MSW (2nd Semester) 2021-22 Onwards

Paper No	Nomenclature of Paper	Maximum Marks	Theory	CCE	Minimum Passing Marks in each paper (Theory/Proj.)	Minimum Aggregate Passing Marks
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				

16/7/21

Paper 1: Fields of Social Work in India

Unit-1 Fields of Social Work

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

Unit-11 Fields of Social Work

1. Welfare of the women, Working with adolescence
2. Welfare of youth
3. Welfare of the aged (Gerontology) School social work
4. Social work in disaster situation
5. Social defence
6. Labour welfare and Personnel Management

Unit-111 Voluntary Action for Social Work in India

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

Unit-1V Sarvodaya Movement in India

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

Unit-V State Action for Social Welfare in India

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

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

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 Behvioural Disorder : ICD -10

Suggested Readings:

- Hurlock, E.B. : Developmental Psychology, A Life Span Approach (Tata McGraw-Hill, New Delhi, 1977)
- Morgan, C.T. : Introduction to Psychology7th Edition (Tata McGraw-Hill, New Delhi, 1993)
- Hall, C.S. and Lindzey, G. : Theories of Personality (Wiley New York,1978)
- Page, J.D. : Abnormal Psychology(Tata McGraw-Hill, New Delhi, 1991)
- Jayaswal, S.R. : Guidance and Counseling : an Elective Approach(Lucknow,1968)
- Maslow,A.H.(1943) A Theory of human motivation. Psychological Review
- Murray H.A.(1938) Exploration in personality. N.Y. Oxford University Press
- Kuppuswamy, B. : Introduction to Social Psychology (Asia Pub. House, Bombay,1961)
- Baron , R. A. and Byme, D. : Social Psychology, 8th Edition (Prentice Hall of India Pvt. Ltd., New Delhi 2000)
- Rao N. S. : Counseling and Guidance (Tata McGraw-Hill, New Delhi, 1991)

Paper 3: Social Case Works

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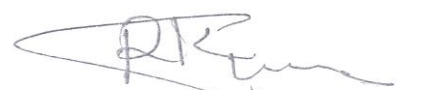
Unit 4: Essentials of Practice
1. Interviewing: Concept and Types
2. Specific skills and basic Rules of Interviewing
3. Specific Interviewing problems
4. Recording in Social Case Work: Concept, Purpose and Types
5. Principles of Recording

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. Role of Social Case Worker in different settings: Enabler, Guide, Resource Mobilizer

Suggested Readings

- Encyclopedia of Social Work in India Vol. 4 (2012) Dr. Surendra Singh(Ed.) , Royal book company, New Delhi
- Rameshwari Devi, Ravi Prakash (2004) Social Work Methods, Practice and Perspective (Models of Casework Practice), Vol.II, Ch.3, Mangal Deep Publication, Jaipur.
- Mathew, Grace (1992) An Introduction to social Case Work, TISS, Mumbai
- Hamilton, G. (2013) Theory and Practice in Social Case work, Rawat Publications
- Upadhyay, R.K. (2014), Social Case Work, Rawat Publications
- Perlman, H.H. (2011), Social Case Work-A Problem Solving Approach, Rawat Publications
- Mary Richmond: Social Diagnosis

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

Unit- I Social Work Research

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

Unit- II Qualitative Research

1. Qualitative Research: Case Study and Content Analysis
2. Scales: Attitude measurement scales, sociometry, Projective techniques.

Unit- III Social Statistics

1. Graphic and diagrammatic presentation
2. Measures of central tendency: mean, median and mode

Unit- IV Social Statistics

1. Measures of dispersion: range, quartile deviation.
2. Measurement of deviation: standard deviation and coefficient of variation

Unit -V Social Statistics

1. Measures of correlation: Karl-Pearson's Correlation and Rank Correlation
2. Test of association: chi-square and test of difference: t-test.
3. 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,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)

