Concept of Organisational Change

Organisational change refers to modifications in structure, processes, technology, or culture undertaken to adapt to internal or external pressures. Change may be planned or unplanned, incremental or transformational.

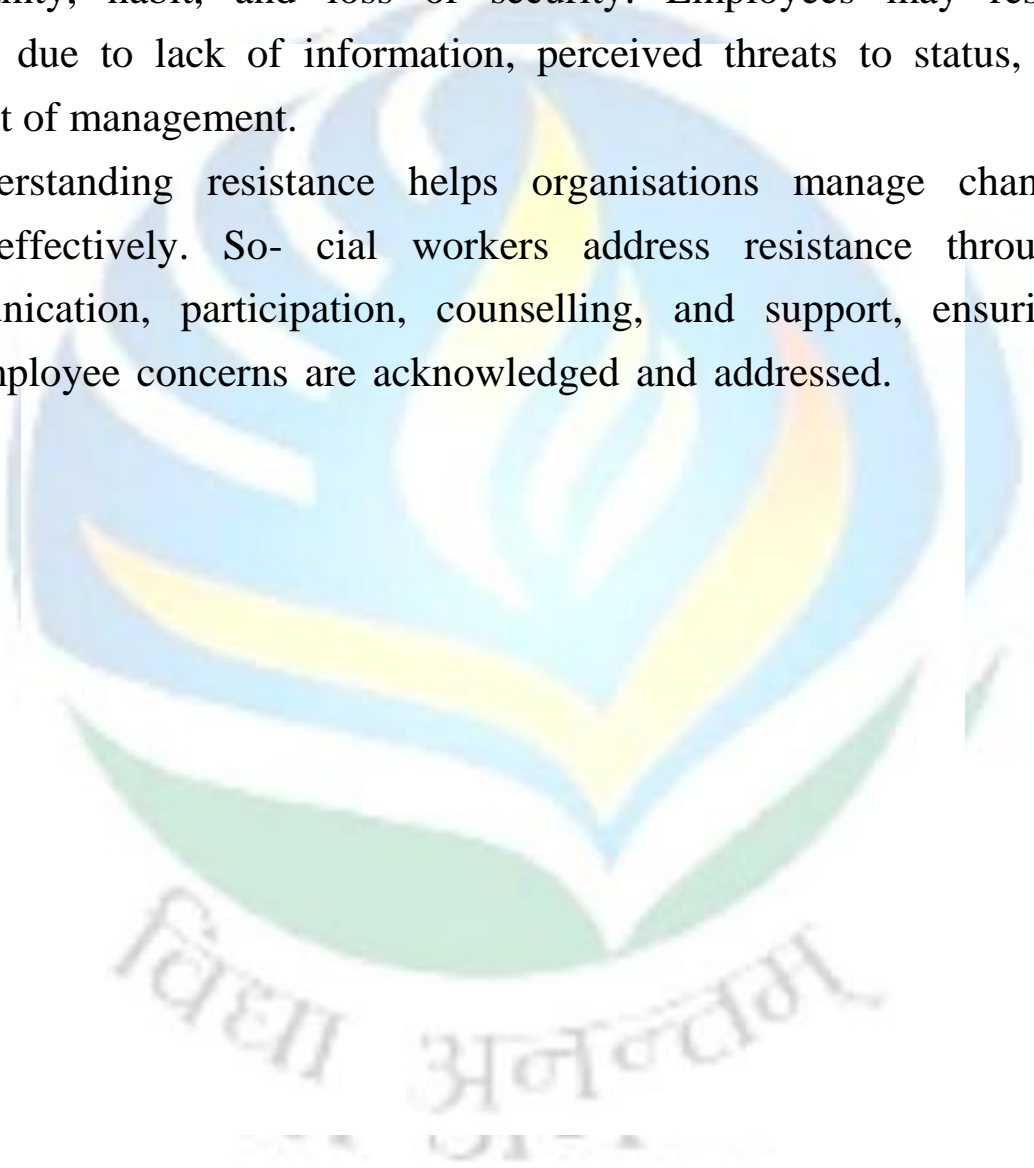
Globalisation, technological advancement, policy reforms, and changing workforce expectations have increased the pace of

organisational change. Social workers recognise change as both an opportunity and a challenge for employees.

4.9 Resistance to Change

Resistance to change is a natural response arising from fear, uncertainty, habit, and loss of security. Employees may resist change due to lack of information, perceived threats to status, or mistrust of management.

Understanding resistance helps organisations manage change more effectively. Social workers address resistance through communication, participation, counselling, and support, ensuring that employee concerns are acknowledged and addressed.



4.10 Managing Organisational Change

Effective change management involves planning, communication, participation, and support. Leaders must clearly articulate the need for change and involve employees in the process. Training and capacity building help employees adapt to new roles and expectations.

From a social work perspective, change management must be humane and ethical. Attention to employee well-being, emotional support, and inclusion is essential for sustainable change.

4.11 Role of Social Work Professionals in Employee Development and Change

Social work professionals play a significant role in employee development and organisational change. They facilitate training, provide supportive supervision, manage conflicts, and promote participatory decision-making.

By integrating organisational efficiency with social values, social workers contribute to healthy work environments, ethical leadership, and sustainable organisational growth.

Unit IV – Question Bank

Long Answer Questions

1. Explain the concept and importance of employee development.
2. Discuss different methods of training and employee development.
3. Analyse the role of performance appraisal in employee growth.
4. Explain organisational change and strategies for managing resistance to change.

Short Answer Questions

1. Define employee development.
2. What is training?
3. What do you mean by performance appraisal?
4. Define organisational change.

Gokul Global University, Sidhpur, Gujarat



**Master of Social Work (MSW) Semester
2**

Environment, Climate Change and Sustainable Development

Course Code: MSW C-213

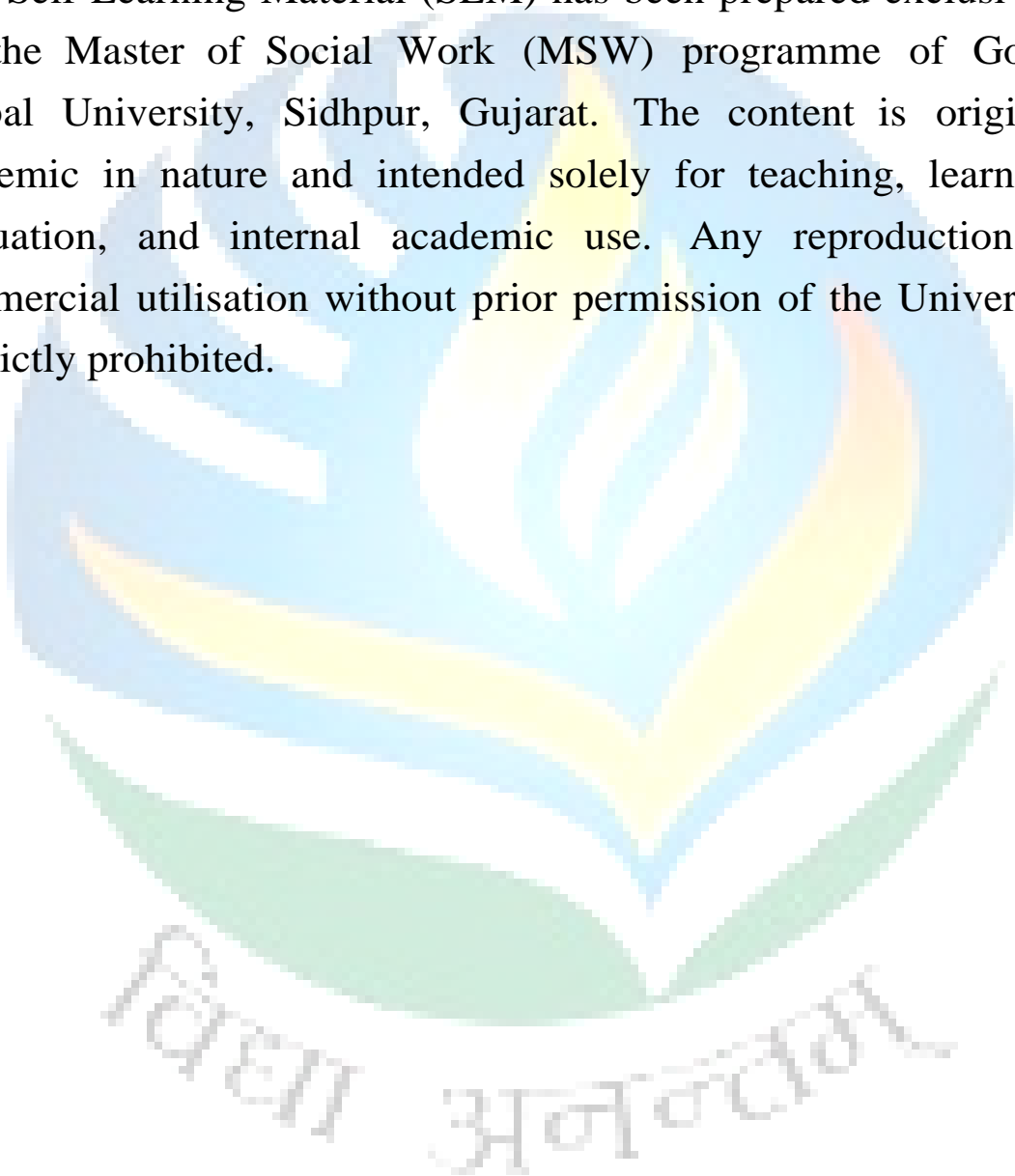
Credits: 4

Self Learning Material (SLM)

Prepared By: Dr. Vijaykumar C Senme

Declaration

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Program Details

Program: Master of Social Work (MSW)

Subject / Branch: Social Work

Year: 1st Year

Semester: 2nd

Course Title: Environment, Climate Change and Sustainable Development

Course Type: Core

Course Code: MSW — ECCSD

Course Credit: 04

Pre-Requisite: Graduation in any discipline from a recognised university

Rationale

Environmental sustainability has become one of the most critical global concerns affecting human well-being, social development, and economic progress. Climate change, biodiversity loss, and environmental degradation threaten the livelihoods and rights of vulnerable populations. Social work practice must therefore integrate environmental perspectives and contribute to sustainable development, environmental justice, and climate resilience.

This course introduces learners to environmental concepts, climate change processes, global and national policy frameworks, and sustainable development approaches from a social work perspective.

Teaching & Examination Scheme

Teaching Scheme (Hours/Week)	Examination Scheme	Marks
Lecture: 4	Internal – Mid	20
Tutorial: 0	Internal – CE	10
Practical: 0	External Exam	70
Total Credits: 4	Total Marks	100

Course Objectives

1. To familiarise learners with environmental and ecological concepts.
2. To understand climate change, its causes, impacts, and vulnerabilities.
3. To examine environmental policies, laws, and international frameworks.
4. To analyse the relationship between development, environment, and social justice.
5. To integrate sustainability and environmental perspectives into social work practice.

Course Outcomes (COs)

After successful completion of this course, learners will be able to:

1. Explain the key concepts of environment, ecology, and sustainable development.
2. Analyse environmental problems and climate change from a social work perspective.
3. Understand development–environment linkages and environmental justice issues.
4. Demonstrate knowledge of environmental laws and global climate frameworks.
5. Apply sustainability and environmental approaches in social work practice.
6. Contribute to climate-resilient and sustainable community development.

Course Content

Unit – I : Environment, Ecology and Sustainable Development

Credit: 1 | **Weightage:** 25%

Topics

- Concept of Environment
- Components of Environment
- Ecology — Meaning and Scope
- Human–Environment Relationship
- Environmental Degradation — Causes and Effects
- Concept of Sustainable Development
- Principles of Sustainable Development
- Dimensions: Economic, Social and Environmental
- Environment & Social Justice
- Role of Social Work in Environmental Protection
- Challenges to Sustainable Development

Suggested Classroom Hours: 16

Unit – II : Climate Change — Causes, Impacts and Vulnerability

Credit: 1 | **Weightage:** 25%

Topics

- Concept and Meaning of Climate Change
- Greenhouse Effect and Global Warming
- Natural and Human-Induced Causes
- Climate Change and Development
- Environmental & Ecological Impacts
- Impacts on Livelihoods and Food Security
- Climate Change and Human Health

- Climate-Induced Disasters
- Climate Vulnerability — Meaning and Factors
- Climate Vulnerability in India
- Climate Change and Social Inequality
- Adaptation and Mitigation
- Role of Social Work in Climate Action

Suggested Classroom Hours: 16

Unit – III : Environmental Policies, Laws and Global Frameworks

Credit: 1 | Weightage: 25%

Topics

- Environmental Policy — Concept and Significance
- Evolution of Environmental Policy in India
- Constitutional Provisions
- Major Environmental Laws in India
 - Environment Protection Act
 - Water Act
 - Air Act
 - Forest Conservation Act
 - Wildlife Protection Act
- Environmental Impact Assessment (EIA)
- National Action Plan on Climate Change
- Global Environmental Concerns
- UN and Environmental Governance
- International Climate Frameworks
- Sustainable Development Goals (SDGs)
- Environmental Justice & Policy
- Role of Social Work in Environmental Governance

Suggested Classroom Hours: 16

Unit – IV : Role of Social Work, Environmental Movements and Sustainable Practices

Credit: 1 | Weightage: 25%

Topics

- Role of Social Work in Environmental Protection
- Environmental Social Work
- Community-Based Resource Management
- Environmental Movements in India

- Climate Justice and Human Rights
- Sustainable Livelihood Approaches
- Role of NGOs and Civil Society
- Environmental Education and Awareness
- Sustainable Community Practices
- Urban and Rural Sustainability Issues
- Ethical Dimensions of Environmental Practice
- Future Directions of Sustainable Development

Suggested Classroom Hours: 16

Reference Books

1. Saxena, H.M. — *Environmental Geography*
2. Gupta, N. — *Climate Change and Sustainable Development*
3. Bryant, T. — *Environmental Social Work*
4. Government of India — *Environmental Policy & Law Reports*
5. ILO / UN Publications on Climate & Sustainability

Suggested Readings

1. UNDP — *Human Development & Climate Reports*
2. Ministry of Environment & Climate Change — *Publications*
3. *Research Journals in Environment & Development Studies*

Online Resources

- <https://moef.gov.in>
- <https://unep.org>
- <https://ipcc.ch>

Practical / Fieldwork Suggestions

1. Survey on environmental awareness in a community.
2. Participation in climate or environmental campaigns.
3. Case study of an environmental movement.
4. Community-based environmental project proposal.



Module 1

विद्यया अमृतमश्नुते

UNIT–1 Environment, Ecology and Sustainable De- velopment

Unit Introduction

The environment forms the foundation of human existence and social development. Natu- ral resources such as land, water, air, forests, and biodiversity sustain life and livelihoods. However, rapid industrialisation, urbanisation, population growth, and unsustainable development practices have led to severe environmental degradation and ecological im- balance.

This unit introduces learners to the basic concepts of environment, ecology, and sus- tainable development. It examines the interrelationship between humans and nature and highlights the importance of sustainable development for present and future generations. From a social work perspective, environmental issues are closely linked to social justice, inequality, and human well- being.

1.1 Concept of Environment

The environment refers to the sum total of natural, physical, biological, and social factors that surround and influence living organisms. It includes natural elements such as air, water, land, flora, and fauna, as well as human-made components such as settlements, industries, and infrastructure.

