

**MSW (Syllabus)**

**Revised and Approved by the Board of Studies of Social Work**

## Revised syllabus of MSW Course (from 2014 -15 onwards)

DAVV, Indore

1<sup>st</sup> Semester

Paper No	Nomenclature of Paper	Maximum Marks	Theory	CCE	Minimum Passing Marks in each paper(Theory/Proj)	Minimum aggregate Passing Marks
1	Introduction to Social Welfare	100	85	15		
2	Fundamentals of Human Growth and Behavior	100	85	15		
3	Introduction to Contemporary Society	100	85	15		
4	Social Work Research and Statistics (Part-1)	100	85	15		
5	Social work with Groups	100	85	15		
	Field Practicum (annual evaluation)					

**MSW Course 11nd Semester  
(from 2014-15 onwards)**

<b>Paper No</b>	<b>Nomenclature of Paper</b>	<b>Maximum Marks</b>	<b>Theory</b>	<b>CCE</b>	<b>Minimum Passing Marks in each paper (Theory/Proj)</b>	<b>Minimum aggregate Passing Marks</b>
1	Fields of Social Work in India	100	85	15		
2	Health, Behaviour and Behavioural Problems	100	85	15		
3	Social Case Work	100	85	15		
4	Social Work Research and Statistics (Part-11)	100	85	15		
5	Human Rights and Social work	100	85	15		
6	Field Practicum (annual evaluation)	100				

## MSW Course III Semester (From 2015-16 onwards)

Paper No	Nomenclature of Paper	Maximum Marks	Theory	CCE	Minimum Passing Marks in each paper (Theory/Proj)	Minimum aggregate Passing Marks
1	Social Policy and Social Legislation in India	100	85	15		
2	Community Organization	100	85	15		
3	Specialization paper(1) Group (A,B,C,D,E)	100	85	15		
4	Specialization Paper(2) (Group A,B,C,D,E)	100	85	15		
	Internship (Annual Evaluation)					

### **Group A Human Resource Management**

- (1) Labour Welfare
- (2) Management of Human Resources

### **Group B: Medical And Psychiatric Social Work**

- (1) Psychopathology and Assessment of Psychiatric Disorders
- (2) Interventions in Psychiatric Disorders

### **Group C Urban and Rural Community Development**

- (1) Development Management Part-1
- (2) Rural Community Development and Panchayati Raj

### **Group D Social Welfare Administration**

- (1) Social welfare India Part-1
- (2) Administration of Social Welfare Part-1

### **Group E Women and Child Development**

- (1) Women's Welfare and Development Part-1
- (2) Child Welfare and Development Part-1

## MSW Course IV Semester (from 2015-16 onwards)

Paper No	Nomenclature of Paper	Maximum Marks	Theory	CCE	Minimum Passing Marks in each paper (Theory/Proj)	Minimum aggregate Passing Marks
1	Social Development (or) Computer Applications in Social Sciences (CASS)	100	85	15		
2	Training and Development (or) Dissertation*	100	85	15		
3	Specialization paper(1) (Group A,B,C,D,E)	100	85	15		
4	Specialization paper(2) (Group A,B,C,D,E)	100	85	15		
5	Internship(Annual Evaluation)	100				
Project	Job Oriented Project work	50				

**(Group A): Human Resource Management**

- (1) Labour Legislations
- (2) Management of Industrial Relations

**(Group B): Medical And Psychiatric Social Work**

- (1) Health Welfare Administration
- (2) Medico-Psycho Social Work Intervention.

**(Group C): Urban and Rural Community Development**

- (1) Development Management Part-11

(2) Urban Community Development and Municipal Administration

**(Group D): Social Welfare Administration**

(1) Social welfare in India Part-11

(2) Administration of Social Welfare Part-11

**(Group E ):Women and Child Development**

(1) Women's Welfare and Development Part-11

(2) Child Welfare and Development Part-11

MSW Course  
1<sup>st</sup> Semester

**Paper: 1 Introduction to Social Welfare**

**Unit-1 The concept of Social Welfare**

Social Welfare: Concept, need and objectives

Philosophy of Social Welfare and Social work

Social welfare in historical perspective

Changing concepts and practices of social welfare in relation to social, economic and industrial development

Changing political philosophy and its impact on social welfare

**Unit-11 Social Welfare and related terms**

Social Development (2) Social Planning and social administration (3) Social reform (4) Social Security (5)

Social Policy (6) Social Action (7) Social justice (8)Social and welfare services (9) Social legislation (10)

Human Rights

**Unit-111 Professional Social work an Introduction**

The concept of professional social work-alignment of scientific and humanitarian motives for promoting social welfare

The basic principles and values of professional social work and their relationship to the values of Indian Society

Evolution of professional social work in UK, USA,

Evolution of Professional Social work in India.

**Unit-1V Social work as a profession**

Nature and characteristics of a profession

The basic values and Principles of professional social work

Professional status of Social work in India

Code of ethics for social workers

**Unit-V Methods of Social Work**

Primary Methods of Social work

Secondary methods of Social work

Integrated approach of social work

Interface between Professional and voluntary social work

**Note: Faculty members may give CCE assignments on contributions of local & National level Contemporary Social Reformers to the students.**

**Suggested Readings:**

Friedlander, WA: Introduction to Social welfare (New York Prentice Hall, 1959)

Government of India: Social Welfare in India (New Delhi, Planning Commission 1980)

Shastri, Rajaram: Samaj Karya (Varanasi: Kalyan Tatha Siksha Sansthan, 1972)

Pathak, S: Social welfare (New Delhi: Mac Millan India, 1981)

Kulkarni, PD and MC Nanavati: NGOs in the Changing Scenario (New Delhi: Uppal Publishing House, 1998)

Surendra Singh (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow, 2012)

Sanjay Bhattacharya: Introduction to Social Work (Deep and Deep Publications, New Delhi-2008)

Desai M: Curriculum Development on History of Ideologies for Social Change and Social Work, TISS Mumbai-2002)

Banks, S: Ethics and Values in Social Work (Macmillan Press Ltd, London-1995)

## **Paper No.2 Fundamentals of Human Growth & Behaviour**

### **Unit I: Mental Health & Psychology**

1. Psychology : Definitions and Fields
2. Mental Health : Meaning, Definitions, Characteristics
3. Normal & Abnormal Behaviour : Meaning, Characteristics
4. Human Development : Heredity and Environment

### **Unit II: Mental Hygiene**

1. Meaning, Definition and scope of Mental Hygiene
2. Characteristics and Importance of Mental Hygiene
3. Aims of Mental Hygiene
4. Principles of Mental Hygiene
5. Programme of Mental Hygiene

### **Unit III: Developmental Stages**

1. Developmental Stages I : Prenatal, Infancy
2. Developmental Stages II : Babyhood, Childhood
3. Developmental Stages III : Puberty, Adolescence, Adulthood.
4. Developmental Stages III : Middle age, Old age.

### **Unit IV: Personality Development**

1. Psycho-Sexual development theory: Sigmund Freud
2. Psycho-Social development theory: Erick Erickson
3. Defense Mechanism

4. Perspectives of Psychopathology

### **Unit V: Social Psychology**

1. Nature and scope of social psychology
2. Attitude: nature and measurement of attitude prejudice and discrimination
3. Communication: concept, methods, skills in communication, major obstacles
4. Mass communication, public opinion, propaganda, fashion, social facilitation crowd behavior.

### **Required Readings:**

1. Hurlock, E.B. : Developmental Psychology, A Life Span Approach (Tata McGraw-Hill, New Delhi, 1977)
2. Morgan, C.T. : Introduction to Psychology 7th Edition (Tata McGraw-Hill, New Delhi, 1993)
3. Hall, C.S. and Lindzey, G. : Theories of Personality (Wiley New York, 1978)
4. Page, J.D. : Abnormal Psychology (Tata McGraw-Hill, New Delhi, 1991)
5. Jayaswal, S.R. : Guidance and Counseling : an Elective Approach (Lucknow, 1968)
6. Maslow, A.H. (1943) A Theory of human motivation. Psychological Review
7. McGregor, D. (1960) The Human side of enterprise. N.Y. McGraw-Hill
8. McClelland, D.C. (1975) Power: The inner experience. N.Y. Irvington
9. Murray H.A. (1938) Exploration in personality. N.Y. Oxford University Press
10. Robinson, A.J. (1972) The 1972 annual handbook for group facilitators. San Diego, CA: Pfeiffer & Company
11. Sashkin, M. (1981) The 1981 annual handbook for group facilitators. San Diego, CA: Pfeiffer & Company
12. Kuppaswamy, B. : Introduction to Social Psychology (Asia Pub. House, Bombay, 1961)
13. Baron, R. A. and Byrne, D. : Social Psychology, 8<sup>th</sup> Edition (Prentice Hall of India Pvt. Ltd., New Delhi 2000)
14. Rao N. S. : Counseling and Guidance (Tata McGraw-Hill, New Delhi, 1991)

## **PAPER 3-INTRODUCTION TO CONTEMPORARY INDIAN SOCIETY**

### **UNIT I: Conceptual & Theoretical Perspectives to Understand Society**

1. Society: Nature, Approaches, Functions, Theories of Society (Evolutionary, Cyclical, Conflict and Systems theories).
2. Social Group: Concept & Characteristics of Primary Group, Secondary Group, Reference Group.
3. Social Institutions: Family, Marriage, Kinship, Property (Present trends).



4. Culture: Concept of Culture, Traditions, Customs, Values and Norms

## **UNIT II: Social System and Social Process of Contemporary Society**

1. Social System & Sub system: Structure & Function, Classification of System.

2. Social Structures: Status & Role.

3. Social Process: Meaning and kinds of Social Interaction, Socialization, Cooperation, Conflict, Assimilation, Social control.