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Paper 5: 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 international & 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).
- Brownlie, Ian, ed., Basic Documents on Human Rights (Oxford: Clarendon Press, 1983).
- Diwan, Paras and Peeyushi Diwan, Children and Legal Protection (New Delhi: Deep and Deep, 1994).
- Iyer, V.R. Krishna, Human Rights and Inhuman Wrongs (New Delhi: D.K. Publishers, 1996).
- Jaswal, P.S. and N. Jaswal, Human Rights and the Law (New Delhi: APH Publishing House, 1996).
- Kapoor, S.K., Human Rights under International Law and Indian Law (Allahabad: Central Law Agency, 1999).
- Kothari, Smitu and Harsh Sethi, Rethinking Human Rights (1991).
- Mehta, P.L., and Neena Verma, Human Rights under the Indian Constitution (New Delhi: Deep and Deep Publications, 1995).
- Misra, Shailendra, Police Brutality: An Analysis of Police Behaviour (New Delhi: Vikas, 1986).

MSW (3rd Semester) 2022-23 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		
5	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
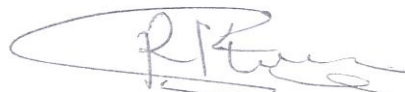
(2) Rural Community Development and Panchayati Raj

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

Paper 1: Social Policy and Social Legislation in India

Unit 1: Concepts

1. Policy
2. Public policy
3. Public Welfare
4. Social Policy
5. Economic Policy
6. Social Welfare Policy
7. Affirmative Actions
8. Protective Discrimination
9. 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

- Hill, M. (2003). Understanding Social Policy. Oxford. Blackwell Publishing
- 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: Claredon 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.

Paper 2: Community Organization

Unit I: Communities in India
1. Concept of Community: its structural and functional aspects
2. Rural Community: nature, structure and problems
3. Urban Community: Nature and problems
4. Tribal Community: tribal culture and problems
5. Community power structure

Unit II: Community Organization
1. Concept and aims of community organization
2. Historical development of community organization
3. Principles of community organization

Unit III: Community Organization Process
1. Steps in community organization process
2. Role and skills of community organizer
3. Models of community organization.

Unit- 1V: Community Organization and Social Action
1. Concept, types, process and models of Social action.
2. Recent trends in social action and social movements.
3. Social Action and social change.
4. Leadership: types and functions
5. Importance of leadership in community organization

Unit -V: Community Development
1. Community development: concept, philosophy and methods
2. Rural community development
3. Urban Community development
4. Social Audit and Community Development

Suggested Readings

- Buughardt, Steve: Organizing for Community Action (Sage Publications-New Delhi - 1980)
- Siddiqui HY: Social Wok and Social Action (Harman publications New Delhi -1984)
- Cox, Fred M : Strategies of Community Organization(Peacock Publications-Illinois 1974)
- Harper land 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 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)

Specialization (Group A) Human Resource Management

Paper: 1(Group A) Labour Welfare

Unit- 1

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

Unit- II

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

Unit- III

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

Unit- IV

1. Social security: Concept and its scope in India
2. Social work in Industry
3. Agencies of labour welfare
4. Role of trade union in labour welfare

Unit- V

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

Suggested Readings

- Saxena RC: Labour Problems and Social Welfare (New Academic Publishers, Jallandhar-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) Management of Human Resource

Unit- 1: HRM
1. Concept and approaches to management
2. Concept and evolution of HRM as a profession
3. HR Dept.: Structure and functions
4. Human resource planning.

Unit- 2: Human Resource Functions
1. Recruitment and selection
2. Placement and Induction
3. Compensation and reward
4. Internal Mobility and attrition.

Unit- 3 HRD
1. HRD: Conceptual framework
2. Systems and sub systems
3. Strategies and Emerging Trends
4. Performance appraisal and review
5. Training and development

Unit - 4 Organizational Behaviour
1. OB : Concept, components and organizational culture and climate.
2. Monotony and ,Fatigue
3. Accidents and Accident proneness

Unit- 5 The Future of HRM
1. Audit and research in HRM
2. Managing change and challenges in HRM
3. Globalization and the future of HRM
4. 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)
- 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)

Specialization (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 Medical Psychiatric Social Work
2. Definition of Medical Social Work and Psychiatric Social Work
3. Historical Development of Psychiatry in West
4. Historical Development of Psychiatry in India

Unit II – Classification and Causes

1. Classification of Mental and Behavioral Disorders: ICD-11
2. Classification of Mental and Behavioral Disorders: DSM - V
3. Etiology: Biological, Psychological and Social Factors in Psychiatric Disorders.