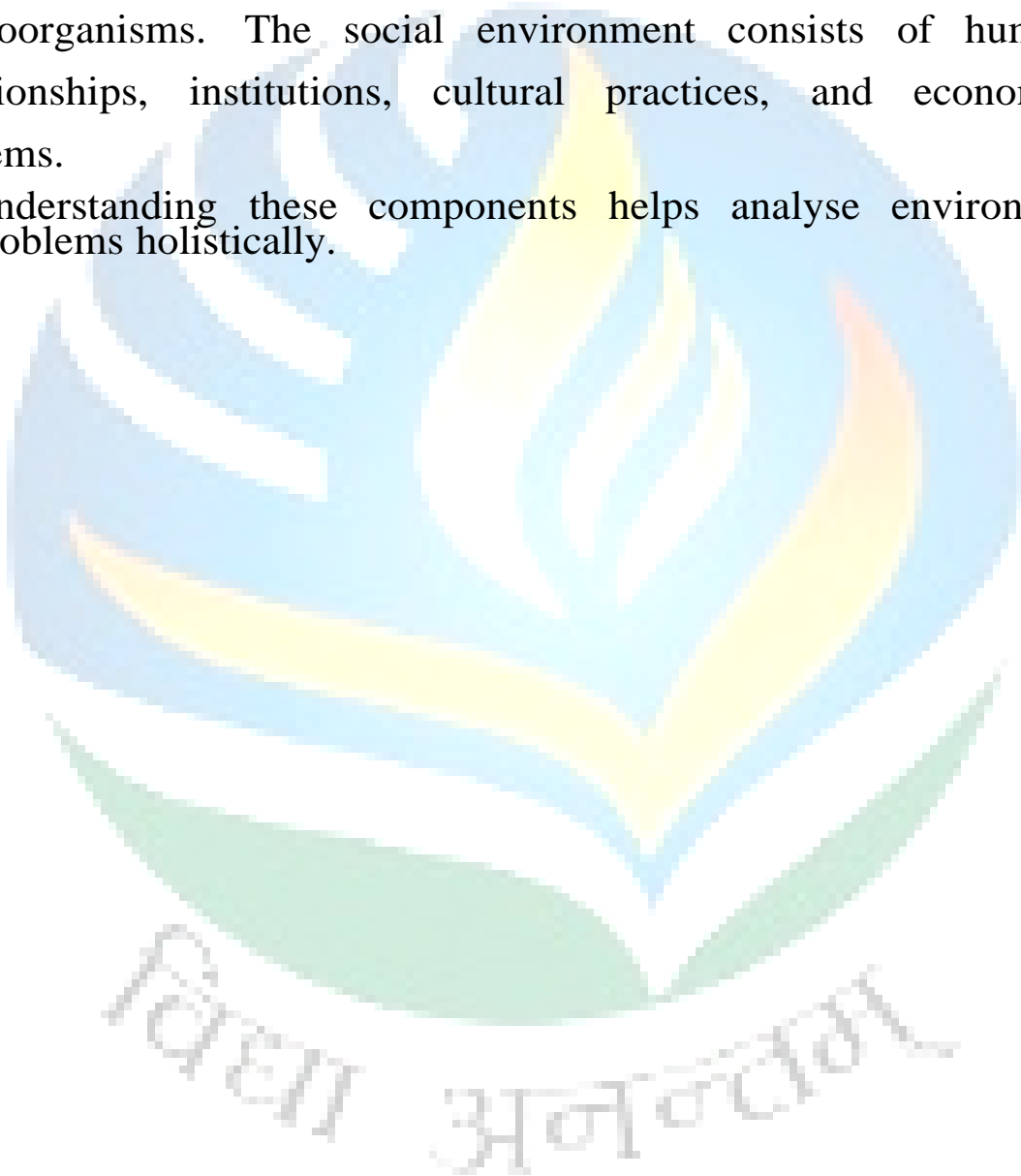
Human beings are an integral part of the environment and interact continuously with it. Environmental degradation directly affects human health, livelihoods, and quality of life, particularly for vulnerable populations.

1.2 Components of Environment

The environment consists of various interrelated components.

The physical environment includes air, water, land, and climate. The biological environment includes plants, animals, and microorganisms. The social environment consists of human relationships, institutions, cultural practices, and economic systems.

Understanding these components helps analyse environmental problems holistically.



1.3 Concept of Ecology

Ecology is the scientific study of relationships between living organisms and their environment. It examines how organisms interact with one another and with physical elements of the environment.

Ecological balance refers to a state of equilibrium between organisms and their environment. Disruption of this balance due to human activities leads to environmental crises such as pollution, climate change, and biodiversity loss.

1.4 Human–Environment Relationship

The relationship between humans and the environment is dynamic and reciprocal. Humans depend on nature for resources and survival, while human activities shape environmental conditions.

Traditional societies often maintained harmonious relationships with nature, but modern development models prioritise economic growth over ecological sustainability, leading to resource depletion and environmental degradation.

1.5 Environmental Degradation

Environmental degradation refers to the deterioration of environmental quality due to pollution, deforestation, soil erosion, water scarcity, and loss of biodiversity.

Major causes include industrial pollution, excessive resource extraction, population pressure, urbanisation, and unsustainable agricultural practices. Environmental degradation disproportionately affects poor and marginalised communities.

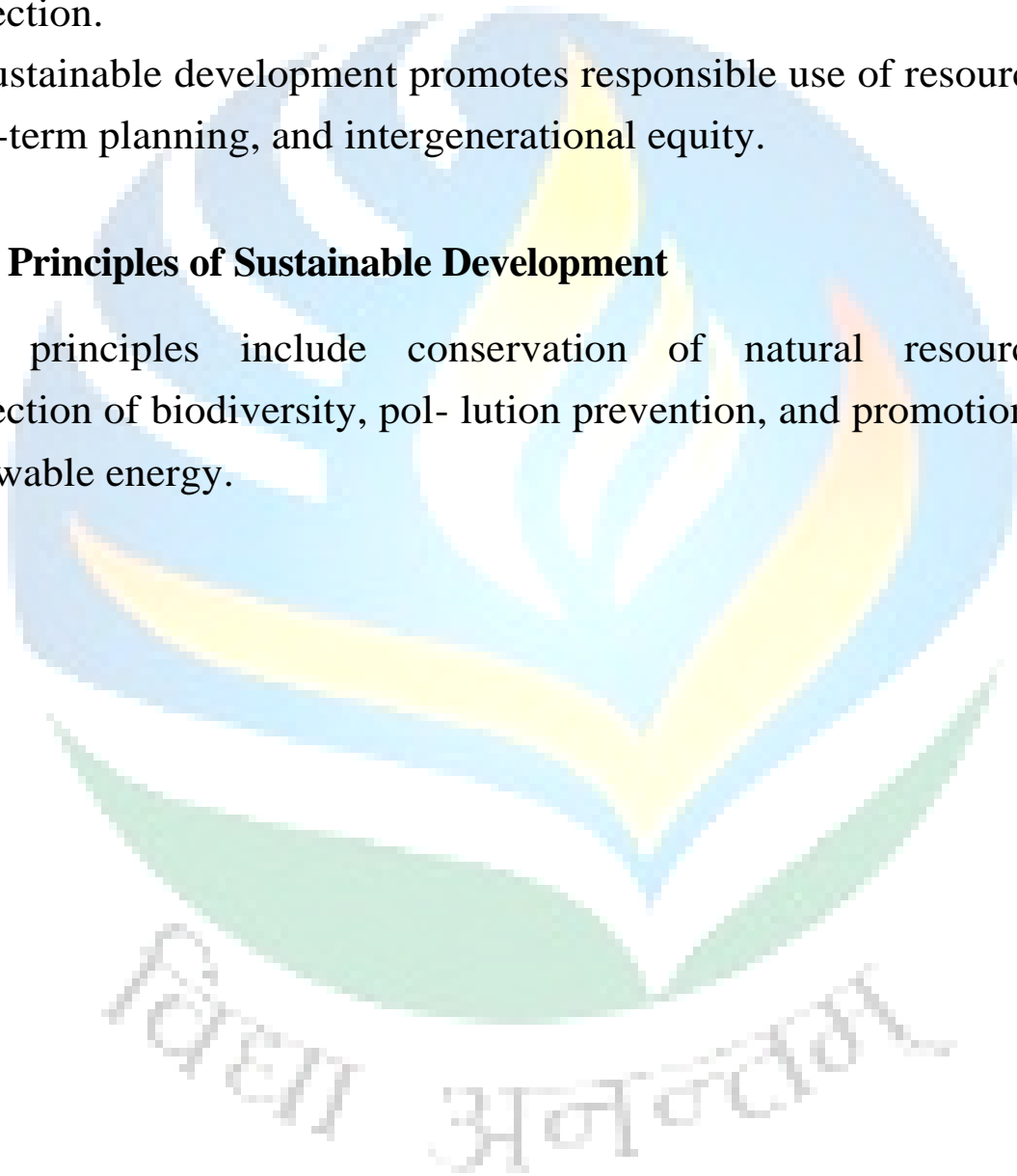
1.6 Concept of Sustainable Development

Sustainable development refers to development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It emphasises a balance between economic growth, social equity, and environmental protection.

Sustainable development promotes responsible use of resources, long-term planning, and intergenerational equity.

1.7 Principles of Sustainable Development

Key principles include conservation of natural resources, protection of biodiversity, pollution prevention, and promotion of renewable energy.



Equity, participation, and social justice are central to sustainability. Development should benefit all sections of society without harming the environment.

1.8 Dimensions of Sustainable Development

Sustainable development has three interconnected dimensions.

Economic sustainability focuses on long-term economic growth and livelihoods. Social sustainability emphasises equity, inclusion, and human well-being. Environmental sustainability focuses on conservation and ecological balance.

Social workers integrate these dimensions in development practice.

1.9 Environment and Social Justice

Environmental problems are closely linked to social justice. Marginalised communities often face greater exposure to pollution, climate risks, and resource scarcity.

Environmental justice seeks fair distribution of environmental benefits and burdens. Social work promotes environmental justice by advocating for rights, participation, and equitable policies.

1.10 Role of Social Work in Environmental Protection

Social work contributes to environmental protection through awareness generation, community mobilisation, advocacy, and policy intervention.

Social workers promote sustainable livelihoods, environmental education, and community-based resource management.

1.11 Challenges to Sustainable Development

Challenges include economic pressures, population growth, unequal resource distribution, climate change, and lack of environmental awareness.

Addressing these challenges requires integrated policies, participatory governance, and ethical development practices.



Unit I – Question Bank

Long Answer Questions

1. Explain the concept and components of environment.
2. Discuss the meaning and principles of sustainable development.
3. Analyse the relationship between environment and social justice.
4. Examine the role of social work in environmental protection.

Short Answer Questions

1. What is ecology?
2. Define sustainable development.
3. What is environmental degradation?
4. Mention any two dimensions of sustainable development.



Module 2

पिंपरी चिंचवड
एज्युकेशन ट्रस्ट

UNIT–2 Climate Change: Causes, Impacts and Vulnerability

Unit Introduction

Climate change is one of the most critical global challenges of the twenty-first century. Rising temperatures, changing rainfall patterns, frequent extreme weather events, and sea-level rise have far-reaching implications for ecosystems, economies, and human societies. Climate change is not only an environmental issue but also a social, economic, and ethical concern that disproportionately affects vulnerable populations.

This unit examines the concept of climate change, its causes, impacts, and patterns of vulnerability. It highlights climate change as a social justice issue and explores the role of social work in addressing climate-related risks and promoting resilience.

2.1 Concept and Meaning of Climate Change

Climate change refers to long-term changes in temperature, precipitation, wind patterns, and other aspects of the Earth's climate system. While climate variability has occurred naturally over geological time, contemporary climate change is largely driven by human activities.

Anthropogenic climate change results from excessive emission of greenhouse gases due to industrialisation, deforestation, fossil fuel consumption, and unsustainable development practices.

2.2 Greenhouse Effect and Global Warming

The greenhouse effect is a natural process that traps heat in the

Earth's atmosphere and maintains temperatures suitable for life. However, increased concentration of greenhouse gases such as carbon dioxide, methane, and nitrous oxide intensifies this effect.

Global warming refers to the gradual increase in average global temperatures due to enhanced greenhouse effect. It is a key driver of climate change and associated impacts.



2.3 Causes of Climate Change

The causes of climate change can be broadly categorised into natural and human-induced factors.

Natural factors include volcanic eruptions, solar radiation variations, and natural climate cycles. Human-induced factors include burning of fossil fuels, deforestation, industrial emissions, agricultural practices, and urbanisation.

Among these, human activities are the dominant contributors to current climate change.

2.4 Climate Change and Development

Development patterns play a significant role in climate change. Industrial growth, transportation, energy consumption, and resource-intensive lifestyles contribute to greenhouse gas emissions.

At the same time, climate change undermines development by affecting agriculture, water resources, health, and livelihoods. This creates a vicious cycle between climate change and underdevelopment.

2.5 Impacts of Climate Change

Climate change has wide-ranging impacts on natural and human systems.

Environmental impacts include melting glaciers, rising sea levels, loss of biodiversity, desertification, and increased frequency of floods and droughts. These changes threaten ecosystem stability and natural resource availability.

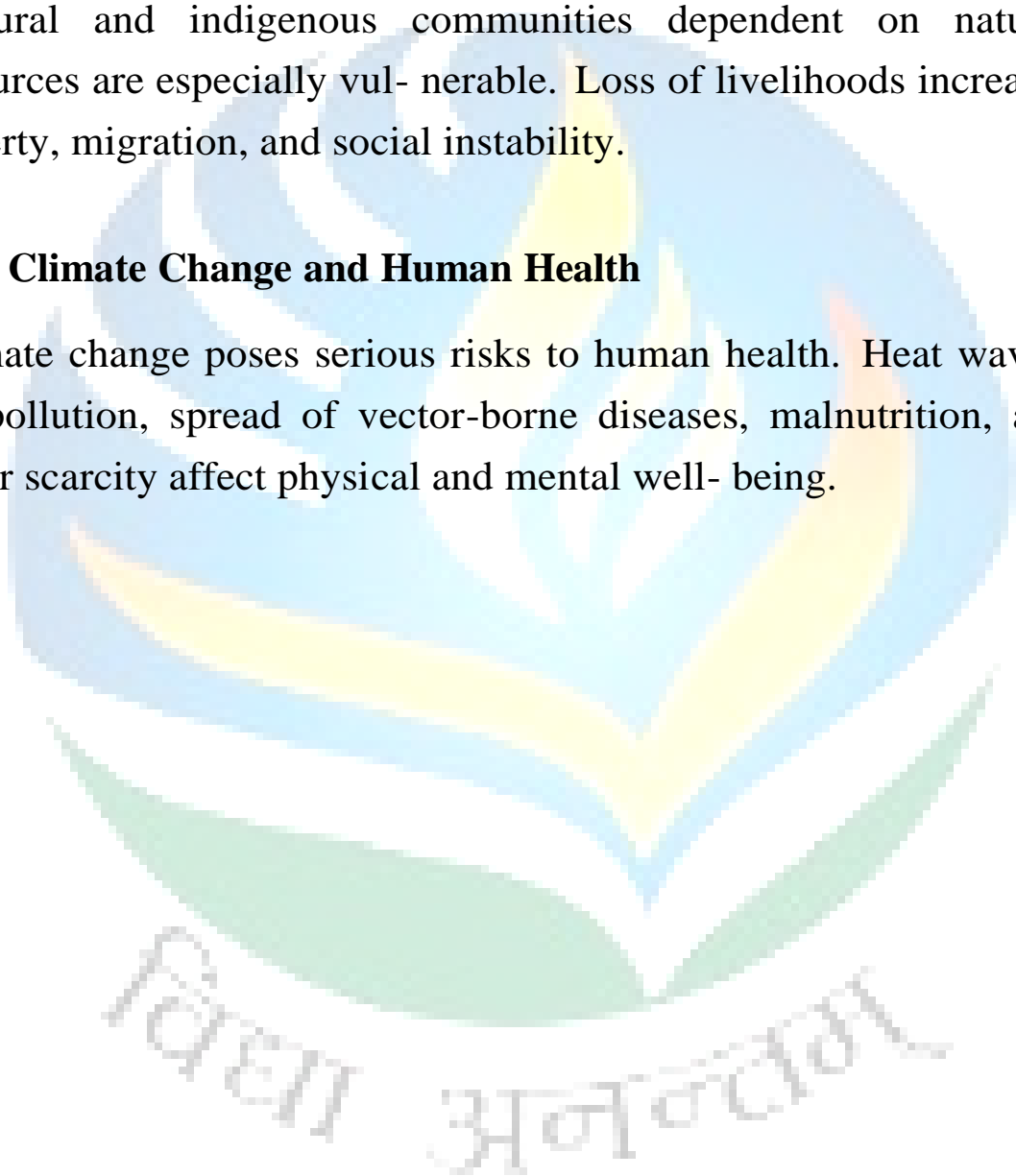
2.6 Impact of Climate Change on Livelihoods

Climate change directly affects livelihoods, particularly in agriculture, fisheries, forestry, and informal sectors. Changes in rainfall patterns and temperature reduce crop yields and food security.

Rural and indigenous communities dependent on natural resources are especially vulnerable. Loss of livelihoods increases poverty, migration, and social instability.

2.7 Climate Change and Human Health

Climate change poses serious risks to human health. Heat waves, air pollution, spread of vector-borne diseases, malnutrition, and water scarcity affect physical and mental well-being.



Vulnerable groups such as children, elderly persons, women, and the poor face higher health risks. Social work interventions address health awareness and community resilience.

2.8 Climate-Induced Disasters

Climate change increases the frequency and intensity of disasters such as floods, cyclones, droughts, heat waves, and wildfires. These disasters cause loss of life, property, and infrastructure.

Climate-induced disasters exacerbate existing social inequalities and strain disaster management systems.

2.9 Concept of Vulnerability to Climate Change

Vulnerability refers to the degree to which individuals, communities, or systems are susceptible to harm due to exposure to climate hazards. It depends on exposure, sensitivity, and adaptive capacity.

Vulnerability is socially constructed and influenced by poverty, inequality, gender, geographical location, and access to resources.

2.10 Climate Vulnerability in the Indian Context

India is highly vulnerable to climate change due to its geographical diversity, large population, and dependence on climate-sensitive sectors. Coastal regions face sea-level rise and cyclones, while arid regions face droughts and water scarcity.

Marginalised communities, small farmers, and informal workers experience disproportionate impacts. Social work focuses on reducing vulnerability through empowerment and adaptation.

2.11 Climate Change and Social Inequality

Climate change is often described as a “threat multiplier” that intensifies existing social inequalities. Those who contribute least to climate change often suffer the most severe consequences.