## **UNIT III: Polity & Economy of Contemporary Society**

1. State: Elements, Role and Functions.

2. Democratic government & process.

3. The nature of economic development, Classification of Developing Countries,

4. Meaning of Globalization, Liberalization, Privatization.

## **UNIT IV: Social Stratification and Social Change in Contemporary Society**

1. Social Stratification: Caste, Caste & Democracy, Tribes.

2. Social Change: Concept, Factors, Western theories.

3. Theories of Social Change in India: Sanskritization, Westernization, Modernization, Secularization.

## **UNIT V: Problems of Contemporary Indian Society**

1. Social Problem: Concept, Factors, Theories.

2. Poverty: Causes, Factors, Extent, Consequences, Theories, Measures, Impact on society.

3. Population Explosion: Causes, Factors, Extent, Consequences, Measures, Impact on society.

4. Unemployment: Causes, Factors, Extent, Consequences, Theories, Measures, Impact on society.

4. Environment pollution: Causes, Factors, Extent, Consequences, Theories, Measures, Impact on society.

5. Malnutrition: Causes, Factors, Extent, Consequences, Theories, Measures, Impact on society.

6. Positive and negative impact of Social Media (Internet, Face Book, Social Media, Television, Cinema, Mobile etc.)

### **Suggested Readings**

Ahuja, Ram: Social Problem in India (Rawat Publishers, Jaipur 1997)

Madan, GR: Indian Social Problems (Allied Publishers, New Delhi 1981)

Reddy, KS : Poverty and Unemployment (Anmol Publishers, New Delhi 1997)

Vasant , Moon: Growing Up Untouchable in India(Sage Publication, New Delhi 2002)  
Ghanshyam, Shah: Dalit identity and Politics(Sage Publications, New Delhi 2010)  
Joshi, Sandeep: IRDP and Poverty Alleviation (Rawat Publications, Jaipur 1999)  
Beteile, A. Sociology. ( New Delhi: Oxford.2002)  
Shankar Rao, C.N. Sociology. (New Delhi: S. Chand and Company Ltd.2005)  
Sharan, Raka A Handbook of Sociology. (New Delhi: Anmol Publications.1991)  
Srinivas, M.N. Indian Social Structure. New Delhi: Hindustan Publishing House.1991)

## **Paper: 4 Social Work Research & Statistics Part-1**

### **Unit- I Research: Nature & Concept**

Nature and Characteristics of Scientific method and Social Phenomenon

Meaning and definition of Research

Nature scope and importance of research

### **Unit -II Types and Concepts used in Research**

Types of research: Historical, Descriptive, Analytical, Experimental, Interdisciplinary, Participative, action and evaluative research.

Concepts used in research: Variables, Attributes, Universe, Sample, Hypothesis, matching, Measurement, Control

### **Unit -III Problem Formulation and Hypothesis Testing**

Problem formulation: Identifying probable issues for research, selecting specific research issue, formulation of objectives, clarifying the objective.

Concepts and relevance of Hypothesis formulation and testing: Level of Significance, Degree of Freedom, Type 1 Type 2 Error.

### **Unit- IV Data Collection and Analysis**

Methods of tools of data collection: Observation and Interview Schedule, Questionnaire, and secondary methods of data collection.

Sampling design: Probability and non- probability

Data processing and analysis, interpretation and report writing

### **Unit -V Research Design**

Research design: Concept, Meaning and importance of research Design

Types of Research Design:

Experimental Design: After only, Before-After, Ex-post facto experimental Design

Non Experimental Design: Exploratory, Descriptive and Diagnostic

### **Suggested Readings**

Ramchandran P: Issues in Social work research in India (Tata Institute of Social Sciences, New Delhi 1990)

Coolidge, Frederick: Statistics: A Gentle Introduction (Sage Publication, New Delhi 2000)

Bajpai, SR: Methods of Social Survey and Research ( Kitab Ghar,Kanpur1999)

Lal Das DK: Practice of Social Research ( Rawat Publications, Jaipur 2000)

Goode and Hatt: Methods in Social Research (Mc Graw Hill, New York 1957)

Young, Pauline :Scientific Social surveys and Research (Prentice Hall of India,New Delhi 1968)

Gupta CB: An Introduction to statistical Methods (Ram Prasad and Sons , Agra 1980)

## **Paper: 5 Social Work with Groups**

### **Unit 1. Understanding Concepts of Group Work**

Concept of Group and its importance in human life cycle, Types of Groups  
Concept, and Characteristics of Social Group Work  
History and Development of Social Group work in West and in India

### **Unit 2. Social Group Work as a method of Social Work**

- 1.Theories and Models in Social Group Work
- 2.Values and Distinctive Principles of Social Group Work
3. Role of Group Worker
  - 4.Social Group Work in Different fields
  - 5.Group Work in Institutional settings
  - 6.Understanding Individual in the Group Process and Group as a Totality

### **Unit 3. Social Group Work Process and Programmes**

- 1 Steps or Process of Group Formation
2. Stages / Phases in Group Development
3. Factors affecting Group Development and Role of Social Worker in different Stages of Group Development
4. Concept and Importance of Programme in Group Work Practice
5. Programme Planning, Development and Implementation Process

### **Unit 4. Skills, Techniques, Recording and Evaluation in Social Group Work**

1. Skills of Group Worker- For Group Development, Programme Planning, and Programme Implementation
2. Recording in Group Work: Principles and Types of Recording, Techniques of Recording- Observation, Sociogram.
3. Evaluation in Group Work- Importance of Continuous evaluation in Group Work, Types and Methods of Evaluation

### **Unit 5 Group Process and Dynamics**

1. Social processes in group work
2. Leadership and its development in group work process
3. Communication in Group
4. Group Dynamics:- Group Bond, Group- Conflict, Confrontation, Apathy and Group Control

### **Suggested Readings**

Balgopal, P.R and Vassil,T.V (1983) Groups in Social Work: An Ecological Perspective,  
Macmillan publishing company.inc., New York  
Banerjee, G.R.(1973) Papers in Social Work,Tata Institute of Social Science, Bombay

Bhatt R.M. (1960) Records of Social Group Work Practice in India, Baroda University: Baroda  
Encyclopedia of Social Work in India Vol.2 and 4 Dr. Surendra Singh(ed) , published by New Royal book  
company,New Delhi 2012  
Friedlander W.A (ed.) (1958) Concepts and Methods of Social Work, Prentice Hall MC, Englewood Cliffs,  
N.J.  
Garvin, Charles D. et al (eds.) (2008) Handbook of Social Work With Groups, Rawat Publications, New  
Delhi.  
Johnson, F.P. (2003) Group Theory and Group Skills, Beston Mass: Rcorson/ Allyn and Bacon  
Konopka Gisela (1963) Social Group Work: A Helping Process, Prentice Hall Englewood Cliffs, N.J.  
Mirza,A(1983) Samak Karya (Hindi) Edit by Dr..Kripal Singh ,Sadanand,Nimmi Shrivastava,Navjyoti  
Scientific publication:Lucknow  
Siddiqui, H.Y. (2008) Group Work: Theories and Practices, Rawat Publications, New Delhi.  
Trecker, Harleigh B (1955) Social Group Work- Principles and Practices, New York : Association Press  
Wilson, Gertrude and Gladys Ryland (1949) Social Group Work Practice. Boston: Houghton Mifflin Co.  
Gopelwar, B. (2007) Social Group Work, Indian Institute of youth welfare  
Ryland and Wilson (1949) Social Group Work Practice, USA: Houghton Mifflin Co.

**MSW ( from 2014-15 onwards)  
11nd Semester**

<b>Paper No</b>	<b>Nomenclature of Paper</b>	<b>Maximum Marks</b>	<b>Theory</b>	<b>CCE</b>	<b>Minimum Passing Marks in each paper (Theory/Proj)</b>	<b>Minimum aggregate Passing Marks</b>
1	Fields of Social Work in India	100	85	15		
2	Health, Behaviour and Behavioural Problems	100	85	15		
3	Social Case Work	100	85	15		
4	Social Work Research and Statistics (Part-11)	100	85	15		
5	Human Rights and Social work	100	85	15		
6	Field Practicum (annual evaluation)	100				

**MSW Course (Semester 11)**

**Paper: 1 Fields of Social Work in India**

### **Unit-1 Fields of Social Work**

Family and child welfare  
Welfare of the scheduled castes and scheduled tribes and other backward classes  
Medical and Psychiatric social work  
Community development-rural and urban  
Welfare of the physically and mentally challenged

### **Unit-11 Fields of Social Work**

Welfare of the women, Working with adolescence  
Welfare of youth  
Welfare of the aged (Gerontology)  
School social work  
Social work in disaster situation  
Social defence  
Labour welfare and Personnel Management

### **Unit-111 Voluntary Action for Social Work in India**

Voluntary Action: Voluntary efforts for social Welfare in India  
Role and contributions of NGOs in Social welfare  
Scope, need and limitations for voluntary welfare programmes in India

### **Unit-1V Sarvodaya Movement in India**

Social Welfare and Sarvodaya Movement in India  
Sarvodaya ideology of reconstruction of Society  
History of Sarvodaya movement in India-Gandhian and post Gandhian era  
Differences and similarities between Gandhian constructive work and professional social work.

### **Unit-V State Action for Social Welfare in India**

Concept of the welfare state and the Indian Constitution (relevant portions)  
State Action: Scope, need and limitations of social welfare programmes in India.  
Brief account of social welfare programmes and provisions in Five Year Plans  
Plans

### **Suggested Readings:**

Friedlander, WA: Introduction to Social welfare (New York Prentice Hall, 1959)  
Government of India: Social Welfare in India (New Delhi, Planning Commission 1980)  
Shastri, Rajaram: Samaj Karya (Varanasi: Kalyan Tatha Siksha Sansthan, 1972)  
Pathak, S: Social welfare (New Delhi: Mac Millan India, 1981)  
Kulkarni, PD and MC Nanavati: NGOs in the Changing Scenario (New Delhi: Uppal Publishing House, 1998)  
Surendra Singh (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow, 2012)

## **Paper.2 Health, Behaviour and Behavioural Problems**

### **Unit I: Health & Illness**

1. Meaning and Definition of Health
2. Meaning and Definition of Illness
3. Dimensions of Health
4. Determinants of Health
5. Indicators of Health

## **Unit II: Theories of Human Behaviour**

1. Memory
2. Motivation
3. Emotion
4. Intelligence
5. Learning

## **Unit III: Personality**

1. Meaning and Definition of Personality
2. Allport's Personality Traits: Criteria, Conclusion and Types
3. Determinants of Personality
4. Types of Personality
5. Personality test: Projective techniques, Personality Inventories

## **Unit IV - Mental Retardation & Intervention**

1. Mental Retardation: Causes & Types
2. Psychotherapies: Overview of major therapies
3. Counseling: Definition, Areas
4. Field of Counseling

## **Unit V- Behavioural Problems**

1. Stress : Etiology, Bodily Changes & Coping Strategy
2. Etiological Factors of Mental Illness: Biological, Psychological and Social factors
3. Mental Illness: Neurosis, Psychosis and Personality Development
4. Mental and Behavioural Disorder : ICD -10