Unit III – Assessment Methods and Tools

1. Psychiatric Examination: Principles of Psychiatric interviewing,
2. Psychiatric Case History Taking
3. Mental Status Examination
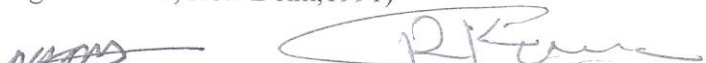4. Social Diagnosis: Concept, Types and Steps.

Unit IV – Symptomatology

1. Alteration of Biological Function
2. Disorder of Consciousness
3. Disorder of Motor Activities
4. Disorder of Perception
5. Disorder of Memory
6. Disorder of Thought

Unit V – Concepts in Counseling

1. Meaning, Philosophy, Definition, & Features of Counseling.
2. Concepts Related to Counseling : Guidance, Advice, Direction and Instruction
3. Types of Counseling: Family, Marital, Educational, Career and Vocational, De-addiction and Industrial Counseling.

Suggested Readings:

- Carson, R.C.Butcher,J.N. and Mineka, S. : Abnormal Psychology and Modern Life(longman, New York,1998)
- Talboot . J.A. Hales, R.E. : Textbook of Psychiatry. The American Psychiatry Press. (Jaypee Brother , Delhi,1994)
- Pathak, S. H. : Medical Social Work (Delhi School of Social Work)
- Banerjee, G. R. : Social Service Department : Its organization and Functions (TISS, Bombay)
- French, L.M. : Psychiatric Social Work(The Common Wealth Fund, New York 1940)
- World health Organization : ICD-10 (AITBS, New Delhi2002)
- Gelder,M. Gath, D. : Oxford Text book of Psychiatry, Oxford University Press (London,1996)
- Verma, R. : Psychiatric Social Work in India (Sage Publisher, New Delhi,1991)

Paper 2 (Group B): Interventions Psychiatric Disorders

Unit I - Mental and Behavioral Disorders - I

1. Organic Mental disorder
2. Psychoactive Substance Use Disorder
3. Schizophrenia, Schizotypal and Delusional disorder
4. Neurotic Stress Related and Somatoform Disorder
5. Disorder of Adult Personality and Behaviour

Unit II- Mental and Behavioral Disorders - II

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

Unit III- Mental & Behavioral Disorders - III

1. Mood (Affective) Disorders
2. Disorders Related to Women
3. Psychiatric Sequel of Physical Disorders
4. Psychiatric Emergencies

Unit IV- Medical & Psychiatric Social Work Settings

1. De-addiction Center: Need, Structure, Programs.
2. Child Guidance Clinic: Need, Structure, Programs.
3. Psychiatric Rehabilitation Center: Need, Structure, Programs.
4. Mental Health Hospitals, Half way Home.

Unit V – Counseling Skill

1. Application of Counseling in Different Setting Like Correctional Institution, Industrial, Family Welfare Center, Child Welfare Center.
2. Function, Qualities and Skills Required for MPSW in Counseling
3. Principles, Techniques, Process and Stages of Counseling

Suggested Readings:

- Carson, R.C.Butcher,J.N. and Mineka, S. : Abnormal Psychology and Modern Life(longman, New York,1998)
- Talboot . J.A. Hales, R.E. : Textbook of Psychiatry. The American Psychiatry Press. (Jaypee Brother , Delhi,1994)
- Pathak, S. H. : Medical Social Work (Delhi School of Social Work)
- Banerjee, G. R. : Social Service Department : Its organization and Functions (TISS, Bombay)
- French, L.M. : Psychiatric Social Work(The Common Wealth Fund, New York 1940)
- World health Organization : ICD-10 (AITBS, New Delhi2002)
- Gelder,M. Gath, D. : Oxford Text book of Psychiatry, Oxford University Press (London,1996)
- Verma, R. : Psychiatric Social Work in India (Sage Publisher, New Delhi,1991)

Specialization (Group C): Urban and Rural Community Development

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

Unit-1 Concept of organization and its types

1. Organizational vision, mission, values
2. The Concept and theoretical framework of organizational behavior
3. Types of organizational structure