Climate justice emphasises equitable responsibility, protection of vulnerable populations, and fair access to resources and adaptation measures.



2.12 Adaptation and Mitigation

Adaptation involves adjusting social, economic, and environmental systems to minimise harm from climate change. Mitigation focuses on reducing greenhouse gas emissions and slowing climate change.

Both adaptation and mitigation are essential for addressing climate risks. Social workers support community-based adaptation and sustainable practices.

2.13 Role of Social Work in Addressing Climate Change

Social workers play a vital role in climate change response by raising awareness, building community resilience, advocating for vulnerable groups, and promoting sustainable livelihoods.

They integrate climate perspectives into development planning and disaster risk reduction, ensuring people-centred and equitable climate action.

Unit II – Question Bank

Long Answer Questions

1. Explain the causes of climate change.
2. Discuss the impacts of climate change on livelihoods and health.
3. Analyse climate vulnerability with reference to the Indian context.
4. Examine the role of social work in addressing climate change.

Short Answer Questions

1. What is climate change?
2. Define global warming.
3. What is climate vulnerability?
4. Mention any two impacts of climate change.



Module 3

विद्या अमृतमक्ष

UNIT-3 Environmental Policies, Laws and Global Frameworks

Unit Introduction

Environmental protection and sustainable development require strong policy, legal, and institutional frameworks. Governments across the world have enacted environmental laws and formulated policies to regulate human activities, conserve natural resources, and address climate change. At the global level, international agreements provide a collective framework for cooperation and shared responsibility.

This unit examines environmental policies and legislation in India, major international environmental agreements, and global frameworks related to climate change and sustainable development. It also highlights the relevance of these frameworks for social work practice and environmental justice.

3.1 Environmental Policy: Concept and Significance

Environmental policy refers to a set of principles, strategies, and guidelines formulated by governments to manage environmental resources and address environmental problems. It aims to balance development needs with ecological sustainability.

Effective environmental policies promote conservation, pollution control, sustainable resource use, and protection of vulnerable communities. Social workers engage with environmental policy through advocacy and community participation.

3.2 Evolution of Environmental Policy in India

Environmental concerns in India gained prominence after independence due to rapid industrialisation and development pressures. Early policies focused on resource management, while later policies emphasised environmental protection and sustainability.

The National Environmental Policy reflects India's commitment to sustainable development and environmental justice by integrating environmental concerns into development planning.



3.3 Constitutional Provisions for Environmental Protection

The Constitution of India provides a legal foundation for environmental protection. Article 48A directs the State to protect and improve the environment and safeguard forests and wildlife.

Article 51A(g) imposes a fundamental duty on citizens to protect the natural environment. Judicial interpretation of Article 21 has expanded the right to life to include the right to a clean and healthy environment.

3.4 Major Environmental Laws in India

India has enacted several laws to protect the environment and regulate pollution.

The Environment (Protection) Act provides a comprehensive framework for environmental protection and regulation. It empowers the central government to take measures for preventing and controlling pollution.

3.5 Water and Air Pollution Laws

The Water (Prevention and Control of Pollution) Act aims to prevent and control water pollution and maintain water quality. It establishes pollution control boards for monitoring and enforcement.

The Air (Prevention and Control of Pollution) Act addresses air pollution and regulates emissions from industries and vehicles. These laws are critical for public health and environmental sustainability.

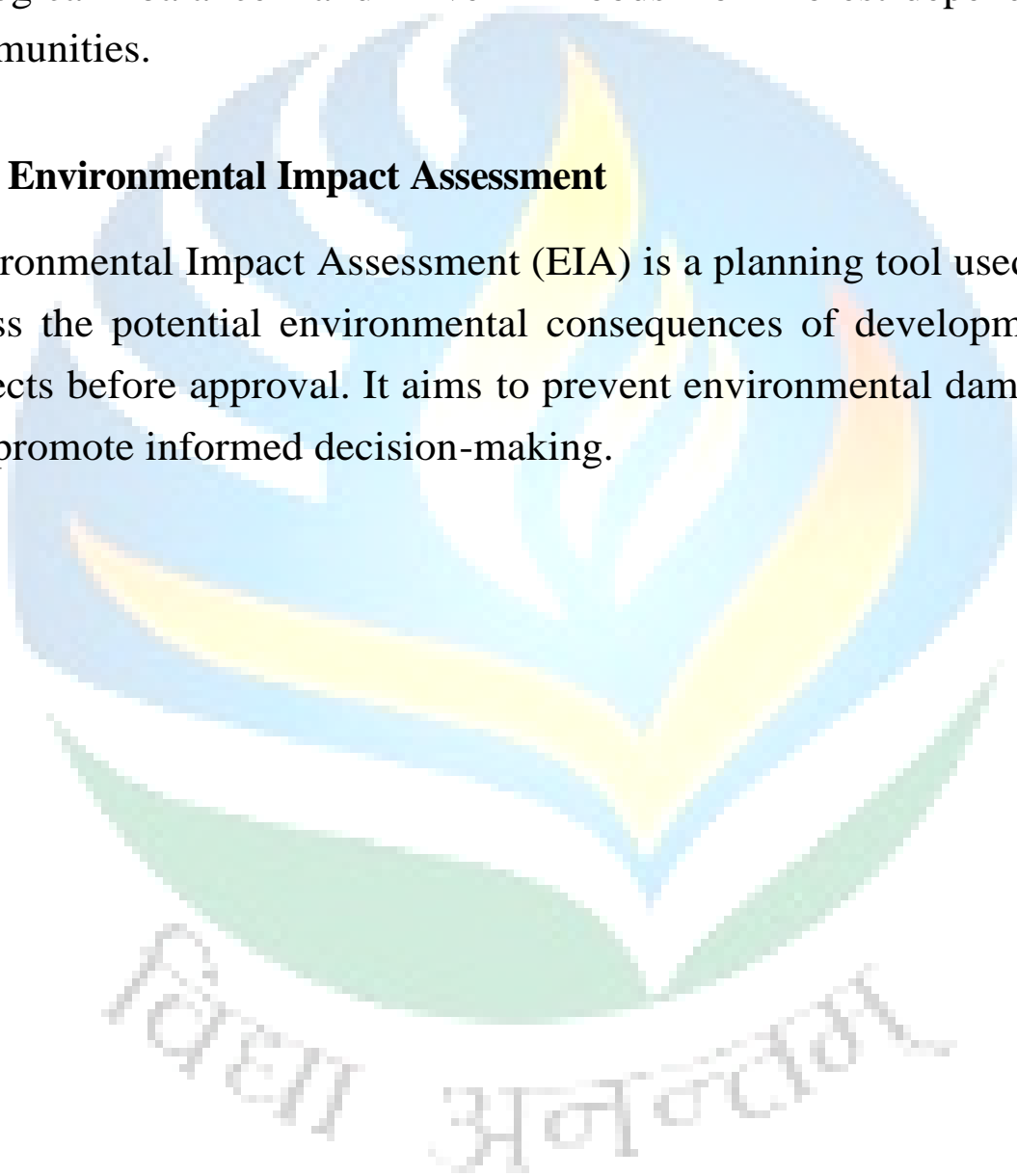
3.6 Forest and Wildlife Protection Laws

The Forest Conservation Act regulates diversion of forest land for non-forest purposes to prevent deforestation. The Wildlife Protection Act provides legal protection to wildlife and their habitats.

Conservation of forests and biodiversity is essential for ecological balance and livelihoods of forest-dependent communities.

3.7 Environmental Impact Assessment

Environmental Impact Assessment (EIA) is a planning tool used to assess the potential environmental consequences of development projects before approval. It aims to prevent environmental damage and promote informed decision-making.



Public participation is a key component of EIA. Social workers facilitate community awareness and participation in EIA processes.

3.8 National Action Plan on Climate Change

The National Action Plan on Climate Change outlines India's strategy to address climate change through mitigation and adaptation measures. It includes national missions on solar energy, energy efficiency, sustainable agriculture, and water conservation.

The plan integrates development and climate objectives, recognising the needs of vulnerable populations.

3.9 Global Environmental Concerns

Environmental problems such as climate change, biodiversity loss, and pollution transcend national boundaries and require global cooperation. International frameworks promote shared responsibility and collective action.

Global environmental governance involves collaboration among nations, international organisations, civil society, and communities.

3.10 United Nations and Environment

The United Nations plays a central role in environmental governance through agencies such as the United Nations Environment Programme. It promotes global environmental awareness, research, and policy coordination.

UN initiatives emphasise sustainable development, climate action, and environmental justice.

3.11 International Climate Change Frameworks

International agreements such as the United Nations Framework Convention on Climate Change provide a platform for global climate action. They establish principles of equity, common but differentiated responsibilities, and cooperation.

Global frameworks guide national climate policies and adaptation strategies.

3.12 Sustainable Development Goals

The Sustainable Development Goals (SDGs) provide a comprehensive global agenda for sustainable development. Several goals directly address environmental protection, climate action, and sustainable resource use.



The SDGs emphasise integration of social, economic, and environmental dimensions of development.

3.13 Environmental Justice and Policy

Environmental justice focuses on fair treatment and meaningful involvement of all people in environmental decision-making. Policies must address unequal environmental burdens faced by marginalised communities.

Social workers advocate for inclusive and equitable environmental policies.

3.14 Role of Social Work in Environmental Policy and Law

Social workers contribute to environmental governance by raising awareness, facilitating community participation, and advocating for policy reforms.

They act as a bridge between communities and institutions, ensuring that environmental policies reflect social justice and sustainability.

Unit III – Question Bank

Long Answer Questions

1. Discuss the evolution of environmental policy in India.
2. Examine major environmental laws in India.
3. Analyse the role of global frameworks in addressing climate change.
4. Explain the relevance of environmental justice in policy formulation.

Short Answer Questions

1. What is environmental policy?
2. What is Environmental Impact Assessment?
3. Mention any two environmental laws in India.
4. What are Sustainable Development Goals?



Module 4

UNIT-4 Role of Social Work, Environmental Move- ments and Sustainable Practices

Unit Introduction

Environmental degradation, climate change, and unsustainable development have inten- sified social inequalities and threatened human well-being across the globe. Addressing these challenges requires not only scientific and technological solutions but also social interventions that promote awareness, participation, justice, and sustainability.

This unit examines the role of social work in environmental protection and sustainable development. It explores environmental movements, community-based initiatives, and sustainable practices, highlighting how social workers contribute to environmental justice, resilience, and long-term sustainability.

4.1 Role of Social Work in Environmental Protection

Social work plays a significant role in addressing environmental issues by focusing on the social dimensions of environmental problems. Environmental degradation dispro- portionately affects poor and marginalised communities who depend directly on natural resources for their livelihoods.

Social workers engage in awareness generation, community mobilisation, advocacy, and policy intervention to protect environmental rights and promote sustainable resource use.

4.2 Environmental Social Work

Environmental social work is an emerging field that integrates environmental concerns into social work practice. It recognises the interdependence between human well-being and ecological health.

Environmental social work promotes holistic interventions that address environmental, social, and economic dimensions of development. It emphasises sustainability, resilience, and environmental justice.



4.3 Community-Based Environmental Management

Community-based environmental management involves participation of local communities in conservation and sustainable use of natural resources. It empowers communities to manage forests, water bodies, and land resources collectively.

Social workers facilitate community organisation, leadership development, and conflict resolution in community-based environmental initiatives.

4.4 Environmental Movements in India

Environmental movements in India have played a crucial role in protecting natural resources and defending community rights. Movements such as forest conservation, anti-displacement struggles, and water rights campaigns highlight grassroots resistance to environmental injustice.

These movements emphasise people's participation, ecological sustainability, and social justice. Social workers often support such movements through mobilisation and advocacy.

4.5 Climate Justice and Social Justice

Climate justice links climate change with issues of inequality, rights, and responsibility. Those least responsible for climate change often suffer the most severe impacts.

Social work promotes climate justice by advocating equitable climate policies, protecting vulnerable populations, and ensuring inclusive adaptation and mitigation strategies.

4.6 Sustainable Livelihoods and Development

Sustainable livelihoods focus on enhancing people's capabilities, assets, and activities while conserving natural resources. Livelihood strategies must be environmentally sustainable and socially inclusive.

Social workers support sustainable livelihoods through skill development, diversification, and promotion of eco-friendly practices.

4.7 Role of NGOs and Civil Society

Non-governmental organisations and civil society play a vital role in environmental protection and sustainable development. They implement projects, conduct research, and advocate policy reforms.



Social workers working in NGOs design and implement community-based sustainability programmes and facilitate stakeholder collaboration.

4.8 Environmental Education and Awareness

Environmental education is essential for fostering responsible attitudes and behaviours towards the environment. Awareness programmes promote understanding of environmental issues and sustainable practices.

Social workers conduct education campaigns, training programmes, and participatory learning activities to build environmental consciousness.

4.9 Sustainable Practices at Community Level

Sustainable practices include water conservation, waste management, renewable energy, organic farming, and biodiversity conservation.

Social workers encourage adoption of sustainable practices by integrating traditional knowledge with modern approaches and promoting community ownership.

4.10 Urban and Rural Sustainability Challenges

Both urban and rural areas face sustainability challenges. Urban areas struggle with pollution, waste, and resource consumption, while rural areas face land degradation, water scarcity, and climate risks.

Social workers design context-specific interventions to address sustainability challenges in both settings.

4.11 Ethical Dimensions of Environmental Social Work

Ethical practice in environmental social work involves respect for nature, intergenerational equity, and protection of vulnerable populations.

Social workers must balance development needs with environmental sustainability and ensure participatory and transparent decision-making.

4.12 Future Directions of Environment and Sustainable Development

The future of sustainable development lies in integrated, participatory, and justice-oriented approaches. Strengthening community resilience, promoting green technologies, and ensuring inclusive governance are key priorities.



Social work will continue to play a critical role in addressing environmental challenges through advocacy, innovation, and ethical practice.



Unit IV – Question Bank

Long Answer Questions

1. Examine the role of social work in environmental protection.
2. Discuss major environmental movements and their significance.
3. Analyse sustainable livelihood approaches in the context of climate change.
4. Explain the concept of climate justice and its relevance to social work.

Short Answer Questions

1. What is environmental social work?
2. Define climate justice.
3. What are sustainable practices?
4. Mention any two roles of NGOs in environmental protection.

Gokul Global University, Sidhpur, Gujarat



**Master of Social Work (MSW)
Semester 2**

Labour Welfare and Industrial Relations

Course Code: MSW C-214

Credits: 4

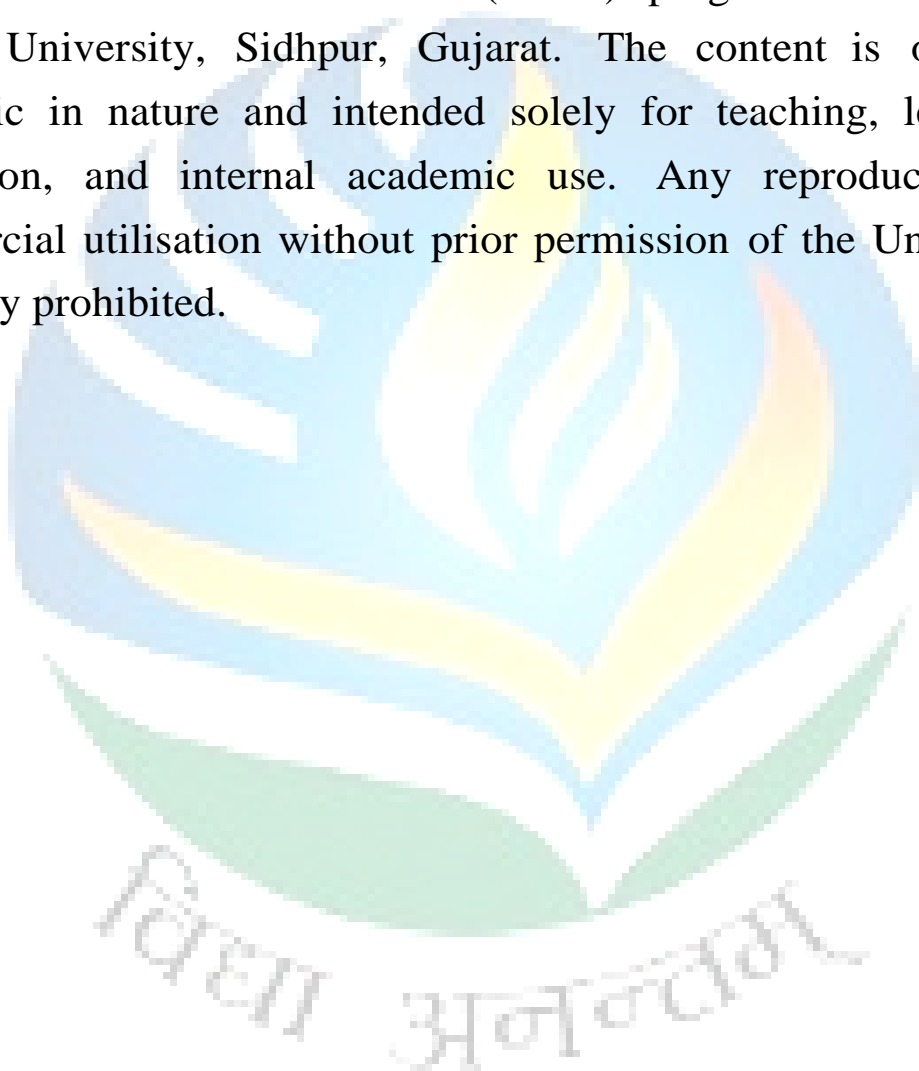
Self Learning Material (SLM)

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Prepared By: Dr. Vijaykumar C Senma

Declaration

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Program Details

Program: Master of Social Work (MSW)

Subject / Branch: Social Work

Year: 1st Year

Semester: 2nd

Course Title: Labour Welfare and Industrial Relations

Course Type: Core

Course Code: MSW — LWIR

Course Credit: 04

Pre-Requisite: Graduation in any discipline from a recognised university

Rationale

Industrialisation has significantly influenced employment relations, work culture, and labour welfare. While industries contribute to national development, workers often experience challenges such as poor working conditions, lack of security, exploitation, and workplace conflicts. Labour welfare and industrial relations seek to create humane working environments and promote industrial peace.