## **References:**

1. Kuppaswamy, B. : Introduction to Social Psychology (Asia Pub. House, Bombay, 1961)
2. Baron, R. A. and Byrne, D. : Social Psychology, 8<sup>th</sup> Edition ( Prentice Hall of India Pvt. Ltd., New Delhi 2000)
3. Hurlock, E.B. : Developmental Psychology, A Life Span Approach (Tata McGraw-Hill, New Delhi, 1977)
4. Morgan, C.T. : Introduction to Psychology 7<sup>th</sup> Edition (Tata McGraw-Hill, New Delhi, 1993)

5. Hall, C.S. and Lindzey, G. : Theories of Personality (Wiley New York,1978)
6. Page, J.D. : Abnormal Psychology(Tata McGraw-Hill, New Delhi, 1991)
7. Jayaswal, S.R. : Guidance and Counseling : an Elective Approach( Lucknow,1968)
8. Maslow,A.H.(1943) A Theory of human motivation. Psychological Review
9. McGregor,D. (1960) The Human side of enterprise. N.Y. McGraw-Hill
10. McClelland,D.C.(1975) Power:The inner experience. N.Y.Irvington
11. Murray H.A.(1938) Exploration in personality. N.Y. Oxford University Press
12. Robinson,A.J.(1972)The 1972 annual handbook for group facilitators. San Diego, CA:Pfeiffer & Company
13. Sashkin,M(1981)The 1981 annual handbook for group facilitators. San Diego, CA:Pfeiffer & Company
14. Rao N. S. : Counseling and Guidance (Tata McGraw-Hill, New Delhi, 1991)

### **Paper: 3 Social Case Work**

#### **Unit 1. Social case Work as a method of Social Work : Introduction**

1. Concept , Need and Objectives of Social Case Work
2. Case Work : Historical Development in West and India
3. Importance of Social Case Work as a method of Social Work and its relationship with other methods of Social Work
4. Social Case Work and other therapeutic methods

#### **Unit 2 Basics of Social Case Work**

1. Components of Case Work
2. Basic Concepts in Social Work: Ego, Social Role.Stress and Adaptation
3. Causes of interpersonal adjustment problem
4. Professional Self

#### **Unit 3 Social case work Theory**

1. Principles of Social Case Work Practice
2. Phases of Social case Work- Study, Continuous assessment and analysis, Psycho- Social Diagnosis, Intervention, Follow-up, Termination,
3. Techniques of Intervention
4. Client-casework Relationship

#### **Unit 4. Essentials of Practice**

1. Interviewing: Concept and Types
2. Specific skills and basic Rules of Interviewing
3. Specific Interviewing problems
4. Recording in Social Case Work: Concept, Purpose and Types



5. Principles of Recording

**Unit 5. Case Work Practice in India**

1. Scope and practice of Social case work in different Settings
2. Limitations of Social case work practice in India
3. Social Case work: Retrospect and Prospect ,
4. Changing Context of practice and future challenges

**Recommended Readings**

1. Aptekar, Herbert (1955) *The Dynamics of Casework and Counselling*, Houghton Mifflin Co., New York
2. Banerjee, Gauri Rani (1973) *Papers on Social Work- An Indian Perspective*, Tata Institute of Social Sciences, Bombay
3. Biestek, Felix Paul (1957) *The Casework Relationship*, University Press, Loyala
4. Dominelli, Lena, (2004) *Social Work: Theory and Practice for a changing Profession*, Polity Press, U.K.
5. *Encyclopedia of Social Work in India Vol. 4 (2012)* Dr. Surendra Singh(Ed.) , Royal book company, New delhi
6. Francis Joseph Turner (2011) *Social work treatment: Interlocking Theoretical Approaches*,
7. Garret, A (1949) *Interviewing: Principles and Methods*, New York, family Service Association of America
8. Hamilton, Gordon (1951) *The Theory and Practice of Social Case Work*, Columbia University Press, New York
9. Hepworth, Dean H. and Ronald H. Rooney, Glenda D. Rooney, Kim Strom-Gottfried, Jo Ann Larsen (2012) *Direct Social work practice: Theory and Skills*, 9th ed , Brooks/Cole, Cengage Learning,USA
10. Hollis, Florence (1964) *Casework: A Psychosocial Theory*, Random House, Toronto
11. O' Hagan, Kieran, Kingsley, Jessica (2003) *Competence in Social Work Practice- A Practical Guide for Professionals*, London
12. Rameshwari Devi, Ravi Prakash (2004) *Social Work Methods, Practice and Perspective (Models of Casework Practice)*, Vol.II, Ch.3, Mangal Deep Publication, Jaipur.
13. Mathew, Grace (1992) *An Introduction to social Case Work*, TISS, Mumbai
14. Roberts,R.W. and Nee,R.H.( 1970) *Theories of Social Case*, The University of Chicago Press, Chicago

**Paper: 4 Social Work Research and Statistics. Part -II**

**Unit- I Social Work Research**

Social Work Research: Nature, Objectives, scope and Status in India  
Social Survey: Types, Social Survey and research, Social Welfare Survey  
Cost Effective Analysis

## **Unit- II Qualitative Research**

Qualitative Research: Case Study and Content Analysis

Scales: Attitude measurement scales, sociometry, Projective techniques.

## **Unit- III Social Statistics**

Graphic and diagrammatic presentation

Measures of central tendency: mean, median and mode

## **Unit- IV Social Statistics**

Measures of dispersion: range, quartile deviation.

Measurement of deviation: standard deviation and coefficient of variation

## **Unit -V Social Statistics**

Measures of correlation: Karl-Pearson's Correlation and Rank Correlation

Test of association: chi-square and test of difference: t-test. Application of SPSS

## **Suggested Readings**

Ramchandran P: Issues in Social work research in India (Tata Institute of Social Sciences, New Delhi 1990)

Coolidge, Frederick: Statistics: A Gentle Introduction (Sage Publication, New Delhi 2000)

Bajpai, SR: Methods of Social Survey and Research ( Kitab Ghar, Kanpur 1999)

Lal Das DK: Practice of Social Research ( Rawat Publications, Jaipur 2000)

Goode and Hatt: Methods in Social Research (Mc Graw Hill, New York 1957)

Young, Pauline :Scientific Social surveys and Research (Prentice Hall of India, New Delhi 1968)

Gupta CB: An Introduction to statistical Methods (Ram Prasad and Sons , Agra 1980)

## **Paper5- HUMAN RIGHTS AND SOCIAL WORK**

### **UNIT I: Human Rights and Duties: Conceptual Perspectives**

1. Concepts: Human Rights, Duties, Human Dignity.
2. Notion & Classification of Rights: Natural, Moral and Legal Rights.
3. Three Generations of Human Rights: Civil & Political Rights, Economic, Social Cultural Rights, Collective/ Solidarity Rights.
4. Human Rights Movements: Historical Evolution of Human Rights at ternational &National level.

### **UNIT II: Human Rights and Social Work**

1. Human Rights and Social Justice.
2. Human Rights and Social Work's basic linkages.
3. Role of Social Worker in Human Right Dimensions.

### **UNIT III: International Perspective to Human Rights**

1. International Concern for Human Rights.
2. Universal Declaration of Human Rights.
3. International Covenant on Economic Social and Cultural Rights.

#### **UNIT IV: Mechanism for Protecting Human Rights in India**

1. National & State Human Rights Commission.
2. Statutory Mechanisms for Human Rights: Legislative, Executive & Judiciary.
3. Human Rights Commissions: Women, Children, Scheduled Castes & Schedule Tribes, Minorities, Differently Able, Displaced.
4. Socio, Economic, Political and Administrative Constrains in Enforcements.

#### **UNIT V: Human Rights Violation & Constitutional Remedies in India**

1. Violation of Human Rights in Family, Disadvantaged Groups, Women & Children, Minorities, Scheduled Castes, Scheduled Tribes, Other Backward Castes, Displaced and Custodial Violence.
2. Role of Regional, National and International Non-Government Organizations in Promoting Human Rights.

#### **Suggested Readings**

- Bajwa, G.S. and D.K. Bajwa, Human Rights in India: Implementation and Violations (New Delhi: D.K. Publishers, 1996)., B015595
- Brownlie, Ian, ed., Basic Documents on Human Rights (Oxford: Clarendon Press, 1983)., B020672
- Diwan, Paras and Peeyushi Diwan, Children and Legal Protection (New Delhi: Deep and Deep, 1994)., B014941
- Iyer, V.R. Krishna, Human Rights and Inhuman Wrongs (New Delhi: D.K. Publishers, 1996)., B017600
- Jaswal, P.S. and N. Jaswal, Human Rights and the Law (New Delhi: APH Publishing House, 1996)., B011441, B015718
- Kapoor, S.K., Human Rights under International Law and Indian Law (Allahabad: Central Law Agency, 1999)., B019172
- Kothari, Smitu and Harsh Sethi, Rethinking Human Rights (1991)., B015464
- Mehta, P.L., and Neena Verma, Human Rights under the Indian Constitution (New Delhi: Deep and Deep Publications, 1995)., B016737
- Misra, Shailendra, Police Brutality: An Analysis of Police Behaviour (New Delhi: Vikas, 1986)., B012080
- Mohanti, M., Peoples Rights (New Delhi: Sage Publications, 1998)., B016614
- Rehman, M.M. and others, Human Rights and Human Development: Concepts and Contexts (New Delhi: Manak Publications, 2000)., B017538
- Sanajaoba, N., Human Rights in the New Millennium (New Delhi: Manas Publications, 2000).