Unit–11 Societies Registration Act

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

Unit-111 Organizational culture and factors affecting organizational culture

1. Organizational change, change process, the role and skills of change agent
2. Management styles and leadership Motivation-Importance of motivation and theories of Motivation (Maslow's Theory, Herzburg theory, Achievement motivation theory)

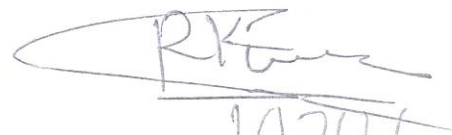### Unit -1V Organizational sustainability

1. Concept, approach and practices of sustainability at organizational level and programme level
2. Factors affecting sustainability
3. Financial sustainability: Need and importance, Models of fund raising, Financial institutions, Basics of micro finance.

Unit-V Defining conflict and crisis

1. Conflict and crisis management
2. Ways of dealing with conflict and crisis in organizations
3. 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 E B: 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

1. Concept, definition, need, principles and methods
2. Rural Community Development
3. Early experiments in rural community development in India

Unit-11 Origin and philosophy of Panchayati Raj administration in India

1. Role of Panchayati raj in Rural Development
2. 73rd Amendment of the Constitution
3. Panchayati Raj system at the District, Block and Village level
4. Functions of Panchayati Raj Institutions, Gram sabha and social audit
5. Problems of Panchayati Raj institutions

Unit-111 Programmes for Rural Development in India

1. Programmes implemented by Government of India and State Governments
2. Training for Rural Development functionaries
3. Impact of Rural Development programmes on Rural beneficiaries
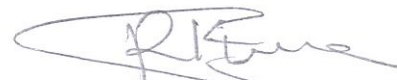
Unit-1V Extension Education

1. Concept of Extension education and its applicability in community development
2. Extensions methods used by GOs and NGOs

Unit-V NGOs and their role in community development

1. Recent trends in voluntary sector regarding rural development
2. Empowerment of the weaker sections
3. 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 G R: 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 H Y : 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 Dlhi 110001, India -2013)
- Yatindra Singh Sisodia (Editor): Functioning of Panchayti Raj System (Rawat Publishers, Jaipur -2005)
- Surendra Singh (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow,2012)

Specialization (Group: D) Social Welfare Administration

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

Unit-1
1. Social Policy: Concept need and content
2. Social welfare policy in India: Problems and prospects
3. Contribution of Professional social work to social welfare in India.

Unit-11
1. Process involved in social policy formulation
2. Strategies for influencing social welfare policy
3. India as a welfare state: Social welfare and five year plans

Unit-111
1. Theories and indices of poverty
2. Poverty in India: Extent, causes and consequences
3. Measures to eradicate poverty and social backwardness in India.

Unit-1V
1. Impediments in social development in India
2. Planning and social justice in India
3. Social policy and social development

Unit-V
1. Problems of scheduled castes, scheduled tribes and backward classes
2. Constitutional provisions and policies for scheduled castes, scheduled tribes and other backward classes
3. 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
1. Basic concepts: Social administration, social welfare administration and public administration
2. History of social welfare in India
3. Social welfare administration in India

Unit-11
1. Principles of social welfare administration
2. Social welfare planning in India
3. Social welfare administration at different levels in India: central, state, district and block
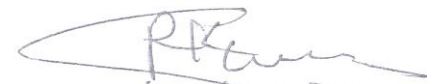
Unit-111
1. Concept and forms of voluntary action
2. Importance of voluntary action in social welfare:
3. Status, financial resources, staffing pattern and problems

Unit-1V
1. Government and voluntary organization: the relative advantages and respective roles
2. Central Social Welfare Board: Policies and programmes
3. Role of international organizations in welfare and development.

Unit-V
1. Registration of a society and trust
2. Programme planning and development, Planning process in a social agency

Specialization (Group E): Women and Child Development

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

Unit-1
1. Factors affecting the status of women
2. Changing situation of women in Indian society: Historical perspective
3. Role of education in the development of women's status

Unit-11
1. Patterns of women's employment and its relation to women's status Social institutions and how they affect the status and role of women.
2. Democratization and women leadership.