This course introduces learners to the key concepts, principles, and practices of labour welfare and industrial relations. It also emphasises the application of social work methods in industrial settings to promote worker well-being, social justice, and organisational harmony.

Teaching & Examination Scheme

Teaching Scheme (Hours/Week)	Examination Scheme	Marks
Lecture: 4	Internal – Mid	20
Tutorial: 0	Internal – CE	10
Practical: 0	External Exam	70
Total Credits: 4	Total Marks	100

Course Objectives

1. To provide conceptual clarity on labour welfare and industrial relations.
2. To enable learners to analyse labour problems and welfare needs.
3. To develop understanding of trade unions and collective bargaining.
4. To familiarise students with labour legislation and dispute settlement mechanisms.
5. To promote professional social work practice in industrial welfare and labour relations.

Course Outcomes (COs)

After successful completion of this course, learners will be able to:

1. Describe the concepts, scope, and principles of labour welfare and industrial relations.
2. Analyse working conditions, labour issues, and welfare needs of workers.
3. Explain trade unionism, collective bargaining, and industrial conflict.
4. Understand major labour laws and dispute settlement mechanisms in India.
5. Apply social work approaches in industrial and labour welfare contexts.
6. Contribute to industrial peace, social justice, and decent work environments.

Course Content

Unit – I : Concept and Scope of Labour Welfare and Industrial Relations

Credit: 1 | **Weightage:** 25%

Topics

- Concept and Meaning of Labour Welfare
- Objectives of Labour Welfare
- Scope of Labour Welfare
- Principles of Labour Welfare
- Concept and Meaning of Industrial Relations
- Objectives of Industrial Relations
- Scope of Industrial Relations
- Industrial Relations System — Actors and Processes
- Role of the State in Industrial Relations
- Role of Social Work in Labour Welfare & Industrial Relations
- Challenges in Labour Welfare and Industrial Relations

Suggested Classroom Hours: 16

Unit – II : Trade Unionism and Collective Bargaining

Credit: 1 | **Weightage:** 25%

Topics

- Concept and Meaning of Trade Union
- Objectives of Trade Unionism
- Growth of Trade Union Movement in India
- Types of Trade Unions
- Functions of Trade Unions
- Trade Union Leadership and Structure
- Problems of Trade Unionism in India
- Concept and Meaning of Collective Bargaining
- Objectives of Collective Bargaining

- Process of Collective Bargaining
- Levels of Collective Bargaining
- Importance in Industrial Relations
- Role of Social Workers in Trade Unionism & Collective Bargaining

Suggested Classroom Hours: 16

Unit – III : Labour Legislation and Industrial Disputes in India

Credit: 1 | Weightage: 25%

Topics

- Objectives of Labour Legislation
- Classification of Labour Laws
- Key Labour Legislations
 - Factories Act
 - Minimum Wages Act
 - Payment of Wages Act
 - Employees' State Insurance Act
 - Employees' Provident Fund Act
- Industrial Disputes — Concept and Meaning
- Causes of Industrial Disputes
- Forms of Industrial Disputes
- Machinery for Settlement of Disputes
 - Conciliation
 - Arbitration
 - Adjudication
- Role of the State in Dispute Resolution
- Role of Social Workers in Labour Legislation & Dispute Handling

Suggested Classroom Hours: 16

Unit – IV : Role of Social Workers, Labour Welfare Administration and Contemporary Issues

Credit: 1 | Weightage: 25%

Topics

- Concept of Labour Welfare Administration
- Agencies Involved in Labour Welfare
- Role of Employers
- Role of Trade Unions
- Role of Social Workers in Industrial Settings
- Social Work Methods in Labour Welfare

- Industrial Social Work Practice
- Contemporary Issues in Labour Welfare
- Globalisation and Industrial Relations
- Occupational Health and Safety
- Gender and Labour Welfare
- Social Dialogue and Tripartism
- Future Directions of Labour Welfare & Industrial Relations

Suggested Classroom Hours: 16

Reference Books

1. Memoria, C.B. — *Dynamics of Industrial Relations*
2. Punekar, Deodhar & Sankaran — *Labour Welfare, Trade Unionism and Industrial Relations*
3. Ghosh, P. — *Industrial Relations and Labour Welfare*
4. Kapoor, N.D. — *Elements of Industrial Law*
5. ILO Publications — *Decent Work and Labour Standards*

Suggested Readings

1. Ministry of Labour & Employment — Reports & Documents
2. Labour Law Journals and Case Studies
3. Research Papers on Industrial Relations

Online Resources

- <https://labour.gov.in>
- <https://ilo.org>
- <https://esic.gov.in>

Practical / Fieldwork Suggestions

1. Visit to an industrial establishment.
2. Interaction with trade union representatives.
3. Case study of an industrial dispute.
4. Report on labour welfare facilities.



Module 1

UNIT–1 Concept and Scope of Labour Welfare and Industrial Relations

Unit Introduction

Industrialisation has transformed the nature of work, employment relations, and social organisation. While industrial growth has contributed to economic development, it has also created complex labour problems such as poor working conditions, job insecurity, low wages, industrial conflicts, and exploitation of workers. Labour welfare and industrial relations have emerged as crucial areas for ensuring humane working conditions, social security, and harmonious employer–employee relations.

This unit introduces learners to the basic concepts, scope, objectives, and principles of labour welfare and industrial relations. It also highlights the relevance of social work in industrial and organisational settings.

1.1 Concept and Meaning of Labour Welfare

Labour welfare refers to efforts aimed at improving the working and living conditions of workers beyond the minimum standards laid down by law. It includes services and facilities that promote workers' physical, mental, and social well-being.

Labour welfare measures include health and safety, housing, education, recreation, canteens, crèches, social security, and counselling services. These measures contribute to improved productivity, morale, and industrial harmony.

1.2 Objectives of Labour Welfare

The primary objective of labour welfare is to ensure the well-being and dignity of workers. It seeks to improve quality of work life and protect workers from exploitation.

Other objectives include enhancing productivity, reducing absenteeism and labour turnover, promoting industrial peace, and fostering positive employer–employee relations.



1.3 Scope of Labour Welfare

The scope of labour welfare is broad and covers statutory, voluntary, and mutual welfare measures. Statutory welfare is mandated by labour laws, while voluntary welfare is provided by employers beyond legal requirements.

Mutual welfare involves collective efforts by workers through cooperatives and trade unions. Social workers contribute to all three forms through planning, implementation, and evaluation.

1.4 Principles of Labour Welfare

Labour welfare is guided by principles such as social justice, human dignity, equality, participation, and prevention. Welfare measures should be inclusive, need-based, and sustainable.

The principle of participation emphasises involvement of workers in planning and management of welfare activities.

1.5 Concept of Industrial Relations

Industrial relations refer to the relationship between employers, employees, and the state. It encompasses interactions related to employment conditions, collective bargaining, conflict resolution, and cooperation at the workplace.

Healthy industrial relations are essential for productivity, worker satisfaction, and economic stability.

1.6 Objectives of Industrial Relations

The objectives of industrial relations include maintaining industrial peace, ensuring fair working conditions, resolving conflicts through dialogue, and promoting cooperation between

labour and management.

Effective industrial relations balance organisational efficiency with workers' rights and welfare.

1.7 Scope of Industrial Relations

The scope of industrial relations includes trade unions, collective bargaining, labour laws, grievance handling, industrial disputes, and labour administration.

Industrial relations operate at plant, industry, and national levels, involving multiple stakeholders.



1.8 Industrial Relations System

The industrial relations system consists of three main actors: employers, workers and their unions, and the state. These actors interact within a framework of laws, institutions, and social norms.

Social workers contribute to this system by facilitating communication, counselling, and conflict resolution.

1.9 Role of the State in Industrial Relations

The state plays a regulatory and facilitative role through labour legislation, labour courts, and administrative agencies. It seeks to balance economic growth with social justice.

State intervention is crucial for protecting workers' rights and maintaining industrial harmony.

1.10 Role of Social Work in Labour Welfare and Industrial Relations

Social workers in industrial settings address workers' welfare needs, provide counselling, facilitate grievance redressal, and promote harmonious relations.

They act as mediators, advocates, and change agents, contributing to ethical and people-centred industrial relations.

1.11 Challenges in Labour Welfare and Industrial Relations

Challenges include informalisation of labour, contract work, technological change, globalisation, and declining unionisation.

Addressing these challenges requires adaptive policies, strong institutions, and skilled social work practice.

Unit I – Question Bank

Long Answer Questions

1. Explain the concept and objectives of labour welfare.
2. Discuss the scope and principles of labour welfare.
3. Examine the concept and objectives of industrial relations.
4. Analyse the role of social work in labour welfare and industrial relations.

Short Answer Questions

1. What is labour welfare?
2. Define industrial relations.
3. What are statutory welfare measures?
4. Mention any two objectives of industrial relations.



Module 2

UNIT-2 Trade Unionism and Collective Bargaining

Unit Introduction

Trade unions and collective bargaining are fundamental components of industrial relations. They provide workers with a collective voice to protect their rights, improve working conditions, and negotiate fair wages and benefits. In an industrial society, individual workers often lack bargaining power; trade unions help balance the power relationship between labour and management.

This unit examines the concept, objectives, growth, structure, and functions of trade unions, as well as the process and significance of collective bargaining. It also analyses the role of social workers in strengthening democratic and harmonious industrial relations.

2.1 Concept and Meaning of Trade Union

A trade union is a voluntary association of workers formed to protect and promote their common economic, social, and professional interests. Trade unions aim to improve wages, working conditions, job security, and welfare of their members.

Trade unions act as representatives of workers in negotiations with employers and serve as a mechanism for collective action and solidarity.

2.2 Objectives of Trade Unionism

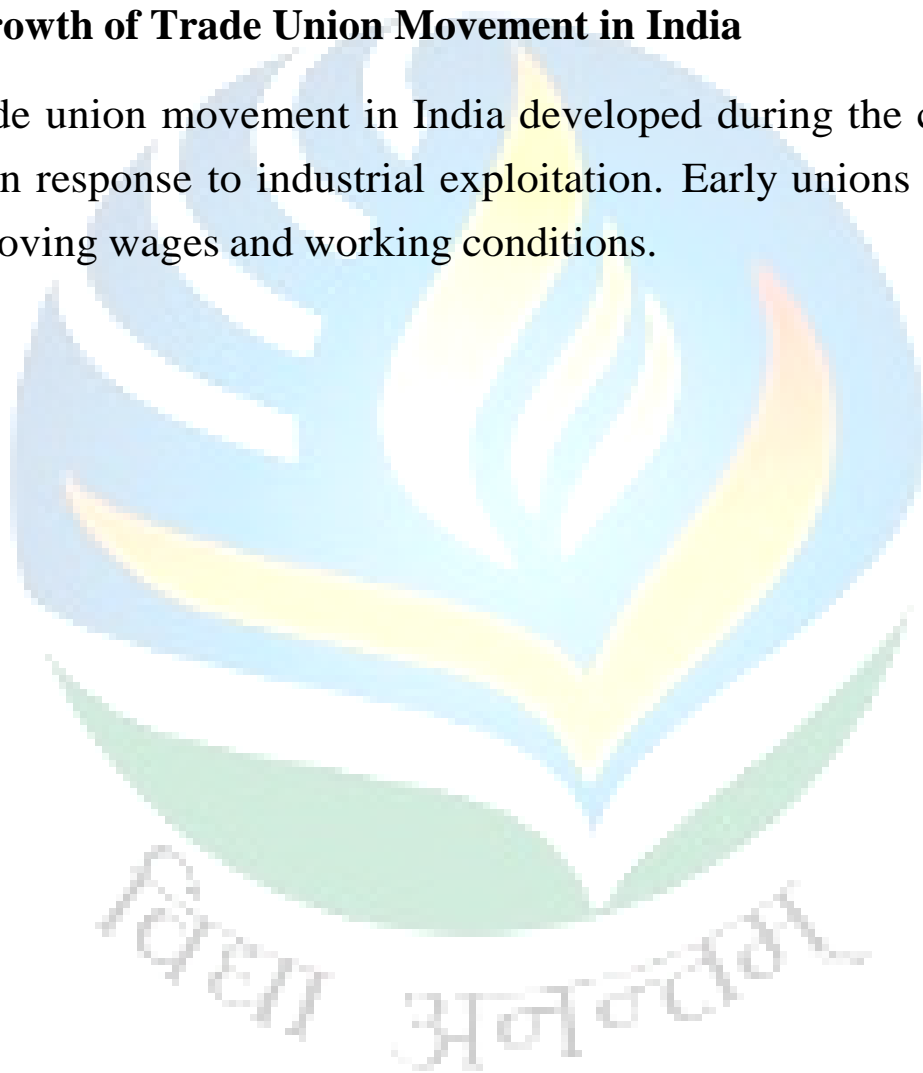
The primary objective of trade unions is to safeguard workers'

interests. This includes securing fair wages, reasonable working hours, safe working conditions, and social security benefits.

Other objectives include protecting workers from unfair labour practices, promoting industrial democracy, providing welfare services, and enhancing workers' skills and awareness.

2.3 Growth of Trade Union Movement in India

The trade union movement in India developed during the colonial period in response to industrial exploitation. Early unions focused on improving wages and working conditions.



Post-independence, trade unions expanded and became affiliated with political parties. While unions contributed to labour rights, political fragmentation affected unity and effectiveness.

2.4 Types of Trade Unions

Trade unions may be classified based on structure and membership.

Craft unions represent workers with specific skills.

Industrial unions organise all workers within an industry. General unions represent workers across industries.

Each type has advantages and limitations in terms of bargaining power and organization.

2.5 Functions of Trade Unions

Trade unions perform protective, regulatory, and welfare functions. Protective functions include safeguarding workers against exploitation and unfair practices.

Regulatory functions involve negotiating wages, working conditions, and grievance procedures. Welfare functions include providing educational, medical, and recreational services.

2.6 Trade Union Leadership and Structure

Trade union leadership plays a crucial role in shaping union effectiveness. Leadership may be internal or external and influences bargaining strategies and member participation.

Democratic leadership, transparency, and accountability strengthen union credibility and sustainability.

2.7 Problems of Trade Unionism in India

Trade unions in India face challenges such as multiplicity of unions, political interference, low membership density, and weak financial resources.

The growth of informal and contract labour has further weakened union influence.

Addressing these challenges requires reform and revitalisation of trade unionism.

2.8 Concept of Collective Bargaining

Collective bargaining is a process of negotiation between employers and representatives of workers to determine terms and conditions of employment. It is a key mechanism for resolving industrial issues through dialogue rather than conflict.



Collective bargaining promotes industrial democracy, cooperation, and mutual respect between labour and management.

2.9 Objectives of Collective Bargaining

The objectives of collective bargaining include securing fair wages, improving working conditions, resolving disputes, and maintaining industrial peace.

It also aims to establish clear rules and procedures governing employment relations.

2.10 Process of Collective Bargaining

The collective bargaining process involves preparation, negotiation, agreement, and implementation. Both parties gather information, present demands, and engage in discussion to reach a mutually acceptable agreement.

Effective bargaining requires trust, communication, and good faith from both sides.

2.11 Levels of Collective Bargaining

Collective bargaining may take place at different levels, including plant level, industry level, and national level. The level depends on the structure of industry and union organisation.

Each level has implications for flexibility, standardisation, and coordination.