### MSW III Semester (From 2015-16 onwards)

Paper No	Nomenclature of Paper	Maximum Marks	Theory	CCE	Minimum Passing Marks in each paper (Theory/Proj)	Minimum aggregate Passing Marks
1	Social Policy and Social Legislation in India	100	85	15		
2	Community Organization	100	85	15		
3	Specialization paper(1) Group (A,B,C,D,E)	100	85	15		
4	Specialization Paper(2) (Group A,B,C,D,E)	100	85	15		
	Internship (Annual Evaluation)					

**Group A Human Resource Management**

- (1) Labour Welfare
- (2) Management of Human Resources

**Group B: Medical And Psychiatric Social Work**

- (1) Psychopathology and Assessment of Psychiatric Disorders
- (2) Interventions in Psychiatric Disorders

**Group C Urban and Rural Community Development**

- (1) Development Management Part-1
- (2) Rural Community Development and Panchayati Raj

**Group D Social Welfare Administration**

- (1) Social welfare India Part-1
- (2) Administration of Social Welfare Part-1

## **Group E Women and Child Development**

(1) Women's Welfare and Development Part-1

(2) Child Welfare and Development Part-1

## **MSW 3<sup>rd</sup> Semester**

### **Paper: 1 Social Policy and Social Legislation in India**

#### **Unit 1.**

Concepts: Policy, Public policy, Public Welfare, Social Policy, Economic Policy, Social Welfare Policy, Affirmative Actions, Protective Discrimination, Distributive and Redistributive Justice

#### **Unit 2. Social Policy in India: Processes and Actors**

1. Sources of Policy: Indian Constitution- Fundamental Rights and Directive Principles of State Policy,
2. Overview of the basic structure of the Indian Political System- Legislature, Judiciary and executive
3. Policy Formulation Process, Role of Various actors in policy formulation:-International Organizations (UN, W.T.O, World Bank), Pressure Groups, Lobbies, Advocacy Networks, Academic and Research Organization, Industry and Market Forces; Role of Social Workers
4. Judicial Activism

#### **Unit 3 Legal Provisions for Special Groups**

1. Rights of the disadvantaged and the Constitution
2. Legal provisions for women
3. Legal provisions for persons with Disability
4. Legal Provisions for Children

#### **Unit 4 Legal Aid, Social Advocacy and Role of Social Worker**

1. Legal Aid and Government Initiatives
2. Social Advocacy and Public Interest Litigation
3. Law and Social Activism: Consumer Protection and Right to Information
4. Rights of the Disadvantaged: Impediments and Role of Professional Social Workers in Legal Aid and Legal Assistance

#### **Unit-5 Social Welfare Administration**

1. Development and Progress: Economic and Social Dimensions

2. Social Welfare Administration : Concept, Need and Objectives
3. Principles of Social Welfare Administration
4. How to establish an NGO: Rules and Procedures

### **Suggested Readings**

- Alcock, P., A. Erskine and M. May (eds.). (1998). *The Student's Companion to Social Policy*. Oxford: Blackwell/ Social Policy Association
- Hill, M. (2003). *Understanding Social Policy*. Oxford. Blackwell Publishing
- Hughes, G. and G. Lewis (eds.). (1998). *Unsettling Welfare: The Reconstruction of Social Policy*. London: Routledge
- Hungama For Change. (2012). *The Hungama Survey Report– 2011*. Hyderabad: Naandi Foundation(web source: <http://hungamaforchange.org/HungamaBKDec11LR.pdf> )
- Mahajan, G. (ed.). (1998). *Democracy, Difference and Social Justice*. New Delhi: Cambridge University Press
- Meena Acharya and Puspa Ghimre., (2005). Gender Indicators of Equality, Inclusion and Poverty Reduction: Measuring Programme/Project Effectiveness. *Economic and Political Weekly*. Vol 40 No. 44 and 45 October 29 – November 04
- Mishra, R. (1999). *Globalization and the Welfare State*. Chentham Press. Northampton:
- Edward Elgar Watson, S. And L. Doyal. (1999). *Engendering Social Policy*. Milton Keynes Open University Press.
- Denny, David. (1998). *Social Policy and Social Work*. Oxford: Clarendon Press
- Gail, L., G. Sharon and J. Clarke (ed). (2000). *Rethinking Social Policy*. London: Open University Press in association with Sage Publications.
- Jayati Ghosh., (2002). Globalisation, Export Oriented Employment for Women and Social Policy: A Case Study of India. *Social Scientist*. Vol. 30, No. 11/12.
- Kennet, P. (1999). *Comparative Social Policy*. London: Open University Press.
- Khadria B (ed.). (2009). *India Migration Report 2009*. New Delhi: International Migration and Diaspora Studies Project.

## **Paper 2 Community Organization**

### **Unit- 1: Communities in India**

- Concept of Community: its structural and functional aspects
- Rural Community: nature, structure and problems
- Urban Community: Nature and problems
- Tribal Community: tribal culture and problems
- Community power structure

### **Unit-11: Community Organization**

- Concept and aims of community organization
- Historical development of community organization
- Principles of community organization

### **Unit-111: Community Organization Process**

- Steps in community organization process
- Role and skills of community organizer
- Models of community organization.

### **Unit- 1V: Community Organization and Social Action**

Concept , types, process and models of Social action.  
Recent trends in social action and social movements.  
Social Action and social change.  
Leadership: types and functions  
Importance of leadership in community organization

### **Unit -V: Community Development**

Community development: concept, philosophy and methods  
Rural community development  
Urban Community development  
Social Audit and Community Development

### **Suggested Readings**

Bughardt, Steve: Organizing for Community Action (Sage Publications-New Delhi -1980)  
Siddiqui HY: Social Work and Social Action (Harman publications New Delhi -1984)  
Cox, Fred M : Strategies of Community Organization(Peacock Publications-Illinois 1974)  
Harper and Dunham: Community Organization in Action (Association Press. New York-1963)  
McMillion, Wayne: Community Organization for Social Welfare (The University of Chicago Press-Chicago 1945)  
Mehta R Shiv: Rural Development in India (Sage Publications New Delhi- 1985)  
Maheshwari Shivram: Rural Development in India (Sage Publications-New Delhi 1985)  
Madan GR: India's developing Villages (Print House India-Lucknow-1983)  
Rutman Leonard: Undertaking Programme Evaluation(Sage Publications New Delhi-1983)  
Clinard Marshal B: Slums and Community Development (The Free Press, New York 1957)  
Siddiqui HY : Working with Communities (Hira Publications, New Delhi -1977)  
Gangrade KD: Working With Communities at Grass roots Level (Radha Publications-New Delhi 2001)  
Green Gray Paul and Anna Haines: Asset Building and Community Development (Sage Publications, New Delhi-2001)  
Asha Ramagonda Patil: Community Organization and Development (PHI Learning Private Limited, New Delhi 110001, India -2013)  
Surendra Singh (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow, 2012)  
Yatindra Singh Sisodia (Editor): Functioning of Panchayati Raj System (Rawat Publishers, Jaipur -2005)

### **Specialization (Group A) Human Resource Management**

#### **Paper: 1 (Group A) Labour Welfare**

##### **Unit- 1**

Industrial Growth in India with special reference to MP  
Impact of Industrialization and urbanization on life of workers  
Productivity concept & importance  
Productivity and rationalization

##### **Unit- II**

Working and living conditions of labour  
Industrial Housing , industrial Pollution and slums  
Absenteeism and labour turnover and its impact

### **Unit- III**

Wages: Wage theories  
Concept of minimum wages, fair wage and living wage  
Models of wage payment  
Major components of wages and incentives.

### **Unit- IV**

Social security: Concept and its scope in India  
Social work in Industry  
Agencies of labour welfare  
Role of trade union in labour welfare

### **Unit- V**

Concept, scope of labour welfare  
Philosophy and theories of Labour welfare  
The welfare officer: role, duties and status.  
Present trends and practices EAP (Employee Assistant Programme)

### **Suggested Readings**

Saxena RC: Labour Problems and Social Welfare (New Academic Publishers, Jalandhar-1971)  
Pillai MK: Labour and Industrial Laws (Allahabad Law Agency, Allahabad-1986)  
Pant SC: Indian Labour Problems (Allahabad Law Agency, Allahabad-1986)  
Moorthy MV: Principles of Labour Welfare (Oxford and IBH Publications co, New Delhi-1981)  
Mehrotra SN: Labour Problems in India (S Chand and Company Ltd., New Delhi-1981)  
Malik PL: Industrial Law (Eastern Book Company, Lucknow-1989)  
Bhagolilwal, TN and Bhagoliwal, Premlata: Shram Artha Shastra Evam AudhoikSambhavana (Sahitya Bhavan, Agra-1981)

## **Paper: 2 (Group A) Management of Human Resource**

### **Unit- 1: HRM**

Concept and approaches to management  
Concept and evolution of HRM as a profession  
HR Dept.: Structure and functions  
Human resource planning .

### **Unit- 2: Human Resource Functions**

Recruitment and selection  
Placement and Induction  
Compensation and reward  
Internal Mobility and attrition.

### **Unit- 3 HRD**

HRD: Conceptual framework  
Systems and sub systems



Strategies and Emerging Trends  
Performance appraisal and review  
Training and development

#### **Unit - 4 Organizational Behaviour**

OB : Concept, components and organizational culture and climate.  
Monotony and ,Fatigue  
Accidents and Accident proneness

#### **Unit- 5 The Future of HRM**

Human Audit and research  
Managing change and challenges  
Globalization and the future of HRM  
Application of Social Work Skills to HRM

#### **Suggested Readings**

Arnold and Feldman: Organizational Behaviour (Mc Graw Hill Co., New Delhi-1987)  
Bhtia SK: Personnel Management and Industrial relations (Deep and Deep Publications, New Delhi-1980)  
Dyal Ishwar: Management Training in Organizations (Prentice Hall of India Pvt Ltd,. 1984)  
Dwivedi RS: Management of Human Resource (Oxford and IBH Publishing Co., New Delhi-1982)  
Flippo EB: Principles of Personnel Management (MC Graw Hill Book Company, New York 1966)  
Lal Das DK: Personnel Management, Industrial relations and Labour welfare (YK Publishers, Agra 1991)  
Mamoria CB: Bharatiya Shram Samasyaen (Sahitya Bhavan, Agra-1976)  
Punekar,SD and Deodhar: Industrial Relations(Himalayan Publishing House, Bombay-1981)  
Singh PN: Developing and Managing Human Resource (Suchandra Publications, Bombay-1992)  
Subramaniam KN: Labour Management Relations in India (Asia Publishing House, Bombay-1967)  
Verma Pramod and Mukerjee, Surya: Trade Unions in India (Oxford and IBH Publishing House New Delhi-1982)  
Tripathi PC & Reddy PN: Principles of Management (Tata McGraw Hill Publishing Company Limited, New Delhi-1983)

#### **Group B Medical and Psychiatric Social Work**

### **Paper 1 (Group B) Psychopathology and Assessment of Psychiatric Disorders**

#### **Unit I - History and Assessment Methods**

- 1- Historical Development of MPSW and Psychiatry: Major milestones
- 2- Definition of Medical Social Work and Psychiatric Social Work
- 3- Psychiatric Examination: Principles of Psychiatric interviewing, Case History Taking and Mental Status Examination
- 4- Classification of Mental and behavioral disorders: ICD-10 and DSM - IV.
- 5- Etiology: Bio-Psycho-Social factors in psychiatric disorders.