Unit-111
1. Women's health status in India
2. Food and nutritional status of women
3. Factors affecting the health status of women

Unit-1V
1. Family planning, development of family planning programme in India
2. Organization and administration of family planning programme in India.
3. Methods of family planning: Physiological, Medicinal, Surgical, Chemical, IUD, Oral pill and abortion

Unit-V
1. Problems of women with reference to religious communities in India. Problems of unmarried mothers, destitute and widows
2. 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
1. Development stages: significant facts about development periods of pre-natal development
2. Characteristics of infancy, factors influencing adjustment to post-natal life
3. Psychosocial development during babyhood and childhood.

Unit-11
1. Developmental tasks during stages of development
2. Characteristics of adolescence: Social change and perspective changes in adolescence
3. Role of social institutions and organizations like family, group, and school in the development of children and preparations for different adult roles.

Unit-111
1. Disabilities of child: physical, mental retardation, visual disability, hearing and speech problems.
2. Child abuse and neglect: child beggars, orphans destitute;
3. Children of prostitutes and child prostitution in India.

Unit-1V
1. Problems of child labour and legal provisions relating to child labour.
2. Family change disintegration and consequences: Juvenile delinquency, street children, school dropouts
3. Strategies of social work intervention dealing with children in critical situations.

Unit-V
1. Rights of the child: Historical evolution and recent trends (world summit and SAARC submit) Constitutional provisions for the protection and development of children.
2. National policy for children, major policy measures

MSW Course (4th Semester) 2022-23 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				
6	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) Rehabilitation and Social Work Intervention
(2) Health Legislation: Policies and Programmes

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
4th Semester

Paper: 1   Social Development

Unit-1

1. Concept of social development and indicators of social development
2. Ideologies and models of social development
3. Problems of Social envelopment in India
4. Social development alternatives and social work

Unit-11

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

Unit-111

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

Unit-1V

1. Development administration: concept and fields
2. Problems and prospects of development administration
3. Poverty and its socio-economic and political consequences
4. Welfare, economic and social development

Unit-V

5. Role of international organizations in promoting social development
6. NGOs and social development
7. Changing strategies and trends in voluntary development organizations
8. Social empowerment.
9. 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

1. Introduction to computer. Characteristics of computer. Introduction to computer hardware.
2. Memory units, Auxiliary storage devices, input devices. Output devices.
3. Introduction to computer software. Introduction to computer interpreter.
4. Programming languages.
5. Machine, Assembly and high-level languages.
6. Types of high-level languages.
7. Impact of computer on society.

Unit-11

1. MS Windows: Introduction to M.S. Windows; Features of Windows; Various versions of Windows & its use; Working with Windows.
2. 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.
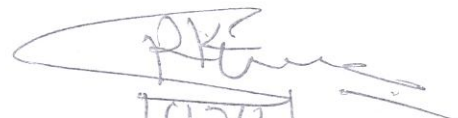
Unit-111

1. 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;
2. Use of Formulas, Calculations & Functions; Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.

Unit-1V

1. MS PowerPoint: Introduction & area of use; Working with MS PowerPoint; Creating a New Presentation; Working with Presentation.
2. 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

1. 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
2. Practical: CASS
3. 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

1. Need of Training and Development in the social welfare sector
2. Conditions for learning
3. Problems in learning
4. Learning characteristics
5. Role and skills required for a trainer

Unit-11

1. Training system: Concept and components
2. Need for systems approach to training

Unit-111

- Identification of training needs
- Determination of training objectives

Unit-1V

1. Designing training sessions and learning sessions.
2. Lesson Plan, Course materials, Visual aids. Room lay out and facilities. Delivery skills.
3. Training techniques and aids
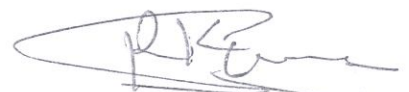
Unit-V

1. Validation and implementation of training.
2. 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)
- Dixcon, Nancy : Evaluation: A Tool for improving HRD Quality (Chand and Chand company, New delhi- 1995)

Socialization (Group A): Human Resource Management

Paper: 1   (Group A) Labour Legislations

Unit- 1 Introduction
1. Need and scope of Labour legislation
2. Labour administration at central and state levels
3. Important of Labour Legislation in SW

Unit- II Wage Laws
1. Payment of Wages Act, 1936
2. Minimum Wages Act, 1948
3. Payment of Bonus Act, 1965

Unit -III Social Security Legislations
1. E.S.I. Act, 1948
2. Workmen's Compensation Act, 1923
3. Maternity Benefit Act, 1961
4. Employees Provident and Misc. Act, 1971
5. Payment of Gratuity Act, 1972

Unit- IV Legislations Regarding Working conditions
1. The Factories Act, 1948
2. The Mines Act, 1952
3. The Plantation Labour Act 1951
4. Shops and Establishment Acts.