2.12 Importance of Collective Bargaining in Industrial Relations

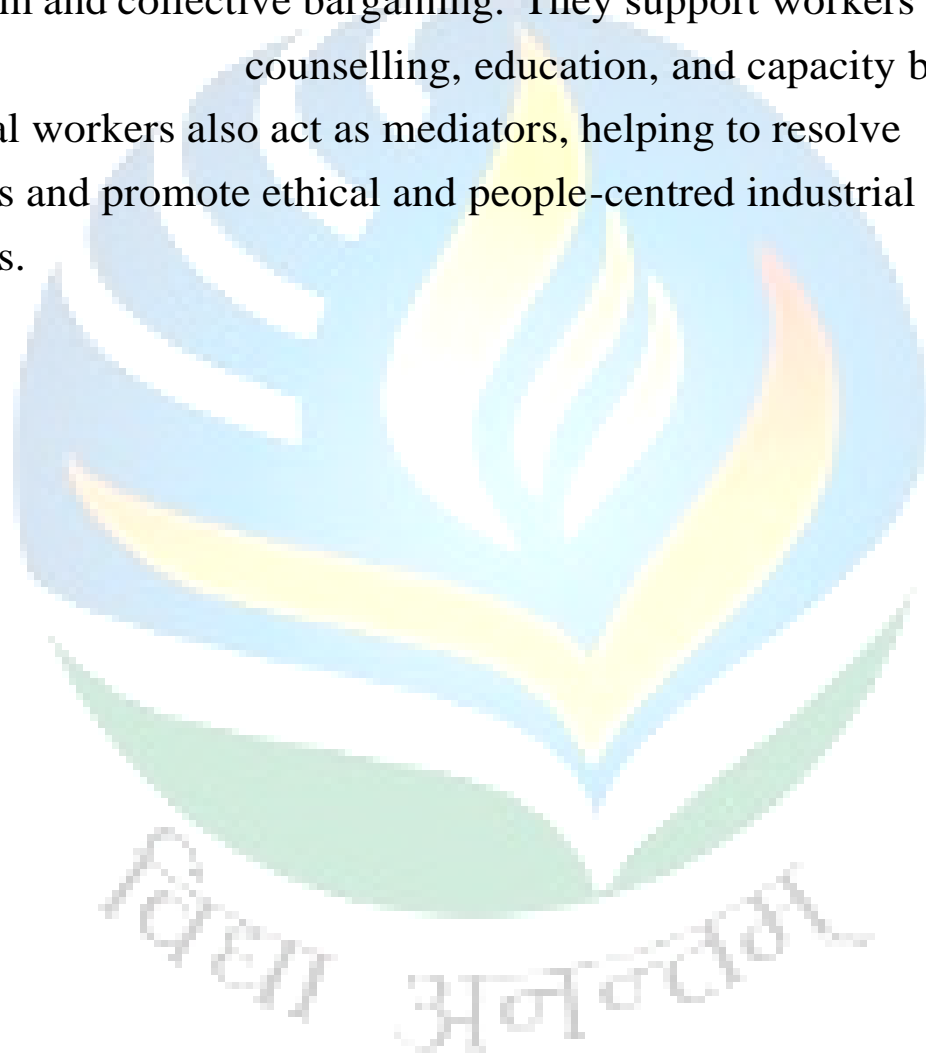
Collective bargaining contributes to stable and harmonious industrial relations by providing a structured mechanism for resolving conflicts.

It reduces the likelihood of strikes and lockouts and promotes cooperation and pro- ductivity.

2.13 Role of Social Workers in Trade Unionism and Collective Bargaining

Social workers play a facilitative role in promoting effective trade unionism and collective bargaining. They support workers through counselling, education, and capacity building.

Social workers also act as mediators, helping to resolve conflicts and promote ethical and people-centred industrial relations.



Unit II – Question Bank

Long Answer Questions

1. Explain the concept and objectives of trade unionism.
2. Discuss the growth and problems of trade union movement in India.
3. Examine the concept and process of collective bargaining.
4. Analyse the role of social workers in trade unionism and collective bargaining.

Short Answer Questions

1. What is a trade union?
2. Define collective bargaining.
3. Mention any two functions of trade unions.
4. What is plant-level bargaining?



Module 3

UNIT-3 Labour Legislation and Industrial Disputes in India

Unit Introduction

Labour legislation forms the legal backbone of labour welfare and industrial relations. It aims to protect workers from exploitation, ensure minimum standards of employment, and regulate relations between employers and employees. In a developing economy like India, labour laws play a crucial role in promoting social justice, industrial harmony, and economic stability.

This unit examines the objectives, scope, and major labour legislations in India, along with the concept, causes, and settlement of industrial disputes. It also highlights the role of the state and social workers in ensuring effective implementation of labour laws and peaceful resolution of industrial conflicts.

3.1 Objectives of Labour Legislation

The primary objective of labour legislation is to protect workers' rights and ensure humane working conditions. Labour laws aim to regulate hours of work, wages, safety, health, and social security.

Other objectives include prevention of exploitation, promotion of industrial peace, regulation of employer–employee relations, and provision of mechanisms for dispute resolution.

3.2 Classification of Labour Laws

Labour laws in India may be broadly classified into four categories.

Protective laws ensure safety, health, and welfare of workers. Wage-related laws regulate minimum wages and payment of

wages. Social security laws provide protection against contingencies such as sickness, injury, and old age. Industrial relations laws regulate trade unions, collective bargaining, and industrial disputes.



3.3 Factories Act

The Factories Act is a key piece of legislation aimed at ensuring health, safety, and welfare of workers in factories. It regulates working hours, employment of women and children, and provision of welfare facilities.

The Act mandates measures such as cleanliness, ventilation, safety devices, and welfare amenities. Social workers assist in awareness and compliance with factory welfare provisions.

3.4 Minimum Wages Act

The Minimum Wages Act provides for fixation and revision of minimum wages to prevent exploitation of workers. It applies to scheduled employments and aims to ensure a basic standard of living.

Effective implementation of minimum wages is essential for poverty reduction and social justice. Social workers support workers in claiming wage entitlements.

3.5 Payment of Wages Act

The Payment of Wages Act regulates timely payment of wages and prevents unauthorised deductions. It ensures transparency and accountability in wage payment.

The Act provides legal remedies for workers in case of delayed or wrongful deductions of wages.

3.6 Employees' State Insurance Act

The Employees' State Insurance Act provides social security benefits such as medical care, sickness benefits, maternity

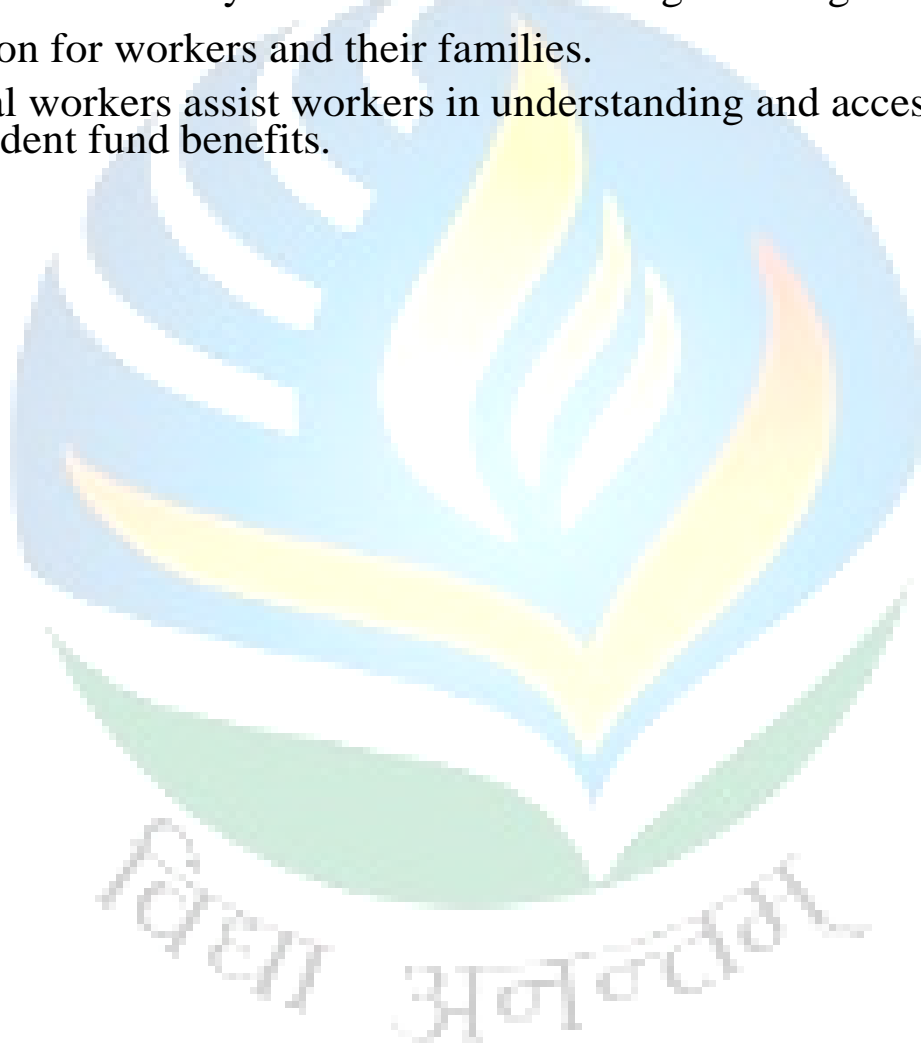
benefits, and compensation for employment injury.

ESI promotes workers' health and economic security. Social workers facilitate access to ESI benefits and services.

3.7 Employees' Provident Fund Act

The Employees' Provident Fund Act provides retirement benefits and financial security to workers. It encourages savings and social protection for workers and their families.

Social workers assist workers in understanding and accessing provident fund benefits.



3.8 Industrial Disputes: Concept and Meaning

An industrial dispute refers to any disagreement between employers and workers or among workers that is connected with employment, non-employment, terms of employment, or conditions of labour.

Industrial disputes disrupt production, affect workers' livelihoods, and disturb industrial peace. Effective mechanisms are therefore essential for dispute prevention and settlement.

3.9 Causes of Industrial Disputes

Industrial disputes arise due to economic factors such as wages, bonuses, and working conditions, as well as non-economic factors such as management practices, disciplinary issues, and communication gaps.

Political influence, technological change, and job insecurity also contribute to industrial conflicts.

3.10 Forms of Industrial Disputes

Industrial disputes may take forms such as strikes, lockouts, go-slow, work-to-rule, and layoffs. Each form reflects different strategies adopted by workers or employers.

These actions have legal and economic implications and are regulated by labour laws.

3.11 Machinery for Settlement of Industrial Disputes

The Industrial Disputes Act provides mechanisms for settlement of disputes, including conciliation, arbitration, and adjudication.

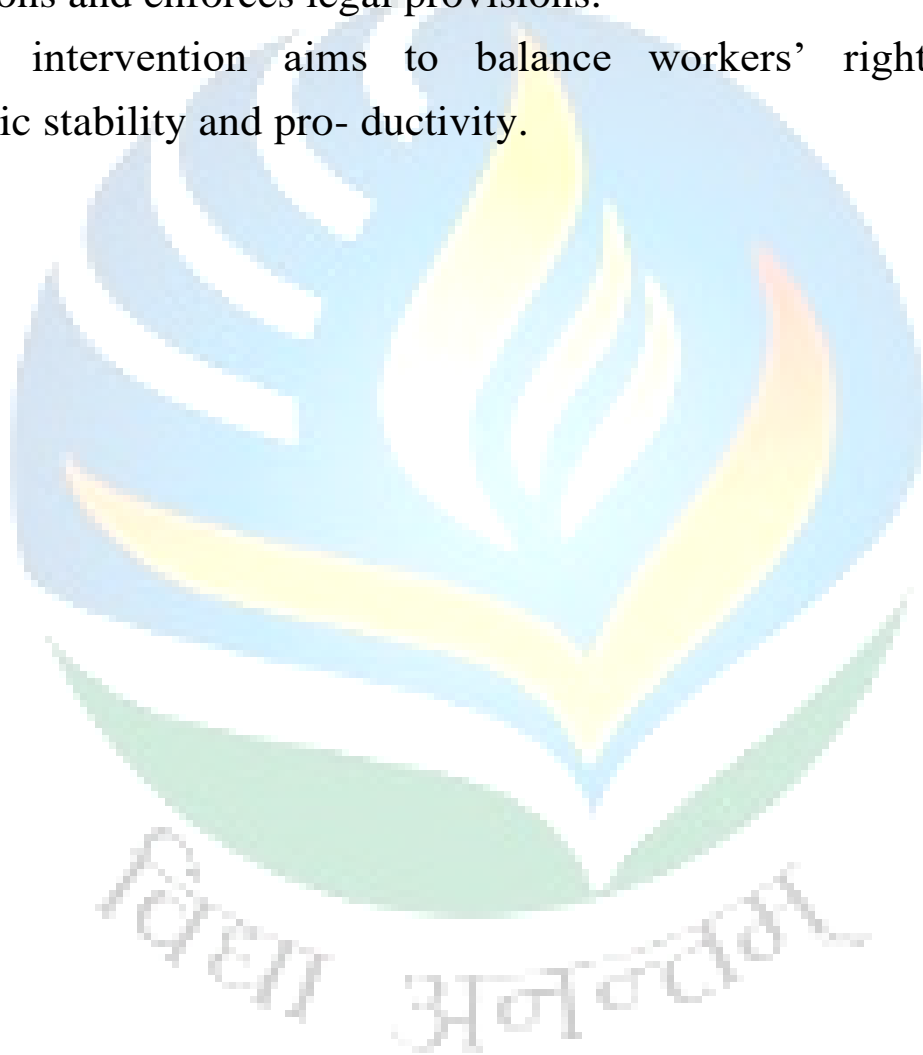
Conciliation involves mediation by a neutral authority. Arbitration involves voluntary reference of disputes to an

arbitrator. Adjudication includes labour courts, industrial tribunals, and national tribunals.

3.12 Role of the State in Industrial Dispute Resolution

The state plays a regulatory and mediating role in preventing and resolving industrial disputes. It establishes dispute resolution institutions and enforces legal provisions.

State intervention aims to balance workers' rights with economic stability and productivity.



3.13 Role of Social Workers in Labour Legislation and Dispute Resolution

Social workers support workers by creating legal awareness, providing counselling, and facilitating access to grievance redressal mechanisms.

They also act as mediators and advocates, promoting dialogue, fairness, and industrial harmony.



Unit III – Question Bank

Long Answer Questions

1. Discuss the objectives and classification of labour legislation in India.
2. Explain major labour laws related to wages and social security.
3. Analyse the causes and forms of industrial disputes.
4. Examine the machinery for settlement of industrial disputes.

Short Answer Questions

1. What is an industrial dispute?
2. What is conciliation?
3. Mention any two labour welfare legislations.
4. What is a strike?



Module 4

UNIT-4 Role of Social Workers, Labour Welfare Administration and Contemporary Issues

Unit Introduction

Labour welfare and industrial relations are dynamic fields shaped by economic change, technological advancement, globalisation, and evolving employment patterns. While labour laws and institutions provide a formal framework, effective implementation depends on professional intervention, ethical practice, and people-centred approaches.

This unit examines labour welfare administration, the role of social workers in industrial settings, and contemporary challenges affecting labour and industrial relations. It also explores emerging trends and future directions for promoting workers' welfare and industrial harmony.

4.1 Concept of Labour Welfare Administration

Labour welfare administration refers to the planning, organisation, implementation, and monitoring of welfare measures for workers. It involves coordination among government agencies, employers, trade unions, and welfare organisations.

Effective welfare administration ensures compliance with labour laws, delivery of welfare services, and protection of workers' rights. It contributes to improved quality of work life and organisational efficiency.

4.2 Agencies Involved in Labour Welfare Administration

Labour welfare administration involves multiple agencies.

Government agencies formulate policies, enact legislation, and enforce labour standards. Employers implement welfare measures at the workplace. Trade unions represent workers' interests and monitor compliance. Voluntary organisations and NGOs support outreach, awareness, and service delivery.



4.3 Role of Employers in Labour Welfare

Employers play a crucial role in providing statutory and voluntary welfare measures. These include health and safety provisions, housing, education, recreation, and counselling services.

Progressive employers recognise labour welfare as an investment that enhances worker satisfaction, productivity, and organisational commitment.

4.4 Role of Trade Unions in Labour Welfare

Trade unions advocate for workers' welfare and ensure enforcement of labour laws. They negotiate welfare provisions through collective bargaining and represent workers in grievance redressal mechanisms.

Unions also provide welfare services such as education, health camps, and legal aid to members and their families.

4.5 Role of Social Workers in Industrial Settings

Social workers play a vital role in promoting labour welfare and harmonious industrial relations. They address workers' personal, family, and workplace problems through professional intervention.

Key roles include counselling workers, facilitating grievance redressal, conducting welfare needs assessments, promoting health and safety, and mediating conflicts between labour and management.