#### **Unit II – Biology of Behaviour**

- 1- Receptors
- 2- Effectors
- 3- Nervous System
- 4- Central Nervous System
- 5- Autonomic Nervous System
- 6- Reflex actions

### **Unit III - Mental and Behavioral Disorders I**

- 1- Symptomatology: sign and symptoms of major mental disorders.
- 2- Organic Mental disorder
- 3- Psychoactive substance use disorder
- 4- Schizophrenia, Schizotypal and Delusional disorder
- 5- Neurotic stress related and somatoform disorder
- 6- Disorder of Adult Personality and Behaviour

### **Unit IV - Mental and Behavioral Disorders II**

- 1- Pain disorders
- 2- Child Psychiatry
- 3- Geriatric Psychiatry
- 4- Sleep disorders
- 5- Disorders of Eating
- 6- Psycho-Sexual disorders

### **Unit V - Mental & Behavioral Disorders III**

- 1- Mood (Affective) Disorders
- 2- Dissociative Disorders
- 3- Adjustment and Impulse Disorders
- 4- Disorders Related to Women
- 5- Psychiatric Sequel of Physical Disorders
- 6- Psychiatric Emergencies

### **Required Reading:**

1. Park, K. : Textbook of Preventive and Social Medicine, 20<sup>th</sup> Edition (M/s Banarsidas Bharot.2000)
2. Lok Sabha Secretarine : National Health Policy(New Delhi)
3. Voluntary Health Association of India : State of india's Health (VHAI, New Delhi,1991)
4. Carson, R.C.Butcher,J.N. and Mineka, S. : Abnormal Psychology and Modern Life(longman, New York,1998)
5. World health Organization : ICD-10 (AITBS, New Delhi2002)
6. Gelder,M. Gath, D. : Oxford Text book of Psychiatry, Oxford University Press (London,1996)
7. Talboot . J.A. Hales, R.E. : Textbook of Psychiatry. The American Psychiatry Press. (Jaypee Brother , Delhi,1994)
8. Pathak, S. H. : Medical Social Work (Delhi School of Social Work)
9. Banerjee, G. R. : Social Service Department : Its organization and Funtions (TISS, Bombay)
10. French, L.M. : Psychiatric Social Work( The Common Wealth Fund, New York 1940)

11. Verma, R. : Psychiatric Social Work in India (Sage Publisher, New Delhi,1991)
12. Baquer, A. : Disability : Challenges Vs Responses (New Delhi 1997)

## **Paper-2 (GroupB) Interventions in Psychiatric Disorders**

### **Unit I - Social Work Methods and MPSW Intervention**

- 1- Social Group Work in field of MPSW
- 2- Social Case Work in Field of MPSW
- 3- Community Organization and MPSW
- 4- Social Action in the field of MPSW: Need and Milestones
- 5- Social Work Researches in the field of MPSW: Need and Major Researches
- 6- Social Welfare Administration for the field of MPSW

### **Unit II- Psychiatric S.W. Intervention**

- 1- Community Psychiatry : History, Principle, Feature and Programs in Community Mental Health
- 2- National Mental Health Act - 1987
- 3- National Mental Health Program of India
- 4- Role of Psychiatric Social Worker as Family Educator of Mental Illness & Mental Retardation.
- 5- Epilepsy: Causes, Types and Treatment of Epilepsy, Social impact of Epilepsy.
- 6- Child Guidance Clinic: Need, Structure, Programs.

### **Unit III – Psychometry**

- 1- Intelligences tests : W A I S, W I S C & Bhatia battery
- 2- Adjustment test : Hugi bell test
- 3- Personality test : 16 PF test, draw & person test
- 4- Psychiatric scales to measure depression, anxiety status
- 5- Projective tests: TAT, Rorschach Ink blot test.

### **Unit IV - Counseling Skills for MPSW**

- 1- Meaning, Philosophy, definition, & Features of Counseling.
- 2- Concepts related to counseling : Guidance, Advice, Direction and Instruction
- 3- Principles, Techniques, Process and Stages of counseling
- 4- Types of counseling: Family, Marital, Educational, Career and vocational, De-addiction and Industrial Counseling.
- 5- Application of counseling in different setting like correctional institution, Industrial, Family welfare center, child welfare center.
- 6- Function, Qualities and Skills required for MPSW in Counseling

### **Unit V – Psychotherapies**

- 1- Client Centered Therapy
- 2- Psychoanalytical Psychotherapy
- 3- Behaviour Therapy

- 4- Occupational Therapy, Family Therapy
- 5- Chemotherapy, Electro Convulsive Therapy
- 6- Psychodrama, Crises Card, Weightage Grid etc.

**Required Reading:**

1. Carson, R.C. Butcher, J.N. and Mineka, S. : Abnormal Psychology and Modern Life (Longman, New York, 1998)
2. Talbot, J.A. Hales, R.E. : Textbook of Psychiatry. The American Psychiatry Press. (Jaypee Brothers, Delhi, 1994)
3. Pathak, S. H. : Medical Social Work (Delhi School of Social Work)
4. Banerjee, G. R. : Social Service Department : Its organization and Functions (TISS, Bombay)
5. French, L.M. : Psychiatric Social Work (The Common Wealth Fund, New York 1940)
6. World Health Organization : ICD-10 (AITBS, New Delhi 2002)
7. Gelder, M. Gath, D. : Oxford Text book of Psychiatry, Oxford University Press (London, 1996)
8. Verma, R. : Psychiatric Social Work in India (Sage Publisher, New Delhi, 1991)
9. Baquer, A. : Disability : Challenges Vs Responses (New Delhi 1997)
10. Park, K. : Textbook of Preventive and Social Medicine, 20<sup>th</sup> Edition (M/s Banarsidas Bharot, 2000)
11. Lok Sabha Secretariat : National Health Policy (New Delhi)
12. Voluntary Health Association of India : State of India's Health (VHAI, New Delhi, 1991)

**Group C Urban And Rural Community Development**

**Paper 1 (Group C) Development Management- Part-1**

**Unit-1**

Concept of organization and its types.  
 Organizational vision, mission, values  
 The Concept and theoretical framework of organizational behavior.  
 Types of organizational structure

**Unit -11**

Societies Registration Act .  
 Registration of society: legal and other requirements  
 Administrative process in a voluntary agency. General Body, Board of governors and various committees.

**Unit-111**

Organizational culture and factors affecting organizational culture  
 Organizational change, change process, the role and skills of change agent.  
 Management styles and leadership  
 Motivation-Importance of motivation and theories of Motivation.  
 (Maslow's Theory, Herzberg theory, Achievement motivation theory)

**Unit -1V**

Organizational sustainability: Concept, approach and practices of sustainability at organizational level and programme level. Factors affecting sustainability .  
 Financial sustainability: Need and importance

Models of fund raising, Financial institutions, Basics of micro finance.

### **Unit-V**

Defining conflict and crisis.

Conflict and crisis management

Ways of dealing with conflict and crisis in organizations.

Change in organization, change approaches, change process, the role and skills of change agent.

### **Suggested Readings:**

Drucker P: Managing the Non Profit Organizations (Harper Collins, New delhi-1990)

Brody Ralph: Effectively Managing Human Services Organizations (Sage Publications, New deli-2001)

Filipo EB: Principles of Personnel Management (Mc Graw Hill Book Co.New York-1996)

Luthans Fred: Organizational Behavior (Mc Graw Hill ,New Delhi-1995)

Pareek Udai: Motivating for Organizational Roles (Rawat Publications. Jaipur-1993)

Robin P Stephen: Organizational Behavior (Prentice Hall of India. New Delhi-208)

French, Wendell :Organizational Development (Prentice Hall of India, New Delhi-2000)

Rao, TV: Readings in Human Resource Development (Oxford and IBH, New Delhi-1991)

Singh,Anup and Rajan K Gupta: Designing and Developing Organizations for Tomorrow (Sage Publications, New Delhi-2001)

Ramnarayan,S and Rao, TV: Organizational Development: Sage Publications, New Delhi-1998)

## **Paper:2 (Group C) Rural Community Development and Panchayati Raj**

### **Unit-1**

Community Development: its need, principles and methods

Historical development of community development in India

Early experiments in rural community development in India

### **Unit-11**

Origin and philosophy of Panchayati Raj administration in India

Role of Panchayati raj in Rural Development.

Panchayati Raj and 73<sup>rd</sup> amendments of the constitution

Structure of Panchayati Raj system at the district, block and village levels

Functions of Panchati Raj system, Gram sabha and social audit.

Problems of Panchayati Raj institutions

### **Unit-111**

Structure and functions of community development at District, block and village levels.

Training for Rural Development functionaries in India

Rural community development programes at the block and village level .

### **Unit-1V**

Concept, philosophy and Principles of extension education

Extension education and its applicability in community development

Extensions methods used by GOs and NGOs

### **Unit-V**

NGOs and their role in community development  
Recent trends in voluntary sector regarding rural development  
Empowerment of the weaker sections  
Use of social advocacy, pressure groups and public interest litigation in community work.

### **Suggested Readings**

Mehta R Shiv: Rural Development in India (Sage Publications New Delhi- 1985)  
Maheshwari Shivram: Rural Development in India (Sage Publications-New Delhi1985)  
Madan GR: India's developing Villages (Print House India-Lucknow-1983)  
Rutman Leonard: Undertaking Programme Evaluation(Sage Publications New Delhi-1983)  
Clinard Marshal B: Slums and Community Development (The Free Press, New York 1957)  
Siddiqui HY : Working with Communities (Hira Publications, New Delhi -1977)  
Gangrade KD: Working With Communities at Grass roots Level (Radha Publications-New Delhi 2001)  
Green Gray Paul and Anna Haines: Asset Building and Community Development (Sage Publications, New Delhi-2001)  
Asha Ramagonda Patil: Community Organization and Development (PHI Learning Private Limited, New Delhi 110001, India -2013)  
Yatindra Singh Sisodia (Editor): Functioning of Panchayati Raj System (Rawat Publishers, Jaipur -2005)  
Surendra Singh (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow,2012)

### **Group: D Social Welfare Administration**

#### **Paper:1 (Group D) Social Welfare In India (Part-1)**

##### **Unit-1**

Social Policy:Concept need and content  
Social welfare policy in India: Problems and prospects  
Contribution of Professional social work to social welfare in India.