Unit- V Legislation Regarding Industrial Relations
1. Industrial Employment (Standing Orders) Act 1964
2. Indian Trade Union Act1926
3. Industrial Disputes Act, 1947
4. Industrial Relation Act, 1961

Suggested Readings

- Saxena RC: Labour Problems and Social Welfare (New Academic Publishers, Jallandhar-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

1. Introduction to Industrial Relations- Concept, Evolution, Principles, Key Actors
2. Nature and Importance of Industrial Relations in Industrial Development of India.
3. 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, Collective Bargaining: Concept, Process, Subject matter, Legal and Psychological aspects of Collective bargaining, its advantages and limitation
2. Workers Participation and Management- Meaning, Objectives, need, Various forms and levels, Critical evaluation of WPM/Participative Management Schemes in India
3. Tripartite Approach in Industrial Relations: ILO, its structure and functions and role in labour movement and industrial development,
4. Methods for resolving Industrial disputes: Conciliation, voluntary arbitration and Adjudication
5. Review of dispute settlement machinery in India.

Unit- 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

Unit- 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 . Need of Grievance Procedure, model grievance procedure.
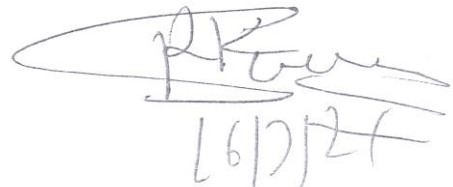
3. Communication and Counseling: Introduction to communication, Principles and Characteristics of effective Communication, Obstacles. Role of IR Manager in promoting and managing healthy IR, Social Work Intervention in Industry.
4. Social Aspects in Industry: Social responsibility of Organization, Evolution, 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.

Unit 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., tangible and intangible benefits of TQM, 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)

Specialization (Group B): Medical and Psychiatric Social Work

Paper 1: (Group B): Rehabilitation and Social Work Intervention

Unit I – Hospital Social Work
1. Scope of Practice of Hospital Social Work
2. Duties and Responsibilities of Hospital Social Worker
3. Function of Hospital Social Worker
4. Skills of Hospital Social Worker
5. Role of Hospital Social Worker

Unit II – Psycho Social Rehabilitation
1. Psycho Social Rehabilitation : Meaning, History
2. Scope and Objectives of Psycho Social Rehabilitation
3. Areas of Psycho Social Rehabilitation
4. Principles of Psycho Social Rehabilitation
5. Role of Social Worker at Rehabilitation Facilities

Unit III - Rehabilitation and De-addiction Programmes
1. Twelve Step Program
2. Alcohol/ Drug Anonymous Group
3. Health Support Group: Formation, Benefits and Risk
4. The Recovery Model : Meaning, Characteristics and Principles
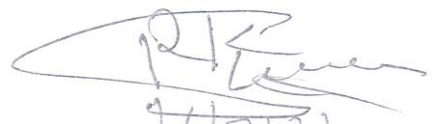
Unit IV – Psychotherapies - I
1. Client Centered Therapy
2. Psychoanalytical Psychotherapy
3. Behaviour Therapy
4. Occupational Therapy

Unit V – Psychotherapies - II
1. Family Therapy
2. Chemotherapy,
3. Electro Convulsive Therapy
4. Psychodrama, Crises Card, Weightage Grid etc.