4.6 Social Work Methods in Labour Welfare

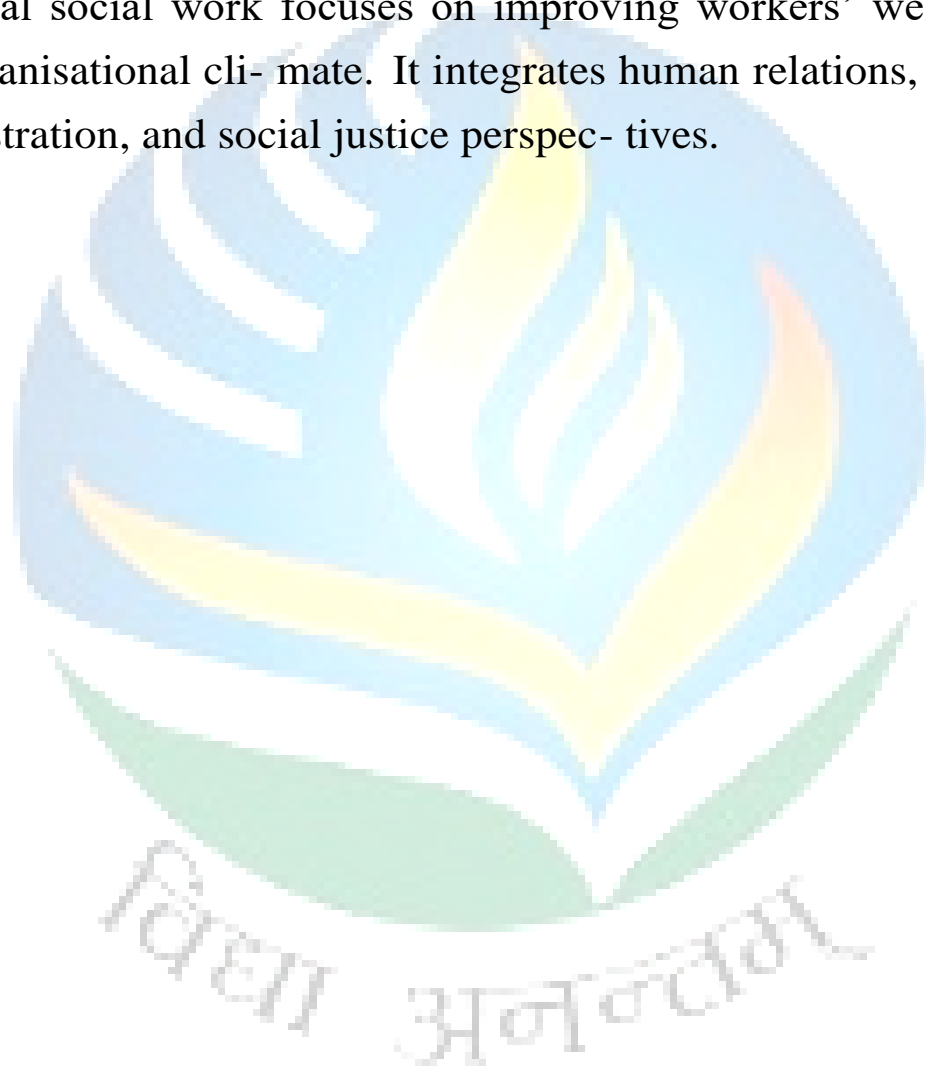
Social workers apply methods such as case work, group work, and community organisation in industrial settings. Case work addresses

individual problems related to stress, health, and family issues.

Group work strengthens worker participation, peer support, and leadership development. Community organisation mobilises collective action for welfare and rights.

4.7 Industrial Social Work Practice

Industrial social work focuses on improving workers' well-being and organisational climate. It integrates human relations, welfare administration, and social justice perspectives.



Industrial social workers contribute to employee assistance programmes, occupational health initiatives, and organisational development efforts.

4.8 Contemporary Issues in Labour Welfare

Contemporary labour welfare faces challenges arising from globalisation, technological change, and labour market restructuring. Informalisation of work, contract labour, and gig economy have increased job insecurity and reduced access to welfare benefits.

Automation and digitalisation have altered skill requirements and employment patterns, necessitating continuous skill development and social protection.

4.9 Impact of Globalisation on Industrial Relations

Globalisation has intensified competition and transformed industrial relations. Flexible employment practices, outsourcing, and decentralisation have weakened traditional labour institutions.

While globalisation offers opportunities for growth, it also poses risks to workers' rights and welfare. Social workers advocate for fair labour standards and ethical practices.

4.10 Occupational Health and Safety Challenges

Occupational health and safety remain critical concerns in many industries. Workplace hazards, stress, and accidents affect workers' physical and mental health.

Social workers collaborate with management and workers to promote safety awareness, health programmes, and preventive

measures.

4.11 Gender and Labour Welfare

Gender inequality persists in the labour market, with women facing wage gaps, discrimination, and inadequate welfare facilities. Issues such as maternity protection, sexual harassment, and work–life balance require focused intervention.

Social workers promote gender-sensitive labour welfare and inclusive workplace policies.

4.12 Role of Social Dialogue and Tripartism

Social dialogue involving employers, workers, and the state is essential for resolving industrial issues and promoting cooperation. Tripartism facilitates consensus-building and policy formulation.

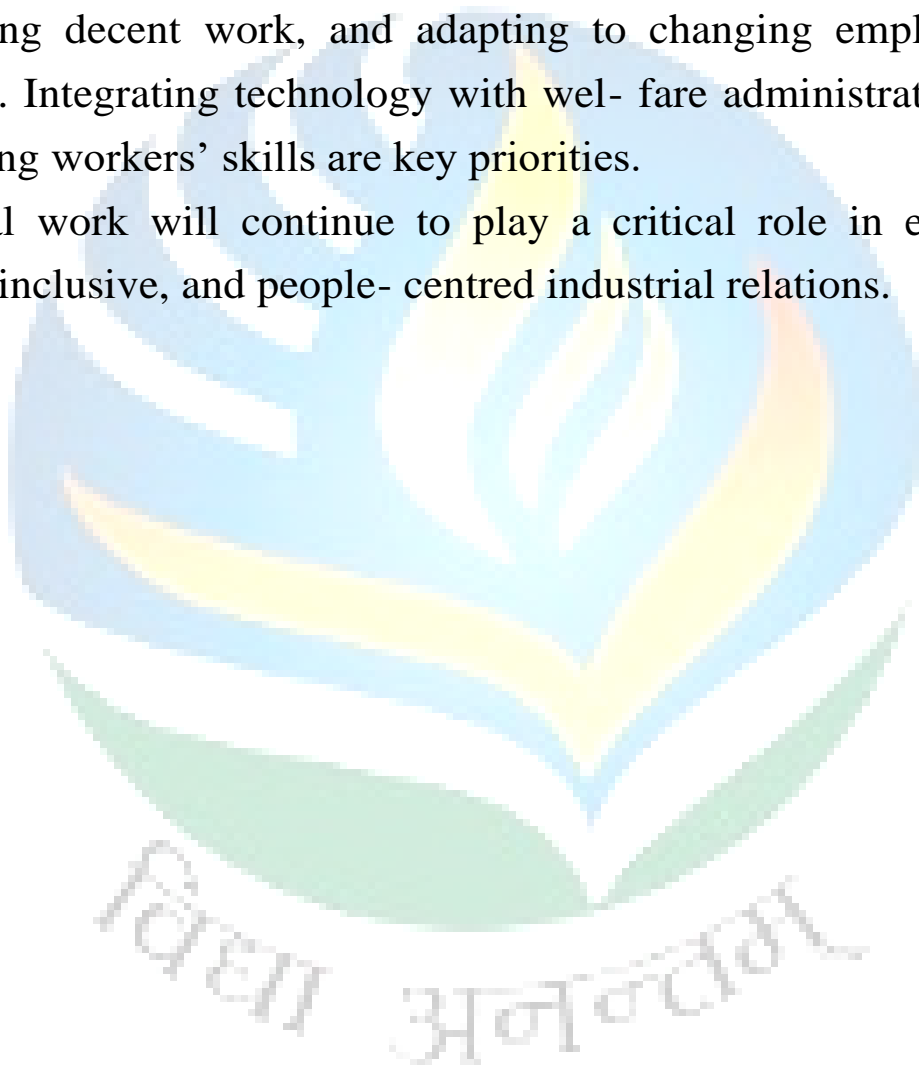


Social workers support dialogue by facilitating communication, trust, and participatory decision-making.

4.13 Future Directions of Labour Welfare and Industrial Relations

The future of labour welfare lies in strengthening social protection, promoting decent work, and adapting to changing employment patterns. Integrating technology with welfare administration and enhancing workers' skills are key priorities.

Social work will continue to play a critical role in ensuring ethical, inclusive, and people-centred industrial relations.



Unit IV – Question Bank

Long Answer Questions

1. Explain the concept of labour welfare administration.
2. Examine the role of social workers in industrial settings.
3. Analyse contemporary challenges in labour welfare and industrial relations.
4. Discuss the impact of globalisation on labour welfare.

Short Answer Questions

1. What is labour welfare administration?
2. What is industrial social work?
3. Mention any two contemporary labour issues.
4. What is tripartism?

Gokul Global University, Sidhpur, Gujarat



**Master of Social Work (MSW)
Semester 2**

Introduction and Application of SPSS in Research

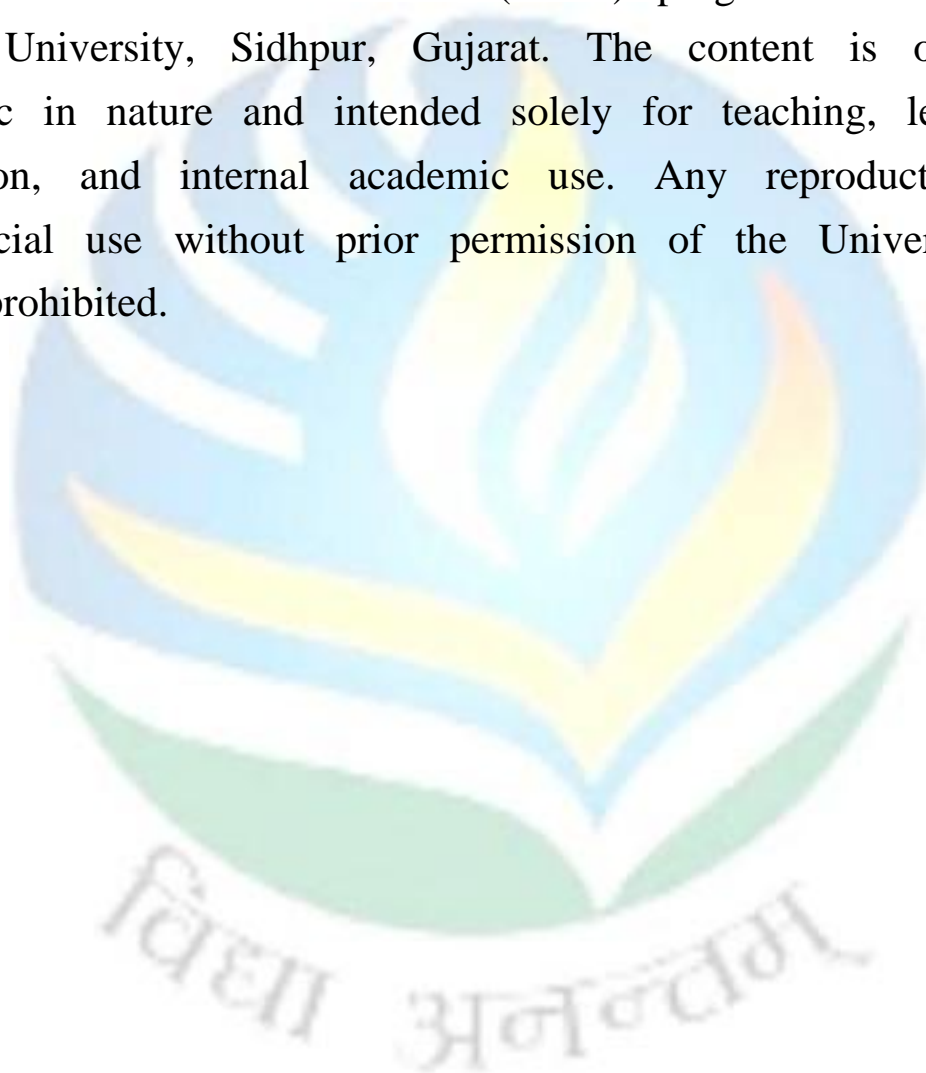
Course Code: MSW C-215 Credits: 4

Self Learning Material (SLM)

Prepared By: Dr. Vijaykumar C Senma

Declaration

This Self Learning Material (SLM) has been prepared exclusively for the Master of Social Work (MSW) programme of Gokul Global University, Sidhpur, Gujarat. The content is original, academic in nature and intended solely for teaching, learning, evaluation, and internal academic use. Any reproduction or commercial use without prior permission of the University is strictly prohibited.



Program Details

Program: Master of Social Work (MSW)

Subject / Branch: Social Work

Year: 1st Year

Semester: 2nd

Course Title: Introduction and Application of SPSS in Research

Course Type: Core

Course Code: MSW C-415

Course Credit: 04

Pre-Requisite: Basic understanding of social science research

Rationale

Research is an integral component of social work education and practice. Social workers are increasingly required to evaluate programmes, analyse social problems, and engage in evidence-based practice. Statistical analysis strengthens research outcomes by providing objective and systematic interpretation of data. SPSS is a widely used software tool that simplifies statistical analysis and enhances research accuracy.

This course equips learners with the conceptual and practical understanding required to use SPSS for research in social work and social sciences.

Teaching & Examination Scheme

Teaching Scheme (Hours/Week)	Examination Scheme	Marks
Lecture: 4	Internal – Mid	20
Tutorial: 0	Internal – CE	10
Practical: 0	External Exam	70
Total Credits: 4	Total Marks	100

Course Objectives

1. To introduce learners to basic research and statistical concepts.
2. To familiarise students with data types, variables, and measurement scales.
3. To develop competency in using SPSS for data entry and statistical analysis.
4. To enable interpretation of SPSS outputs for research reporting.
5. To promote use of SPSS in evidence-based social work practice.

Course Outcomes (COs)

After completing this course, learners will be able to:

1. Explain research and statistical concepts in social science research.
2. Identify different types of data and variables.
3. Use SPSS to analyse research data.
4. Interpret statistical outputs in research reports.
5. Apply SPSS-based evidence in social work research and decision-making.

Course Content

Unit – I : Introduction to Research and Statistical Analysis

Credit: 1 | Weightage: 25%

Topics

- Concept and Meaning of Research
- Objectives and Importance of Research
- Types of Research
- Concept and Meaning of Statistics
- Role of Statistics in Social Work Research
- Introduction to SPSS
- Importance of SPSS in Social Science Research

Suggested Classroom Hours: 16

Unit – II : Data, Variables, Measurement and Coding in SPSS

Credit: 1 | Weightage: 25%

Topics

- Concept and Meaning of Data
- Sources of Data
- Concept of Variables
- Types of Variables
- Qualitative and Quantitative Variables
- Concept of Measurement
- Levels of Measurement
- Concept and Steps in Coding
- Data Preparation for SPSS
- Ethical Issues in Data Handling

Suggested Classroom Hours: 16

Unit – III : Data Entry, Descriptive Statistics and Graphical Presentation in SPSS

Credit: 1 | Weightage: 25%

Topics

- SPSS Interface — Data View & Variable View
- Data Entry in SPSS
- Defining and Labelling Variables
- Data Editing and Cleaning
- Concept of Descriptive Statistics
- Measures of Central Tendency
- Measures of Dispersion
- Frequency Distributions
- Graphical Presentation of Data
- Interpreting Descriptive Output
- Role of Descriptive Statistics in Research

Suggested Classroom Hours: 16

Unit – IV : Inferential Statistics, Hypothesis Testing and Interpretation in SPSS

Credit: 1 | Weightage: 25%

Topics

- Concept of Inferential Statistics
- Population and Sample
- Sampling Distribution & Standard Error
- Concept of Hypothesis
- Null and Alternative Hypotheses
- Level of Significance & p-value
- Types of Statistical Tests
- t-Test
- ANOVA
- Correlation
- Chi-Square Test
- Interpretation of SPSS Output
- Reporting Inferential Statistics
- Limitations of Inferential Analysis

Suggested Classroom Hours: 16

Reference Books

1. Kothari, C.R. — *Research Methodology*
2. Gupta, S.P. — *Statistical Methods*
3. Field, A. — *Discovering Statistics Using SPSS*
4. Punch, K. — *Introduction to Social Research*
5. Pallant, J. — *SPSS Survival Manual*

Suggested Readings

1. Research methodology and statistics journals
2. Social work research publications
3. SPSS user manuals and guides

Online Resources

- <https://ibm.com/spss>
- <https://researchgate.net>
- Open-access statistics tutorials and training portals

Practical / Fieldwork Suggestions

1. Create a dataset and perform descriptive statistics in SPSS.
2. Conduct hypothesis testing using t-test / ANOVA.
3. Analyse correlation between variables.
4. Prepare a research report using SPSS outputs.

Module 1

UNIT-1 Introduction to Research and Statistical Analysis

Unit Introduction

Research is the backbone of scientific inquiry and professional practice in social sciences. In social work, research enables practitioners to understand social problems, evaluate interventions, and design evidence-based programmes. Statistical analysis provides the quantitative foundation for research by enabling researchers to analyse data systematically and draw valid conclusions.

This unit introduces learners to the basic concepts of research and statistics, laying the foundation for the practical application of statistical techniques using SPSS. Emphasis is placed on the relevance of research and statistics in social work education, practice, and policy formulation.

1.1 Concept and Meaning of Research

Research is a systematic, objective, and scientific process of investigating phenomena to establish facts, generate new knowledge, or solve problems. It involves careful planning, data collection, analysis, and interpretation.