##### **Unit-11**

Process involved in social policy formulation  
Strategies for influencing social welfare policy  
India as a welfare state: Social welfare and five year plans

##### **Unit-111**

Theories and indices of poverty  
Poverty in India: Extent, causes and consequences  
Measures to eradicate poverty and social backwardness in India.

##### **Unit-1V**

Impediments in social development in India  
Planning and social justice in India  
Social policy and social development

##### **Unit-V**

Problems of scheduled castes, scheduled tribes and backward classes

Constitutional provisions and policies for scheduled castes, scheduled tribes and other backward classes  
Programmes for the welfare of scheduled castes, scheduled tribes and other backward classes

## **Paper: 2 (Group-D) Administration of Social Welfare (Part-1)**

### **Unit-1**

Basic concepts: Social administration, social welfare administration and public administration  
History of social welfare in India  
Social welfare administration in India

### **Unit-11**

Principles of social welfare administration  
Social welfare planning in India  
Social welfare administration at different levels in India: central, state, district and block

### **Unit-111**

Concept and forms of voluntary action  
Importance of voluntary action in social welfare:  
Status, financial resources, staffing pattern and problems

### **Unit-1V**

Government and voluntary organization: the relative advantages and respective roles  
Central Social Welfare Board: Policies and programmes  
Role of international organizations in welfare and development.

### **Unit-V**

Registration of a society and trust  
Programme planning and development  
Planning process in a social agency

## **Group E : Women and Child Development**

## **Paper 1 (Group: E) Women's Welfare and Development (Part-1)**

### **Unit-1**

Factors affecting the status of women  
Changing situation of women in Indian society: Historical perspective  
Role of education in the development of women's status

### **Unit-11**

Patterns of women's employment and its relation to women's status  
Social institutions and how they affect the status and role of women.  
Democratization and women leadership.

### **Unit-111**

Women's health status in India  
Food and nutritional status of women

Factors affecting the health status of women

**Unit-1V**

Family planning, development of family planning programme in India

Organization and administration of family planning programme in India.

Methods of family planning: Physiological, Medicinal, Surgical, Chemical, IUD, Oral pill and abortion

**Unit-V**

Problems of women with reference to religious communities in India.

Problems of unmarried mothers, destitute and widows

Problems of immoral violence against women: rape, sex delinquency, prostitution, devadasis and commercial exploitation of women.

**Paper: 2 (Group E) Child Welfare and Development. (Part-1)**

**Unit-1**

Development stages: significant facts about development periods of pre-natal development

Characteristics of infancy, factors influencing adjustment to post-natal life

Psychosocial development during babyhood and childhood.

**Unit-11**

Developmental tasks during stages of development

Characteristics of adolescence: Social change and perspective changes in adolescence

Role of social institutions and organizations like family, group, and school in the development of children and preparations for different adult roles.

**Unit-111**

Disabilities of child: physical, mental retardation, visual disability, hearing and speech problems.

Child abuse and neglect: child beggars, orphans destitute

Children of prostitutes and child prostitution in India.

**Unit-1V**

Problems of child labour and legal provisions relating to child labour.

Family change disintegration and consequences: Juvenile delinquency, street children, school dropouts

Strategies of social work intervention dealing with children in critical situations.

**Unit-V**

Rights of the child: Historical evolution and recent trends (world summit and SAARC submit)

Constitutional provisions for the protection and development of children.

National policy for children, major policy measures.



### MSW IV Semester (from 2015-16 onwards)

Paper No	Nomenclature of Paper	Maximum Marks	Theory	CCE	Minimum Passing Marks in each paper (Theory/Proj)	Minimum aggregate Passing Marks
1	Social Development (or) Computer Applications in Social Sciences (CASS)	100	85	15		
2	Training and Development (or) Dissertation*	100	85	15		
3	Specialization paper(1) (Group A,B,C,D,E)	100	85	15		
4	Specialization paper (2)(Group A,B,C,D,E)	100	85	15		
5	Internship(Annual Evaluation)	100				
Project	Job oriented project work	50				

**(Group A): Human Resource Management**

- (1) Labour Legislations
- (2) Management of Industrial Relations

**(Group B): Medical And Psychiatric Social Work**

- (1) Health Welfare Administration
- (2) Medico-Psycho Social Work Intervention.

**(Group C ):Urban and Rural Community Development**

- (1) Development Management Part-11
- (2) Urban Community Development and Municipal Administration

**(Group D): Social Welfare Administration**

- (1) Social welfare in India Part-11
- (2) Administration of Social Welfare Part-11

**(Group E ):Women and Child Development**

- (1) Women's Welfare and Development Part-11
- (2) Child Welfare and Development Part-11

**Paper :1 Social Development**

**Unit-1**

Concept of social development and indicators of social development  
Ideologies and models of social development  
Problems of Social envelopment in India  
Social development alternatives and social work

**Unit-11**

Brief account of social development programs and provisions in India's Five-year plans  
Development of social services: Education, health and social welfare.  
Alternative models of social development

**Unit-111**

Development planning and the constitution: Directive Principles of State Policy and development as envisioned by the Constitution of India  
Planning commission and planning process  
Role of elected bodies in development  
Problems of planning in India

**Unit-1V**

Development administration: concept and fields  
Problems and prospects of development administration  
Poverty and its socio-economic and political consequences  
Welfare economic and social development

**Unit-V**

Role of international organizations in promoting social development  
NGOs and social development  
Changing strategies and trends in voluntary development organizations  
Social empowerment.  
Social Entrepreneurship: Concept and practice

**Suggested Readings**

Kulkarni, PD: Social Issues and Development (Uppal Publishing House, New delhi-2000)  
Sinha RK and Das DK: Development Paradigms: Indian Development Experience(Deep and Deep Publishers, New Delhi-2000)  
Singh,S: Social Development in India (Radha Publishers, New Delhi-1991)

Kumar H: Social Work, Social Development and Sustainable Development (Regency Publications, New Delhi-1997)

Rao, DB (Ed.): World Submit for Social Development, 1998.

Abdul Kalam and Ranjan YS: India2020 (Viking Penguin India, New Delhi-1998)

Gore MS: Social Aspects of Development(Rawat Publications, New delhi-2001)

Dereze Jean and Amartya Sen: Indian development(Oxford University Press, New Delhi-1999)

Jhingan , ML: Vikas Ka Arth Shasthra Avam Ayojan (Konark Publishs Pvt Ltd, New Delhi-1989)

Sapru RK: Development Administration (Deep and Deep Publications, New Delhi-1989)

Boase AB: Social Welfare Planning in India (Bangkok, ESCAPE, 1970)

Titmus RM: Commitment to welfare (George Allen and Unwin,London-1969)

**Or**

## **Paper: 1 COMPUTER APPLICATION IN SOCIAL SCIENCES**

### **Unit-1**

Introduction to computer. Characteristics of computer. Introduction to computer hardware. Memory units, Auxiliary storage devices, input devices. Output devices.

Introduction to computer software. Introduction to computer interpreter.

Programming languages. Machine, Assembly and high-level languages. Types of high-level languages. Impact of computer on society.

### **Unit-11**

MS Windows: Introduction to M.S. Windows; Features of Windows; Various versions of Windows & its use; Working with Windows.

Office Packages-Office activates and their software requirements, Word-processing, Spreadsheet, Presentation graphics, Database, introduction and comparison of various office suites like MSOffice, Lotus Office, Star Office, Open Office etc. MS Word Basics: Introduction to MS Office; Introduction to MSWord; Features & area of use.

### **Unit-111**

MS Excel: Introduction and area of use; Working with MS Excel.; concepts of Workbook & Worksheets; Using Wizards; Various Data Types; Using different features with Data, Cell and Texts; Inserting, Removing & Resizing of Columns & Rows; Working with Data & Ranges; Different Views of Worksheets; Column Freezing, Labels, Hiding, Splitting etc.; Using different features with Data and Text; Use of Formulas, Calculations & Functions; Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.

### **Unit-1V**

MS PowerPoint: Introduction & area of use; Working with MS PowerPoint; Creating a New Presentation; Working with Presentation.

WORLD WIDE WEB (WWW) - History, Working, Web Browsers, Its functions, URLs, web sites, Domain names, Portals. Concept of Search Engines, Search engines types, searching the Web, Web Servers, TCP/IP and others main protocols used on the Web.E-Mail: Concepts, POP and WEB Based E-mail, merits, address, Basics of Sending & Receiving, E-mail Protocols, Mailing List, Free Email services, e-mail servers and e-mail clients programs.

### **Unit-V**

Introduction to SPSS: Application of SPSS software in social work and Social Science Research. Use of statistical packages. Use of various graphs and diagrams for the presentation of data

#### **Practical: CASS**

The candidates offering computer application in social sciences will be required to complete the practical work and assignments given to them. These assignments will be valued internally.

## **Paper: 2 Training and Development**

### **Unit-1**

Need of Training and Development in the social welfare sector

Conditions for learning, problems in learning, learning characteristics role and skills required for a trainer

### **Unit-11**

Training system: Concept and components

Need for systems approach to training

### **Unit-111**

Identification of training needs

Determination of training objectives

### **Unit-1V**

Designing training sessions and learning sessions. Lesson Plan, Course materials, Visual aids. Room lay out and facilities. Delivery skills.

Training techniques and aids

### **Unit-V**

Validation and implementation of training.

Evaluating effectiveness of training, assessment methods

### **Suggested Readings**

Singh PN: Developing and managing Human Resources (Suchandra Publications, Bombay-1992)

Sah AK: Systems approach to Training and Development (Sterling Publications Pvr Ltd, New Delhi- 1991)

Dayal, I : Management training in Organizations (Prentice Hall of India Pvt Ltd, New Delhi-1989)

Ramaswami N: Handbook of Training and Development (TR Publications, Madraa-1992)

Dixon, Nancy : Evaluation: A Tool for improving HRD Quality (Chand and Chand company, New delhi-1995)

### **Group A : Human Resource Management**

## **Paper: 1 (Group A) Labour Legislations**

### **Unit- 1 Introduction**

Need and scope of Labour legislation

Labour administration at central and state levels

Important of Labour Legislation in SW

### **Unit- II Wage Laws**

Payment of Wages Act, 1936

Minimum Wages Act, 1948

Payment of Bonus Act, 1965

### **Unit -III Social Security Legislations**

E.S.I. Act, 1948

Workmen's Compensation Act, 1923

Maternity Benefit Act, 1961

Employees Provident and Misc. Act, 1971

Payment of Gratuity Act, 1972

### **Unit- IV Legislations Regarding Working conditions**

The Factories Act, 1948

The Mines Act, 1952

The Plantation Labour Act 1951

Shops and Establishment Acts.