Require Reading:

- French, L.M. : Psychiatric Social Work(The Common Wealth Fund, New York 1940)
- Pathak, S. H. : Medical Social Work (Delhi School of Social Work)
- Verma, R. : Psychiatric Social Work in India (Sage Publisher, New Delhi,1991)
- Carson, R.C.Butcher,J.N. and Mineka, S. : Abnormal Psychology and Modern Life(longman, New York,1998)
- Talboot . J.A. Hales, R.E. : Textbook of Psychiatry. The American Psychiatry Press. (Jaypee Brother , Delhi,1994)
- Banerjee, G. R. : Social Service Department : Its organization and Funtions (TISS, Bombay)
- World health Organization : ICD-10 (AITBS, New Delhi2002)
- Gelder,M. Gath, D. : Oxford Text book of Psychiatry, Oxford University Press (London,1996)

Paper 2: (Group B): Health Legislation, Policies and Programs

Unit I – Health Policy and Programme
1. United Nation's Sustainable Development Goals
2. The Transplantation of Human Organ and Tissues Act 1994 and Amendment Act 2011
3. The Transplantation of Human Organ (Amendment) Act 2011
4. NOTTO and NOTTR: Introduction, Functions

Unit II – Health Legislation - I
1. The Medical Termination of Pregnancy Act 1971
2. MTP Rules and Regulation 2003
3. The Pre Conception and the Pre Natal Diagnostic techniques Act 1994
4. The Protection of Human Right Act 1993

Unit III – Health Legislation - II
1. The Bio Medical Waste(management and handling) Rule 1998
2. The Rights of Person with Disability Act, 2016
3. Rehabilitation Council of India Act - 1992
4. National Trust Act -1999

Unit IV – Pandemics and Health programmes
1. World History of Pandemics
2. SARS-CoV-2 : Outbreak
3. National Emergency Preparedness Plan : Disaster Management
4. National Health Policy in India - 2017
5. Health Care Schemes, Program and Projects in India

Unit V – Mental Health Legislation and Administration
1. The Mental Healthcare Act - 2017
2. Community Psychiatry : History, Principle, Feature and Programs in Community Mental Health
3. School Health Program: Need & Organization of Health Programs in School.
4. MPSW Department in Hospitals: Need, Structure and Administration.

Require Reading:

* French, L.M. : Psychiatric Social Work(The Common Wealth Fund, New York 1940)
* Pathak, S. H. : Medical Social Work (Delhi School of Social Work)
* Verma, R. : Psychiatric Social Work in India (Sage Publisher, New Delhi,1991)
* Carson, R.C.Butcher,J.N. and Mineka, S. : Abnormal Psychology and Modern Life(longman, New York,1998)
* Talboot . J.A. Hales, R.E. : Textbook of Psychiatry. The American Psychiatry Press. (Jaypee Brother , Delhi,1994)
* Banerjee, G. R. : Social Service Department : Its organization and Funtions (TISS, Bombay)
* World health Organization : ICD-10 (AITBS, New Delhi2002)
* Gelder,M. Gath, D. : Oxford Text book of Psychiatry, Oxford University Press (London,1996)

Specialization (Group C): Urban and Rural Community Development

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

Unit-1 Manpower planning

1. Recruitment
2. Selection
3. Placement and induction
4. Performance appraisal and potential appraisal

Unit-11 Training and development

1. Training and Development
2. Career development and career planning
3. Compensation and reward
4. Organizational development techniques

Unit-111 Communication theories and practices

1. Components of communication
2. Factors affecting communication of messages
3. Communication practices adopted for extension activities

Unit-1V Project planning and logical framework analysis

1. Goal setting, formulation of objectives, identification of strategies and activities
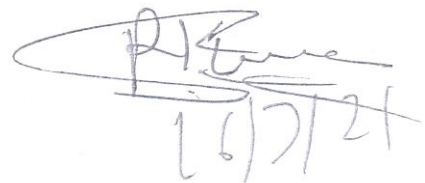2. Monitoring and evaluation of programs

Unit-V SWOT analysis for development organizations

1. Strategy development and strategy implementation
2. 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 Urban Community

1. Definition, Meaning and Characteristics of urban community
2. Nature of Urban Growth in India
3. Urban slums – Growth, Causes and effect on urban life

Unit-2 Factors leading to change and their impact on urban community

1. Urbanization, Industrialization, and Migration.
2. Influence of Liberalization, Privatization & Globalization
3. Problems of urban community – Housing, Health, Pollution, Waste disposal & sanitation, Recreation, Education, Prostitution and Child labour

Unit-III Urban Community Development

1. Need, origin and approaches
2. Urban development policies and programs of Government of India
3. Role of District Urban Development Agencies
4. Role of Development Authorities and other bodies (Town and country Planning, Housing Boards, Slum clearance Boards) in Urban Development.