In social work, research is essential for understanding human behaviour, assessing social needs, evaluating welfare programmes, and promoting social justice. Research strengthens professional accountability and enhances the credibility of social work inter-

ventions.

1.2 Objectives and Importance of Research

The objectives of research include discovering new knowledge, verifying existing facts, describing social phenomena, and explaining relationships between variables. Research also supports prediction and informed decision-making.

Research is important for policy formulation, programme evaluation, and social planning. For social workers, research promotes evidence-based practice and strengthens advocacy efforts.



1.3 Types of Research

Research may be classified as basic or applied, descriptive or analytical, quantitative or qualitative. Quantitative research relies on numerical data and statistical analysis, while qualitative research focuses on meanings and experiences.

Social work research often adopts a mixed-method approach to gain a comprehensive understanding of social issues.

1.4 Concept of Statistics

Statistics is the science of collecting, organising, analysing, and interpreting numerical data. It helps convert raw data into meaningful information and supports hypothesis testing and decision-making.

Statistics plays a vital role in social science research, programme evaluation, and policy analysis.

1.5 Role of Statistics in Social Work Research

Statistics enables social workers to measure social phenomena, analyse programme outcomes, and present findings objectively. Statistical evidence strengthens research-based practice and policy advocacy.

1.6 Introduction to SPSS

Statistical Package for the Social Sciences (SPSS) is a widely used software for data management and statistical analysis. SPSS simplifies complex calculations and allows researchers to generate tables, charts, and statistical outputs efficiently.

SPSS is especially useful for social work students and

researchers due to its user- friendly interface and wide range of analytical tools.



Unit I – Question Bank

Long Answer Questions

1. Explain the meaning and importance of research in social work.
2. Discuss the role of statistics in social science research.
3. Analyse different types of research with examples.
4. Explain the relevance of SPSS in research.

Short Answer Questions

1. Define research.
2. What is statistics?
3. What is SPSS?
4. State two objectives of research.

Module 2

UNIT–2 Data, Variables, Measurement and Coding in SPSS

Unit Introduction

Data forms the foundation of all research activities. In social science research, data represents information collected from individuals, groups, or institutions to understand social phenomena, human behaviour, and organisational processes. Proper understanding of data types, variables, measurement scales, and coding procedures is essential for accurate analysis and interpretation.

This unit introduces learners to the basic concepts of data and variables, different levels of measurement, and the process of coding data for statistical analysis. Special emphasis is placed on preparing data for analysis using SPSS. The unit equips learners with the conceptual clarity required to handle research data systematically and ethically in social work and social science research.

2.1 Concept and Meaning of Data

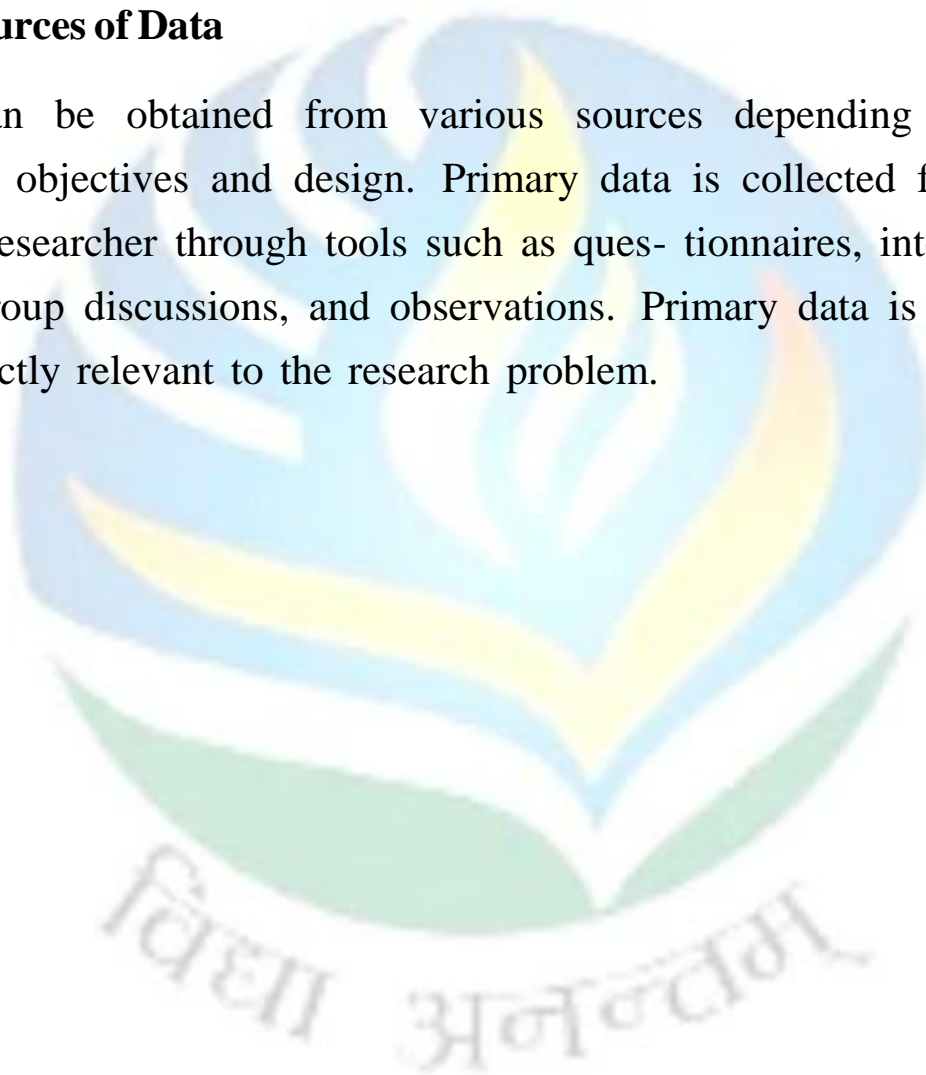
Data refers to raw facts, figures, observations, or responses collected during the research process. Data may be collected through surveys, interviews, observations, experiments, and document analysis. By itself, data has limited meaning; it becomes useful only after systematic analysis and interpretation.

In social work research, data represents lived experiences,

social conditions, service outcomes, and behavioural patterns. Accurate data collection and management are essential for evidence-based practice, programme evaluation, and policy formulation. Social workers must therefore understand the nature and characteristics of data used in research.

2.2 Sources of Data

Data can be obtained from various sources depending on the research objectives and design. Primary data is collected firsthand by the researcher through tools such as questionnaires, interviews, focus group discussions, and observations. Primary data is original and directly relevant to the research problem.



Secondary data refers to information already collected by other researchers or institutions. Examples include census reports, government publications, research articles, and organisational records. Secondary data is cost-effective and useful for background analysis, trend studies, and comparative research.

Social work researchers often use a combination of primary and secondary data to gain a comprehensive understanding of social issues.

2.3 Concept of Variables

A variable is a characteristic, attribute, or property that can take different values among individuals, groups, or observations. Variables form the core of quantitative research and are essential for statistical analysis. Examples of variables include age, income, education, job satisfaction, and stress level.

In social science research, variables represent measurable aspects of social reality. Understanding variables enables researchers to examine relationships, test hypotheses, and draw conclusions. Social workers frequently deal with variables related to behaviour, attitudes, and social conditions.

2.4 Types of Variables

Variables can be classified into different types based on their role and nature.

Independent variables are those that influence or cause changes in other variables. Dependent variables are outcomes affected by independent variables. For example, in a study on training effectiveness, training may be the independent variable and job performance the dependent variable.

Variables may also be classified as continuous or discrete. Continuous variables can take any value within a range, such as income or age, while discrete variables have fixed values, such as number of children. Understanding these distinctions is crucial for selecting appropriate statistical techniques.

2.5 Qualitative and Quantitative Variables

Qualitative variables describe characteristics or categories and are usually expressed in words rather than numbers. Examples include gender, marital status, and occupation. Quantitative variables represent numerical values and allow arithmetic operations, such as height, weight, and test scores.

In social work research, qualitative variables often capture social identities and conditions, while quantitative variables measure intensity, frequency, or magnitude. SPSS allows both types of variables to be analysed effectively through appropriate coding.

2.6 Concept of Measurement

Measurement refers to the process of assigning numbers or symbols to characteristics of individuals or objects according to specific rules. Measurement enables researchers to quantify abstract concepts such as attitudes, satisfaction, or stress.

Accurate measurement ensures reliability and validity of research findings. In social work research, measurement must be sensitive to cultural context and ethical considerations. Improper measurement can lead to biased or misleading results.

2.7 Levels of Measurement

Measurement scales determine the type of statistical analysis that can be performed on data. There are four primary levels of measurement.

Nominal scale classifies data into categories without any order, such as gender or religion. Ordinal scale arranges data in a meaningful order, such as levels of satisfaction. Interval scale measures differences between values but lacks a true zero, such as temperature. Ratio scale includes a true zero and allows meaningful comparisons, such as income or age.

Understanding measurement levels is essential for selecting appropriate statistical tests in SPSS.

2.8 Concept of Coding

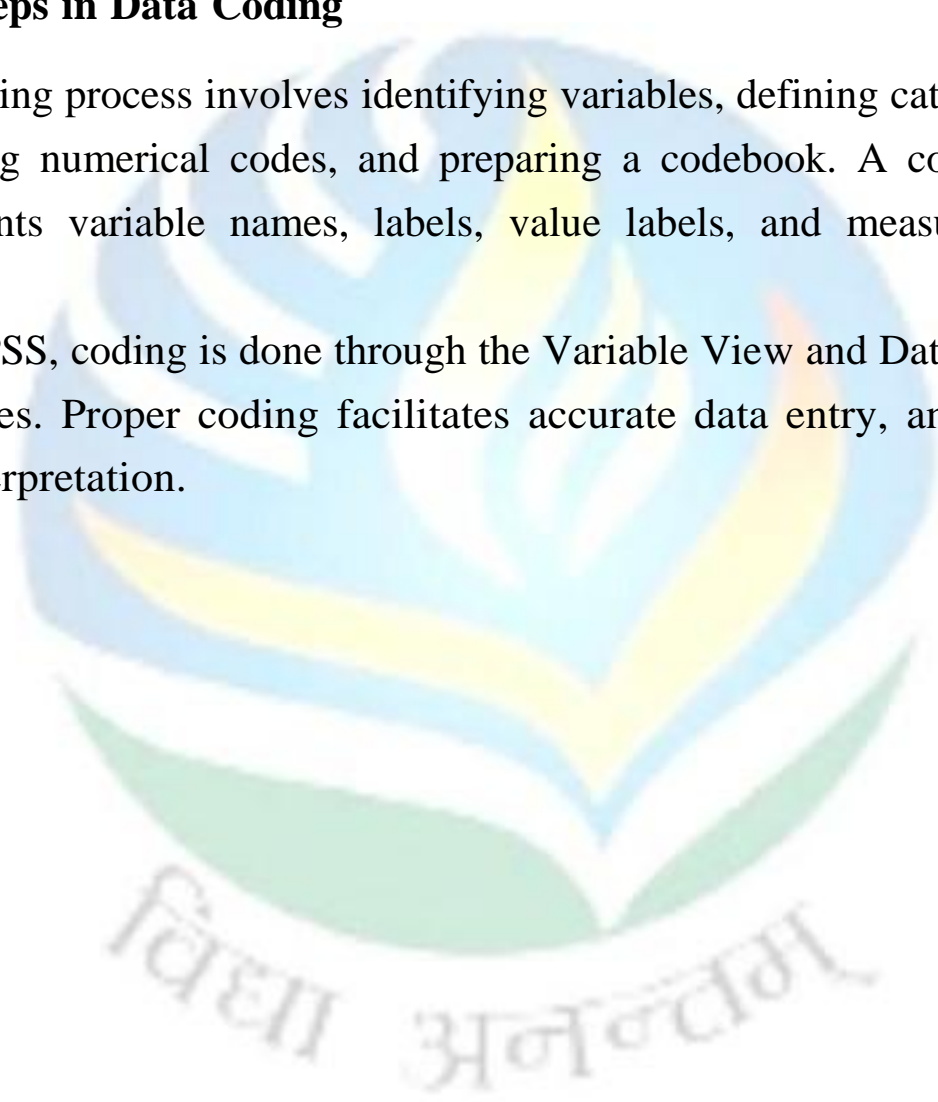
Coding is the process of assigning numerical or symbolic values to data so that it can be analysed statistically. Coding transforms qualitative responses into quantitative form, making them suitable for analysis using SPSS.

For example, responses such as male and female may be coded as 1 and 2. Proper coding ensures consistency, accuracy, and ease of analysis. Social work researchers must ensure that coding respects ethical standards and does not distort respondents' meanings.

2.9 Steps in Data Coding

The coding process involves identifying variables, defining categories, assigning numerical codes, and preparing a codebook. A codebook documents variable names, labels, value labels, and measurement scales.

In SPSS, coding is done through the Variable View and Data View interfaces. Proper coding facilitates accurate data entry, analysis, and interpretation.



2.10 Data Preparation for SPSS

Before data analysis, data must be carefully prepared. Data preparation includes checking for missing values, correcting errors, ensuring consistency, and defining variable properties in SPSS.

Social work researchers must pay attention to data quality, as poor data preparation can undermine research validity. SPSS provides tools for data screening and management that simplify this process.

2.11 Ethical Considerations in Data Handling

Ethical data handling is a fundamental responsibility of researchers. Confidentiality, anonymity, informed consent, and responsible data storage are essential ethical principles. In social work research, ethical considerations are especially important due to the sensitive nature of data related to individuals and communities. Researchers must ensure that data is used solely for academic and professional purposes.

Unit II – Question Bank

Long Answer Questions

1. Explain the concept and sources of data in social science research.
2. Discuss different types of variables with suitable examples.
3. Describe levels of measurement and their significance in statistical analysis.
4. Explain the process of coding data for SPSS analysis.

Short Answer Questions

1. Define data.
2. What is a variable?
3. What is coding?
4. Name any two levels of measurement.

Module 3

UNIT-3 Data Entry, Descriptive Statistics and Graph- ical Presentation in SPSS

Unit Introduction

After understanding the nature of data, variables, and measurement scales, the next important step in research is data entry and analysis. Statistical analysis transforms raw data into meaningful information that can be interpreted and used for research reporting and decision-making. Descriptive statistics play a crucial role in summarising and organising data in a clear and understandable form.

This unit introduces learners to the practical use of SPSS for data entry, data man- agement, and descriptive statistical analysis. It explains how researchers can enter data into SPSS, use descriptive statistics to summarise data, and present findings using ta- bles and graphs. The unit emphasises clarity, accuracy, and interpretation, which are essential for social science and social work research.

3.1 Introduction to SPSS Interface

SPSS provides a user-friendly interface designed to simplify data management and anal- ysis. The main components of SPSS include the Data View, Variable View, menu bar, toolbars, and output window.

Data View displays data in a spreadsheet format where each row

represents a case and each column represents a variable. Variable View allows researchers to define variable properties such as name, label, value labels, measurement level, and missing values. Understanding these components is essential for accurate data entry and analysis.

3.2 Data Entry in SPSS

Data entry is the process of inputting collected data into SPSS for analysis. Proper data entry ensures accuracy and reliability of statistical results. Each case is entered in a row, and responses to variables are entered in corresponding columns.

Researchers must ensure that variable names are meaningful, labels are clear, and coding is consistent with the research design. Errors in data entry can lead to incor-



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rect analysis and misleading conclusions. Social work researchers must therefore follow systematic procedures while entering data.

3.3 Defining Variables in SPSS

Before entering data, variables must be defined in Variable View. This includes specifying variable name, type, width, decimal places, label, values, and measurement scale.

Variable labels provide descriptive information about variables, making outputs easier to interpret. Value labels explain coded values, such as assigning 1 for male and 2 for female. Correct definition of variables ensures meaningful and accurate analysis.

3.4 Data Editing and Cleaning

Data cleaning involves checking for errors, inconsistencies, and missing values in the dataset. Common data issues include incorrect codes, duplicate entries, and incomplete responses. SPSS provides tools such as frequency tables and descriptive statistics to identify such problems.

Data cleaning is a critical step in research, as unclean data can compromise the validity and reliability of findings. Social work researchers must ensure data accuracy before proceeding to analysis.