### **Unit- V Legislation Regarding Industrial Relations**

Industrial Employment (Standing Orders) Act 1964

Indian Trade Union Act 1926

Industrial Disputes Act, 1947

Industrial Relation Act, 1961

### **Suggested Readings**

Saxena RC: Labour Problems and Social Welfare (New Academic Publishers, Jalandhar-1971)

Pillai MK: Labour and Industrial Laws (Allahabad Law Agency, Allahabd-1986)

Pant SC: Indian Labour Problems (Allahabad Law Agency, Allahabad-1986)

Moorthy MV: Principles of Labour Welfare (Oxford and IBH Publications co, New Delhi-1981)

Mehrotra SN: Labour Problems in India (S Chand and Company Ltd., New Delhi-1981)

Malik PL: Industrial Law (Eastern Book Company, Lucknow-1989)

Bhagolilwal, TN and Bhagoliwal, Premlata: Shram Artha Shastra Evam AudhoikSambhavana (Sahitya Bhavan, Agra-1981)

## **Paper: 2 (Group: A) Managing Industrial Relations**

### **Unit 1. Industrial Relations**

Introduction to Industrial Relations- Concept, Evolution, Principles, Key Actors,

Nature and Importance of Industrial Relations in Industrial Development of India.

Dominant Aspects of Industrial Relations : Industrial Co-operation and Conflict,

Industrial Conflict: Nature, Manifestations and Etiology of Industrial Conflicts and Industrial Disputes,

Strikes, Lockouts, Closure, Go-Slow and other forms

### **Unit 2. Mechanism for Preventing and Settling Industrial Disputes**

1. Negotiation: Meaning, Effective Negotiation, Communication Style, Breaking deadlocks, Strategy and Tactics/ Game Negotiators Play, Closing Successfully, Reviewing,
2. Collective Bargaining: Concept, Process, Subject matter, Legal and Psychological aspects of Collective bargaining, its advantages and limitation
3. Workers Participation and Management- Meaning, Objectives, need, Various forms and levels, Critical evaluation of WPM/Participative Management Schemes in India
4. Tripartite Approach in Industrial Relations: ILO, its structure and functions and role in labour movement and industrial development,
5. Methods for resolving Industrial Disputes: Conciliation, voluntary arbitration and Adjudication. Review of dispute settlement machinery in India..

### **3. Trade Unionism**

1. Growth and Development of Trade Unionism in India- Historical Retrospect,
2. Trade Union- Meaning, Types, and functions of Trade Union,
3. Role of Unions in Job Security, Wage Determination, Workers Education, Productivity and Economic Development,
4. Trade Union and its new role in environment protection and Safety Promotions, Trade Union and its interface with market and technology, Social responsibility of Trade unions.
5. Globalization and its impact on Unionism- Global Economy, Labour Market and Domestic Laws. Current trends in employers association and changing role of unions in Global economy, employees welfare and overall industrial development

### **4. IR Functions**

1. Managing Industrial Discipline: Causes of Indiscipline, Disciplinary Action and Domestic Enquiry Procedures Drafting Disciplinary Action Letters- Show cause Notice, Charge Sheet, Principles of Natural Justice
2. Grievance Resolution- Concept of Grievance, Causes/ Sources of Grievances and how to locate them. Need of Grievance Procedure, model grievance procedure- the machinery, Procedure and essence
3. Communication and Counseling: Introduction to Managerial communication, Principles and Characteristics of effective Communication, Obstacles
4. Role of IR Manager in promoting and managing healthy IR, Self Development of Managers as Counsellors, Development of Counselling Skills, Social Work Intervention in Industry.
5. Social Aspects in Industry: Social responsibility of Organization, Evolution, Philosophy, Principles. CSR developmental projects- Goals and Implementation. Critical analysis of CSR approach. Roles of Social Workers/HR Professionals in helping industry discharge its Social Obligations, Ethical aspects in CSR projects, Social Auditing.

## 5. Organizational Behaviour

1. Group Behaviour and Team work- Foundation of Group dynamics. Group development and Cohesiveness. Group Performance and Decision making. Intergroup Relations. Teams in Organization. Effective Team Performance.
2. Leadership- Meaning and Characteristics, Types of Leadership, Traits of Effective Leadership, Impact of effective leadership on Organisation.
3. Total Quality Management- Meaning of Quality- Orientation to Customer Satisfaction and Scope of TQM and TQC. Basics and Imperatives of TQM, tangible and intangible benefits of TQM, roads blocks in implementation of TQM Leadership Issues, Total Employee Involvement, 5S Concept
4. Job Satisfaction, Motivation and Morale

### Suggested Readings

Arnold and Feldman: Organizational Behaviour (Mc Graw Hill Co., New Delhi-1987)  
Bhtia SK: Personnel Management and Industrial relations (Deep and Deep Publications, New Delhi-1980)  
Dyal Ishwar: Management Training in Organizations (Prentice Hall of India Pvt Ltd., 1984)  
Dwivedi RS: Management of Human Resource (Oxford and IBH Publishing Co., New Delhi-1982)  
Flippo EB: Principles of Personnel Management (MC Graw Hill Book Company, New York 1966)  
Lal Das DK: Personnel Management, Industrial relations and Labour welfare (YK Publishers, Agra 1991)  
Mamoria CB: Bharatiya Shram Samasyaen (Sahitya Bhavan, Agra-1976)  
Punekar,SD and Deodhar: Industrial Relations(Himalayan Publishing House, Bombay-1981)  
Singh PN: Developing and Managing Human Resource (Suchandra Publications, Bombay-1992)  
Subramaniam KN: Labour Management Relations in India (Asia Publishing House, Bombay-1967)  
Verma Pramod and Mukerjee, Surya: Trade Unions in India (Oxford and IBH Publishing House New Delhi-1982)  
Tripathi PC & Reddy PN: Principles of Management (Tata McGraw Hill Publishing Company Limited, New Delhi-1983)

## Group:B Medical and Psychiatric Social Work

### Paper:1 (Group:B) Health Welfare Administration

#### Unit I – Health Services in Community

- 1- Mother and Child Health Services and Immunization Programs in India.
- 2- Methods of Family Planning, Social, Cultural & Religious factors influencing Acceptance of Family Planning.
- 3- School Health Programme: Need & Organization of Health Programmes in School.
- 4- Nutrition and Nutritional Diseases & Preventive Measures
- 5- CSR Practices and MPSW (case studies)

- 6- Meaning and Evolution of Social Medicine, Preventive Medicine and Community Medicine.

## **Unit II - Human Body**

1. Structure and functioning of five receptors
2. Heart, Circulation, Diseases and Management
3. Digestion system and stomach diseases
4. Bone and muscles
5. Reproductive system
6. Respiratory system

## **Unit III – MPSW Intervention in Hospital – I**

- 1- Economic Assistance to Poor Patients through MPSW Intervention
- 2- MPSW as Patient Welfare Officer
- 3- Multidisciplinary Approach in Hospital: Meaning, Advantages and Mechanism.
- 4- MPSW Department in Hospitals: Need, Structure and Administration.
- 5- Medical Sociology

## **Unit IV – MPSW intervention in Hospital – II**

- 1- Major Cases, Diagnosis, Treatment and MPSW Intervention in the Departments & units of: Cardiology, Gastroenterology, Pediatric, Dermatology, Ophthalmology, Diabetes,
- 2- Major Cases, Diagnosis, Treatment and MPSW Intervention in the Departments & units of: Burn, Cancer, I.C.U, O.H.U, I.C.C.U, Obesity, Thalasemic, Blood Bank,
- 3- MPSW Intervention in Seven types of Disabilities.
- 4- MPSW Services for : Chronic, Acute, Terminal ill, Palliative care Patients

## **Unit V – Health welfare**

1. Current Budget Allocation for Health Welfare: Central Govt.
2. Current Budget Allocation for Health Welfare: M.P. Govt.
3. Medical & Psychiatric Social Work Practices in India
4. Medical & Psychiatric Social Work Practices in Western Countries

## **Suggested Readings:**

1. Verma, R. : Psychiatric Social Work in India (Sage Publisher, New Delhi,1991)
2. Baquer, A. : Disability : Challenges Vs Responses (New Delhi 1997)
3. Park, K. : Textbook of Preventive and Social Medicine, 20<sup>th</sup> Edition (M/s Banarsidas Bharot.2000)
4. Lok Sabha Secretarine : National Health Policy(New Delhi)
5. Voluntary Health Association of India : State of india's Health (VHAI, New Delhi,1991)
6. Carson, R.C.Butcher,J.N. and Mineka, S. : Abnormal Psychology and Modern Life(longman, New York,1998)



7. Talbot . J.A. Hales, R.E. : Textbook of Psychiatry. The American Psychiatry Press. (Jaypee Brother , Delhi,1994)
8. Pathak, S. H. : Medical Social Work (Delhi School of Social Work)
9. Banerjee, G. R. : Social Service Department : Its organization and Funtions (TISS, Bombay)
10. French, L.M. : Psychiatric Social Work( The Common Wealth Fund, New York 1940)
11. World health Organization : ICD-10 (AITBS, New Delhi2002)
12. Gelder,M. Gath, D. : Oxford Text book of Psychiatry, Oxford University Press (London,1996)

## Paper 2 (Group:B) Medico-Psycho-Social Work Intervention

### **Unit I – Health Policy and Program**

- 1- Millennium development goals
- 2- The People’s Charter on Health
- 3- Health status of India
- 4- Health vision 2020
- 5- Health Indicators

### **Unit II - Health Administration**

- 1- Health in five year plans, outlay, programs and achievements.
- 2- National Health Policy in India - 2002
- 3- Information, Education & Counseling Services
- 4- HIV/AIDS: Etiology, Epidemiology, Psycho-social impact, MPSW intervention, U.N.'s Agenda on HIV/AIDS and Human Rights of HIV/AIDS patients.

### **Unit III- Disaster Management**

- 1- Global Warming and MPSW Intervention
- 2- Common Health Problems Resulting from Disaster, epidemics.
- 3- National Emergency Preparedness Plan : Disaster Management
- 4- Natural Disaster Case Studies: Flood (Bombay, Behar), Tsunami (Japan, India) Earthquake (Bhuj-Kach).
- 5- Man Made Disaster Case Studies: Nuclear Dis. (Hiroshima- Nagasaki, Chernobyl), Industrial Dis. (Bhopal Gas Tragedy), Terrorism attack (9/11, Bombay).