Unit-IV Municipal Administration

1. History of Urban Local Self Government in India
2. Types of Urban Local Self Government in India – Municipal Corporation, Municipal Council/Nagar Palika
3. System of election to Urban Local Self Government
4. Ward Committees and citizen participation
5. Functions and Types of Urban Local Bodies

Unit-V 74th Amendment of Constitution and its implications

1. 74th Constitutional Amendment: Review of content and implementation
2. Contemporary issues and Potentials of Local Self Government
3. Urban Development Programs and Role of Local Self Government
4. Problems of Municipal Administration in India

Suggested Readings:

- 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 Dlhi 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)

Specialization (Group D): Social Welfare Administration

Paper: 1 (Group D): Social Welfare in India. (Part-11)

Unit-1
1. Legislative measures for the development of backward classes: Untouchability, abolition of bonded Labour system, and minimum wages for the agriculture Labour
2. Problems a of small and marginal farmers and landless agriculture laborers, Developmental programmes for the small and marginal farmers

Unit-11
1. Problems of women and children in India
2. Policies, programmes and services for the welfare of women and children in India
3. Family welfare programmes and services.

Unit-111
1. Child rights (ILO Convention and SAARC Summit)
2. Social defence measures in India, programmes and services
3. Correctional administration in India: problems and prospects

Unit-1V
1. Problems of the disabled groups and aged in India
2. Policies and legal measures for the disabled groups and aged.
3. Welfare programmes and services for the disabled group and aged in India.

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

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

Unit 1
1. Project formulation an implementation
2. Budgeting and accounting in social welfare agencies; Resource mobilization

Unit-11
1. Organization: meaning and importance
2. Nature of organizational behavior.
3. Organizational structure in social welfare agency.
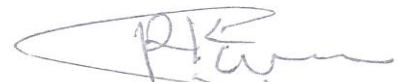
Unit-111
1. Personnel policies and administration: recruitment, selection, training, promotion etc. Supervision and staff development
2. Group work strategies in social welfare agencies.

Unit-1V
1. Concept and importance of management; Manpower planning
2. Office management procedures

Unit-V
1. Reporting and public relations
2. Coordination: meaning and importance; Monitoring and evaluation in social welfare agencies

Specialization (Group E): Women and Child Welfare
Paper:1 (Group E):Women's Welfare and Development Part-11
Unit-1
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.
2. Gender discriminations: causes and remedies

Unit-11
1. Nature of family organization: changing role and status of partners and factors affecting functions of family; Approaches to the study of family
2. Family life cycle and development tasks

Unit-111
1. Family life education; Marital disharmony and counseling
2. Changing patterns of marriage and its consequences

Unit-1V
1. Policies relating to women's welfare and development
2. Programmes relating to women's welfare and (education, health, nutrition, housing, employment etc) Constitutional provisions and legislative measures for women welfare.

Unit-V
1. Intervention of national and international voluntary agencies in areas of women's welfare
2. 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
1. International labour organization convention concerning minimum age for admission to employment
2. Adoption: legislative measures and services
3. Prevention of child marriage: Legislative and other measures

Unit-11
1. Maternal and child health services: care for the under fives, malnutrition and immunization
2. School heath services: Aspects of school health services
3. Evolution of child welfare programme in pre and post independence

Unit-111
1. Role of central Social Welfare Board, Indian Council of Child Welfare and Government in the development of welfare services.
2. Role of national and International Organizations in promoting child welfare services; Child welfare services: Institutional and non-institutional.

Unit-1V
1. Five-year plans and developmental services for children
2. Integrated approach to child development: need and philosophy.
3. Integrated child development scheme: Philosophy, aims and administration
4. ICDS: Programme in Urban and Basic Services

Unit-V
1. ICDS:Programme components; Child Development Programme in Urban Basic Services
2. Child Guidance Services in India.