3.5 Concept of Descriptive Statistics

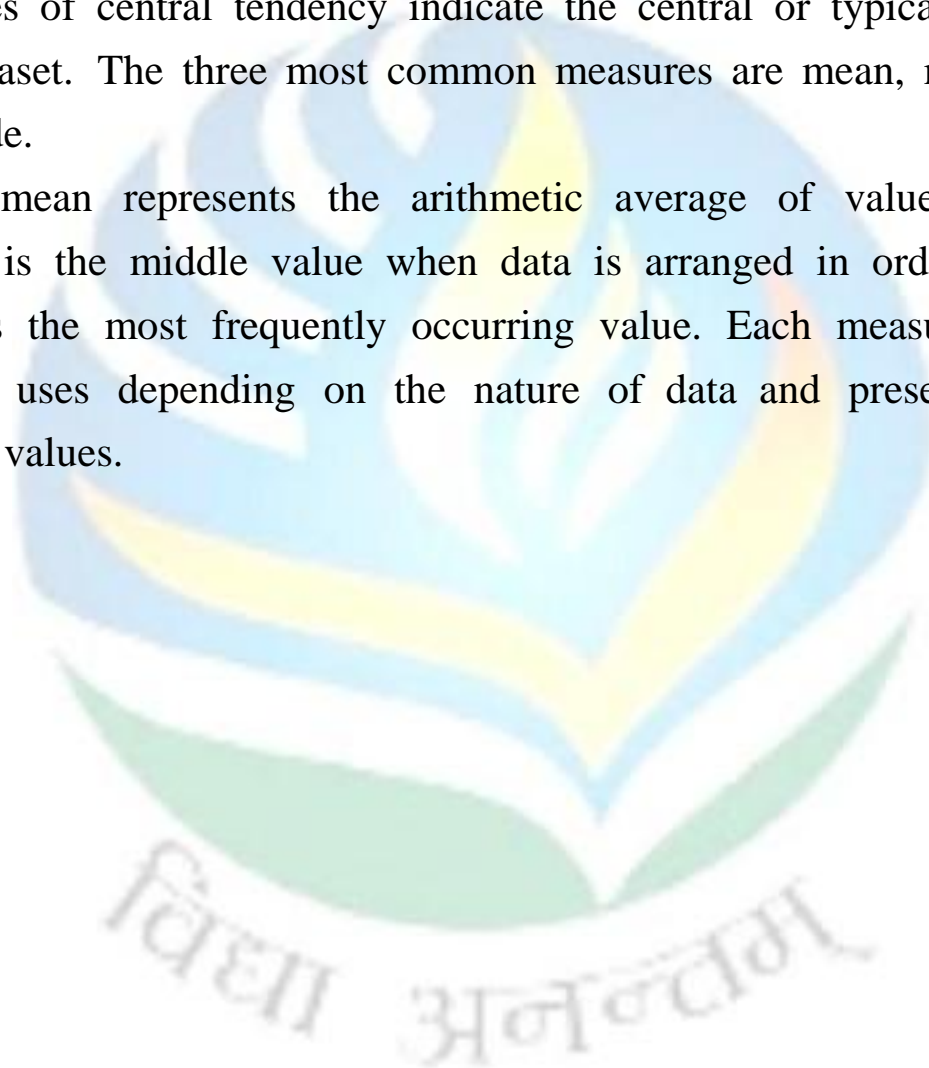
Descriptive statistics are statistical techniques used to summarise, organise, and describe the main features of a dataset. They provide a simple overview of data without making inferences beyond the data collected.

Descriptive statistics help researchers understand data distribution, central tendencies, and variability. In social science research, descriptive statistics are often the first step in data analysis and reporting.

3.6 Measures of Central Tendency

Measures of central tendency indicate the central or typical value in a dataset. The three most common measures are mean, median, and mode.

The mean represents the arithmetic average of values. The median is the middle value when data is arranged in order. The mode is the most frequently occurring value. Each measure has specific uses depending on the nature of data and presence of extreme values.



3.7 Measures of Dispersion

Measures of dispersion describe the spread or variability of data. Common measures include range, variance, and standard deviation.

Dispersion measures help researchers understand how much individual values differ from the central tendency. In social work research, variability often provides important insights into inequality, diversity, and differential outcomes.

3.8 Using SPSS for Descriptive Statistics

SPSS provides simple procedures to compute descriptive statistics. Researchers can use the Descriptive Statistics menu to generate frequencies, means, and measures of dispersion.

SPSS outputs results in tables that clearly present numerical summaries. These outputs can be directly used for research reports, dissertations, and academic publications.

3.9 Frequency Distribution Tables

Frequency distribution tables show how often each value or category occurs in a dataset. They are particularly useful for categorical variables such as gender, education, or occupation.

Frequency tables help researchers identify patterns, trends, and anomalies in data. In social work research, they provide insights into population characteristics and service utilisation.

3.10 Graphical Presentation of Data

Graphs and charts visually represent data, making it easier to understand and interpret. Common graphical tools include bar charts, pie charts, histograms, and line graphs.

SPSS allows researchers to create graphs easily using the Chart Builder. Visual presentation enhances clarity and improves communication of research findings.

3.11 Interpretation of Descriptive Output

Statistical results must be interpreted carefully and meaningfully. Interpretation involves explaining what numerical values indicate about the data in relation to research objectives.

Social work researchers must present findings in simple language, linking statistical results to social realities and practical implications.



3.12 Importance of Descriptive Statistics in Research Reporting

Descriptive statistics form the foundation of research reporting. They provide background information, support analysis, and prepare the ground for inferential statistics.

Clear presentation and interpretation of descriptive statistics enhance the credibility and usefulness of research findings.



Unit III – Question Bank

Long Answer Questions

1. Explain the process of data entry and variable definition in SPSS.
2. Discuss the concept and importance of descriptive statistics.
3. Explain measures of central tendency and dispersion with examples.
4. Describe graphical presentation of data using SPSS.

Short Answer Questions

1. What is Data View in SPSS?
2. Define descriptive statistics.
3. What is mean?
4. Name any two graphical tools used in SPSS.

Module 4

UNIT-4 Inferential Statistics, Hypothesis Testing and Interpretation in SPSS

Unit Introduction

While descriptive statistics summarise and organise data, inferential statistics go a step further by enabling researchers to draw conclusions about a population based on sample data. Inferential statistics form the backbone of scientific research, as they allow researchers to test hypotheses, examine relationships between variables, and make generalisations beyond the immediate data collected.

This unit introduces learners to the basic concepts of inferential statistics and hypothesis testing, with practical application using SPSS. Emphasis is placed on understanding the logic of statistical inference, selecting appropriate tests, interpreting SPSS outputs, and presenting results meaningfully in social science and social work research contexts.

4.1 Concept of Inferential Statistics

Inferential statistics refers to a set of statistical techniques used to draw conclusions about a population based on information obtained from a sample. These techniques help researchers estimate population parameters, test hypotheses, and determine whether observed patterns are statistically significant or due to chance.

In social work research, inferential statistics enable professionals to evaluate programme outcomes, compare groups, and examine the effectiveness of interventions. Inferential analysis strengthens evidence-based practice and policy formulation.

4.2 Population and Sample

A population refers to the entire group of individuals, events, or objects that a researcher wishes to study. A sample is a subset of the population selected for data collection and analysis. Since studying an entire population is often impractical, samples are used to represent populations.

The accuracy of inferential statistics depends on the quality and representativeness of the sample. Social work researchers must ensure appropriate sampling techniques to



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avoid bias and enhance validity of findings.

4.3 Sampling Distribution and Standard Error

Sampling distribution refers to the distribution of a statistic, such as the mean, obtained from all possible samples of a given size drawn from a population. The concept of sampling distribution explains why sample statistics vary from one sample to another.

Standard error measures the variability of a statistic across different samples. Smaller standard error indicates greater precision. Understanding sampling distribution and standard error is essential for hypothesis testing and confidence interval estimation.

4.4 Concept of Hypothesis

A hypothesis is a tentative assumption or prediction about the relationship between two or more variables. Hypotheses provide direction to research and guide data analysis. Statistical hypothesis testing helps determine whether observed relationships are significant. In social science research, hypotheses are formulated based on theory, prior research, or practical observations. Hypothesis testing allows researchers to validate assumptions using empirical data.

4.5 Null and Alternative Hypotheses

The null hypothesis states that there is no significant difference or relationship between variables. The alternative hypothesis suggests the presence of a significant difference or relationship.

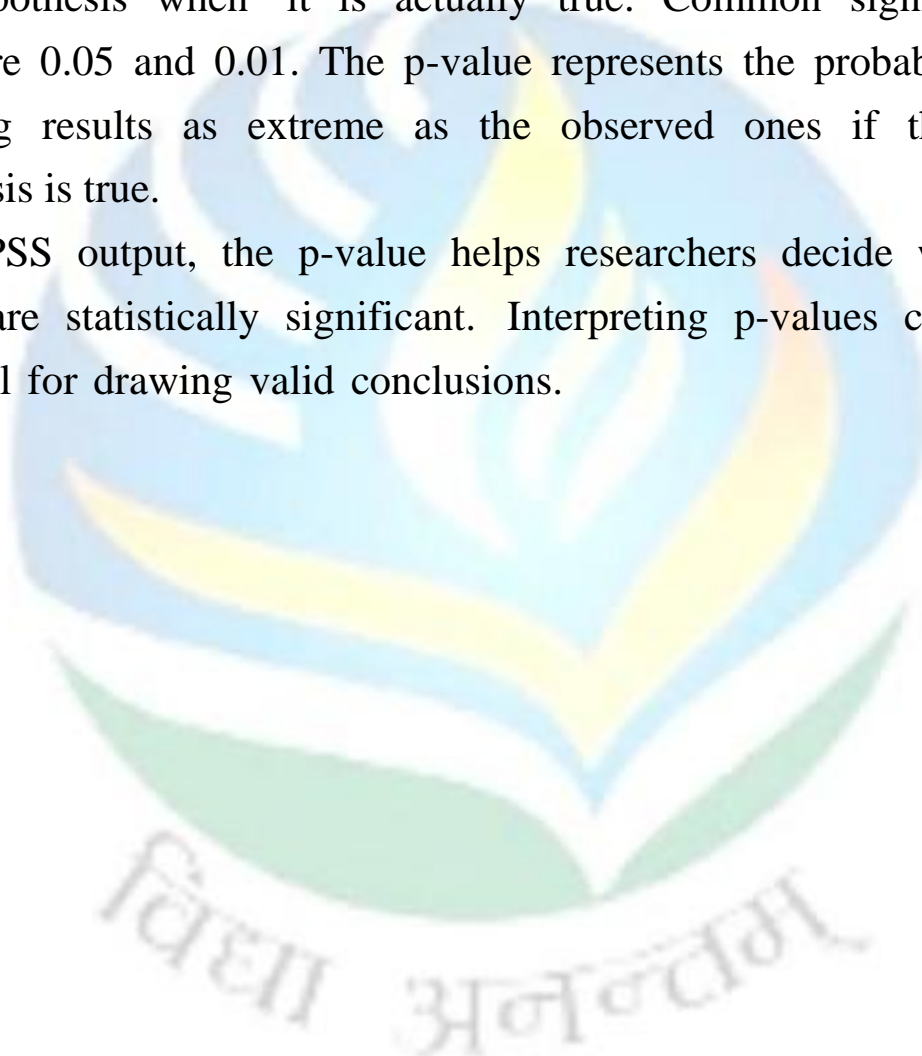
Statistical tests evaluate whether the null hypothesis can be

rejected based on sample data. Social work researchers rely on hypothesis testing to assess intervention outcomes and group differences.

4.6 Level of Significance and p-Value

The level of significance indicates the probability of rejecting the null hypothesis when it is actually true. Common significance levels are 0.05 and 0.01. The p-value represents the probability of obtaining results as extreme as the observed ones if the null hypothesis is true.

In SPSS output, the p-value helps researchers decide whether results are statistically significant. Interpreting p-values correctly is crucial for drawing valid conclusions.



4.7 Types of Inferential Statistical Tests

Inferential statistical tests are selected based on research objectives, data type, and measurement scale.

Parametric tests assume normal distribution and include t-tests, ANOVA, and correlation. Non-parametric tests do not require normality and include chi-square, Mann-Whitney test, and Kruskal-Wallis test.

Social work researchers must choose tests carefully to ensure accurate interpretation.

4.8 t-Test and Its Application in SPSS

The t-test is used to compare the means of two groups and determine whether the difference between them is statistically significant. Common types include independent samples t-test and paired samples t-test.

SPSS provides straightforward procedures to conduct t-tests and generate output tables. In social work research, t-tests are often used to evaluate intervention effectiveness.

4.9 Analysis of Variance (ANOVA)

ANOVA is used to compare means across three or more groups. It helps determine whether group differences are statistically significant. ANOVA is widely used in programme evaluation and social research.

SPSS output for ANOVA includes F-values and significance levels, which must be interpreted carefully in relation to research hypotheses.

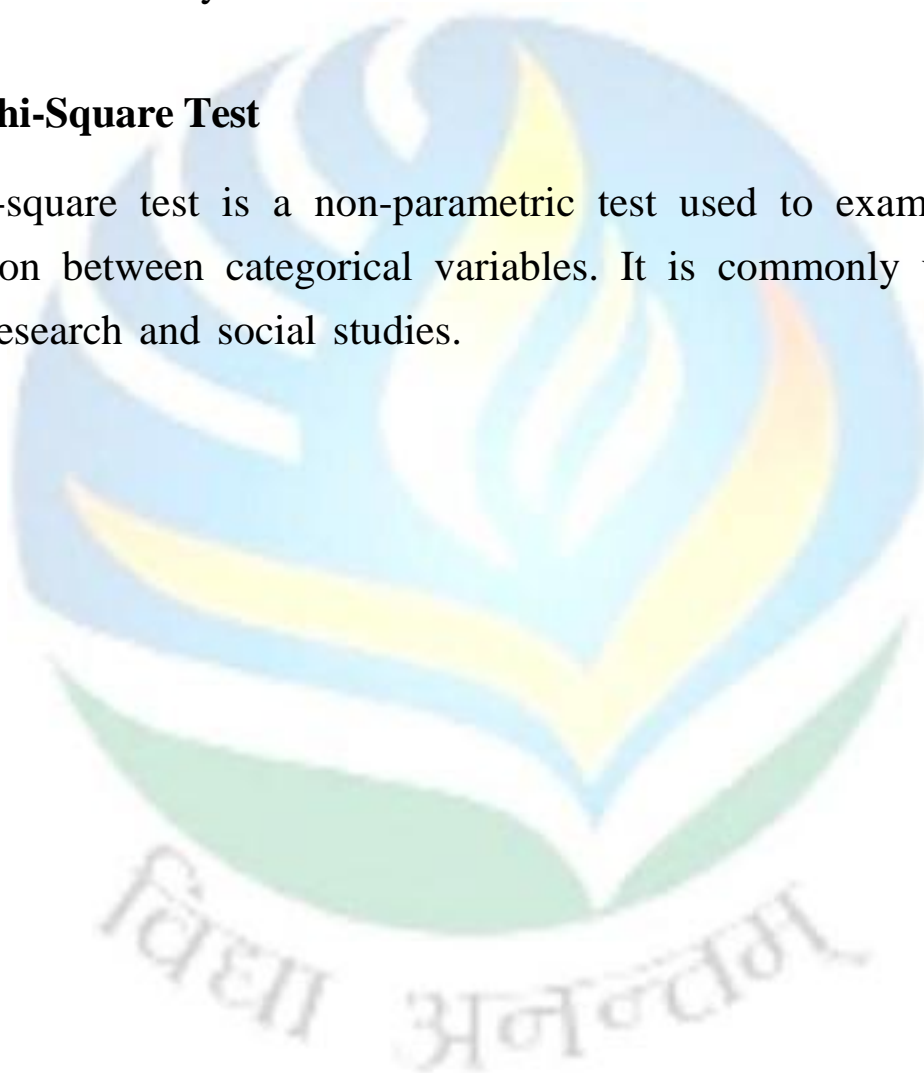
4.10 Correlation and Relationship Analysis

Correlation analysis examines the strength and direction of the relationship between two variables. Correlation coefficients range from -1 to +1, indicating negative or positive relationships.

In social work research, correlation helps identify associations between variables such as education and income or stress and job satisfaction. Correlation does not imply causation and must be interpreted cautiously.

4.11 Chi-Square Test

The chi-square test is a non-parametric test used to examine the association between categorical variables. It is commonly used in survey research and social studies.



SPSS output for chi-square includes test statistics and significance values. Chi-square is particularly useful for analysing demographic and categorical data in social work research.

4.12 Interpretation of SPSS Output

Interpreting SPSS output involves understanding statistical values, significance levels, and tables. Researchers must relate numerical results to research questions and hypotheses.

In social work research, interpretation should be presented in simple language, linking statistical findings to social implications and practice relevance.

4.13 Reporting Inferential Statistics in Research

Proper reporting of inferential statistics enhances clarity and credibility. Reports should include test names, sample size, test statistics, significance levels, and interpretation.

Ethical reporting requires honesty, transparency, and avoidance of data manipulation.

Social workers must ensure that statistical results are used responsibly and ethically.

4.14 Limitations of Inferential Statistics

Inferential statistics are subject to limitations such as sampling errors, measurement errors, and incorrect assumptions. Misuse of statistical tests can lead to misleading conclusions.

Researchers must combine statistical analysis with theoretical understanding and ethical judgement to ensure meaningful research outcomes.

Unit IV – Question Bank

Long Answer Questions

1. Explain the concept and importance of inferential statistics.
2. Discuss hypothesis testing and interpretation of p-values.
3. Explain the application of t-test and ANOVA in social science research.
4. Describe correlation and chi-square test with examples.

Short Answer Questions

1. What is inferential statistics?
2. Define hypothesis.
3. What is p-value?
4. What is chi-square test?