### **Unit IV - Forensic Medicine**

- 1- The Protection of Human Right Act 1993
- 2- The Medical Termination of Pregnancy Act 1971 and MTP rules and Regulation 2003
- 3- The Pre Conception and the Pre Natal Diagnostic techniques Act 1994
- 4- The Bio Medical Waste(management and handling) Rule 1998
- 5- PWD Act 1995, RCI Act 1992, National Trust Act
- 6- The Transplantation of Human Organ Act 1994

### **Unit V - National & International Health Organization**

- 1- National Organization
  - a- Govt. Org - AIHH & PH, AIIMS, NIMHANS, IIPS, IRCS
  - b- Non Org - VHAI, HKNS, SISS, NSI, Prayas
- 2- International Organization
  - a- Govt. Org. : UN,WHO, UNICEF, WTO, ICO, UNHCR
  - b- Regional Org.: Common Wealth Nations, SAARC, ASEAN, DFID, INDIA, USAID, NORAD, CIDA, DANIDA, JICA
  - c- Non Govt. Org.: UICC, IUAT, NLR, CARE, Help age, Rotary International, Action Aid, AI Green Peace, Oxfam, Save the Children

### **Suggested Readings :**

1. Talboot . J.A. Hales, R.E. : Textbook of Psychiatry. The American Psychiatry Press. (Jaypee Brother , Delhi,1994)
2. Pathak, S. H. : Medical Social Work (Delhi School of Social Work)
3. Banerjee, G. R. : Social Service Department : Its organization and Functions (TISS, Bombay)
4. French, L.M. : Psychiatric Social Work( The Common Wealth Fund, New York 1940)
5. Verma, R. : Psychiatric Social Work in India (Sage Publisher, New Delhi,1991)
6. Baquer, A. : Disability : Challenges Vs Responses (New Delhi 1997)
7. Park, K. : Textbook of Preventive and Social Medicine, 20<sup>th</sup> Edition (M/s Banarsidas Bharot.2000)
8. Lok Sabha Secretarine : National Health Policy(New Delhi)
9. Voluntary Health Association of India : State of india's Health (VHAI, New Delhi,1991)
10. Carson, R.C.Butcher,J.N. and Mineka, S. : Abnormal Psychology and Modern Life(longman, New York,1998)
11. World health Organization : ICD-10 (AITBS, New Delhi2002)
12. Gelder,M. ,1996)

### **(Group:C) Urban and Rural Community Development**

#### **Paper: 1 (Group C) Development Management Part-11**

##### **Unit-1**

Manpower planning, recruitment, selection, placement and induction  
Performance appraisal and potential appraisal

##### **Unit-11**

Training and development  
Career development and career planning  
Compensation and reward  
Organizational development techniques

##### **Unit-111**

Communication theories and practices  
Components of communication  
Factors affecting communication of messages

Communication practices adopted for extension activities

### **Unit-1V**

Project planning and logical framework analysis

Goal setting, formulation of objectives, identification of strategies and activities

Monitoring and evaluation of programs.

### **Unit-V**

SWOT analysis for development organizations

Strategy development and strategy implementation

Organizational effectiveness through capacity building

### **Suggested Readings:**

Drucker P: Managing the Non Profit Organizations (Harper Collins, New delhi-1990)

Brody Ralph: Effectively Managing Human Services Organizations (Sage Publications, New deli-2001)

Filipo EB: Principles of Personnel Management (Mc Graw Hill Book Co.New York-1996)

Luthans Fred: Organizational Behavior (Mc Graw Hill ,New Delhi-1995)

Pareek Udai: Motivating for Organizational Roles (Rawat Publications. Jaipur-1993)

Robin P Stephen: Organizational Behavior (Prentice Hall of India. New Delhi-208)

French, Wendell :Organizational Development (Prentice Hall of India, New Delhi-2000)

Rao, TV: Readings in Human Resource Development (Oxford and IBH, New Delhi-1991)

Singh,Anup and Rajan K Gupta: Designing and Developing Organizations for Tomorrow (Sage Publications, New Delhi-2001)

Ramnarayan,S and Rao, TV: Organizational Development: Sage Publications, New Delhi-1998)

## **Paper: 2(Group: C) Urban Community Development and Municipal Administration**

### **Unit-1**

Urbanization and urban problems in India.

Trends in Urbanization and growth of slums

Urban development policies and programs of Government of India

### **Unit-11**

Urban Community development: its need, origin and approaches

Delhi Pilot project and other UCD projects in India

UBS programs

Urban development schemes and proggmmes in five-year plans.

The role of District Urban Development Agency (DUDA)

Role of Development Authorities and other bodies (Town and country Planning , Housing Boards, Slum clearance Boards, HUDCO and CIDCO) in Urban Development.

### **Unit-111**

Concept and methods of social education.

Agencies implementing social education

Social education components in the programs of National Literacy Mission (NLM)

Social education and community development.

### **Unit-1V**

Philosophy and principles of cooperative movement.

Historical development of cooperative movement in India

Role of cooperative movement as a strategy of working with urban and rural poor.

Problems of cooperative movement in India

### **Unit-V**

Historical development of municipal administration in India

74<sup>th</sup> Amendment and the Municipal administration

Types, Structure and Functions of Municipal Administration.

Recent administrative reforms in Municipal administration.

Problems of municipal administration I India

### **Suggested Readings:**

Mehta R Shiv: Rural Development in India (Sage Publications New Delhi- 1985)

Maheshwari Shivram: Rural Development in India (Sage Publications-New Delhi1985)

Madan GR: India's developing Villages (Print House India-Lucknow-1983)

Rutman Leonard: Undertaking Programme Evaluation(Sage Publications New Delhi-1983)

Clinard Marshal B: Slums and Community Development (The Free Press, New York 1957)

Siddiqui HY : Working with Communities (Hira Publications, New Delhi -1977)

Gangrade KD: Working With Communities at Grass roots Level (Radha Publications-New Delhi 2001)

Green Gray Paul and Anna Haines: Asset Building and Community Development (Sage Publications, New Delhi-2001)

Asha Ramagonda Patil: Community Organization and Development (PHI Learning Private Limited, New Delhi 110001, India -2013)

Surendra Singh (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow,2012)

Thudipara Jacob: Urban Community Development(Rawat Publications, Jaipur 2007)

Sahah Ghanshyam: Social Movements and the State (Sage Publications ,New Delhi-2000)

Pinto Marina: Metropolitan City Government in India (Sage Publications. New Delhi-2000)

Nagpaul Hans: Social Work in Urban India (Rawat Publications, Jaiur-2007)

Anand Ram Nigam:Bharatiya Sahakarita Andholan (Sahitya Niketan Prakshan, Kanpur-1966)

### **Group:D Social Welfare Administration**

### **Paper:1 (Group:D)Social Welfare In India. (Part-11)**

#### **Unit-1**

Legislative measures for the development of backward classes: Untouchability, abolition of bonded

Labour system, and minimum wages for the agriculture Labour

Problems a of small and marginal farmers and landless agriculture laborers

Developmental programmes for the small and marginal farmers

#### **Unit-11**

Problems of women and children in India  
Policies, programmes and services for the welfare of women and children in India  
Family welfare programmes and services.

#### **Unit-111**

Child rights (ILO Convention and SAARC Summit)  
Social defence measures in India, programmes and services  
Correctional administration in India: problems and prospects

#### **Unit-1V**

Problems of the disabled groups and aged in India  
Policies and legal measures for the disabled groups and aged.  
Welfare programmes and services for the disabled group and aged in India.

#### **Unit-V**

Institutional and non-institutional services for the disabled groups and aged: problems and prospects  
Concept of rehabilitation and effectiveness of the present services in rehabilitation  
Concept of integration and its implications.

### **Paper:2 (Group:D)Administration of Social Welfare (Part-11)**

#### **Unit 1**

Project formulation and implementation  
Budgeting and accounting in social welfare agencies  
Resource mobilization

#### **Unit-11**

Organization: meaning and importance  
Nature of organizational behavior.  
Organizational structure in social welfare agency.

#### **Unit-111**

Personnel policies and administration: recruitment, selection, training, promotion etc.  
Supervision and staff development  
Group work strategies in social welfare agencies.

#### **Unit-1V**

Concept and importance of management  
Manpower planning  
Office management procedures

#### **Unit-V**

Reporting and public relations  
Coordination: meaning and importance  
Monitoring and evaluation in social welfare agencies

### **Group: E Women and Child Welfare**

## **Paper:1 (Group:E)Women's Welfare and Development Part-11**

### **Unit-1**

Atrocities against women: dowry deaths, wife battering, murder, female feticide and infanticide and sati  
Theory of violence against women: Theoretical propositions and approach. Psycho-pathological theory, socio-psychological theories, and socio-cultural theories.  
Gender discriminations: causes and remedies

### **Unit-11**

Nature of family organization: changing role and status of partners and factors affecting functions of family  
Approaches to the study of family  
Family life cycle and development tasks

### **Unit-111**

Family life education  
Marital disharmony and counseling  
Changing patterns of marriage and its consequences

### **Unit-1V**

Policies relating to women's welfare and development  
Programmes relating to women's welfare and (education, health, nutrition, housing, employment etc)  
Constitutional provisions and legislative measures for women welfare.

### **Unit-V**

Intervention of national and international voluntary agencies in areas of women's welfare  
Social work intervention for woman's welfare .Strategies and approaches.  
Women's movement for welfare and empowerment.

## **Paper: 2 (Group E) Child Welfare and Development (Part-11)**

### **Unit-1**

International labour organization convention concerning minimum age for admission to employment  
Adoption: legislative measures and services  
Prevention of child marriage: Legislative and other measures

### **Unit-11**

Maternal and child health services: care for the under fives, malnutrition and immunization  
School health services: Aspects of school health services  
Evolution of child welfare programme in pre and post independence

### **Unit-111**

Role of central Social Welfare Board, Indian Council of Child Welfare and Government in the development of welfare services.  
Role of national and International Organizations in promoting child welfare services  
Child welfare services: Institutional and non-institutional.

### **Unit-1V**

Five-year plans and developmental services for children  
Integrated approach to child development: need and philosophy.  
Integrated child development scheme: Philosophy, aims and administration  
ICDS: Programme in Urban and Basic Services

**Unit-V**

ICDS: Programme components  
Child Development Programme in Urban Basic Services  
Child Guidance Services in India.

