

# **Rashtrasant Tukadoji Maharaj Nagpur University**



## **MASTER OF SOCIAL WORK (MSW) PROGRAMME (Choice Based Credit System)**

**(w.e.f. from the Academic Session 2017-2018)**

# **Rashtrasant Tukdoji Maharaj Nagpur University**



## **SCHEME OF EXAMINATION FOR MASTER OF SOCIAL WORK**

2017-2018

Onwards

# **MASTER OF SOCIAL WORK (MSW )**

## **CHOICE BASED CREDIT SYSTEM (CBCS) SEMESTER PATTERN 2017-18**

### **RULES & REGULATIONS**

R.T.M. Nagpur University regulations governing Post Graduate Programmes under Semester, Credit & Grade system. This System is offered to Social Work students appearing for post graduate programmes offered by the R.T.M. Nagpur University from the Academic Year 2017-2018.

### **Introduction:**

The Master of Social Work (MSW) Programme shall be of two years duration. The programme shall be spread over four semesters. The degree of Master of Social Work is equivalent to a professional Post-Graduate degree in Social Work. The MSW programme is aimed to equip students to work as agents of change from grassroots up to policy levels. It is a recognized qualification for professional positions in governmental, industrial and voluntary sector organizations. This degree equips a student with knowledge, skills and aptitude required to work as Human Resource personnel, Social Welfare Officers, Probation Officers, professionals in the Social Development sector, Rural and Tribal Welfare and Development, Rural and Urban Community Development, organizations for women's development and empowerment, Counsellors in Family Courts, Correctional Institutions, Youth Development agencies, Geriatric Centres, Medical and Psychiatric Social Workers in Hospitals, officials in Social Defense, Social Work Research, functionaries under the Juvenile Justice System, child rights organizations, ICDS Supervisors, CDPO's and similar other positions. Post-Graduate degree holders in Social Work are qualified to hold responsible positions in International Organizations like UNO, UNICEF, ILO, and WHO and as Social Work Educators in Universities and Colleges of Social Work.

### **Medium of Instruction:**

The medium of Instruction shall be English. However, the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur permits students to write examinations in either English or Marathi or Hindi.

## **Course Structure:**

The following shall be the structure of theory classes, field work practicum and dissertation in the semester pattern for the Master of Social Work (MSW) course, to be introduced from the academic session 2017-2018. Student who were admitted in I st semester in 2016-17 ,will be also covered in this direction. For them , scheme for III and IV Semester will be effective from 2017-18. Those failed in I and II Semester can appeared in said exams till 2017-18.

These Regulations shall come into effect from the Academic Year 2017-2018.

### **1. Papers :-**

There are SIX compulsory papers in each semester. Each semester includes Five theory papers and a separate paper for Social Work Practicum||. Each Semester includes Five theory paper of 100 marks each and one paper for Social Work Practicum of 100 marks. In all, SIX papers are compulsory in each semester and student will earn total 600 marks in each semesters and in only Fourth semester they have an extra paper which is Research Dissertation.

In MSW Semester I and II Students are offered with only compulsory subjects. In semester III first paper will be Core papers . Second, Third & Fourth paper consists of three specialization papers. The Fifth paper is foundation course-I or Open Elective, which is choice of student, it will be paper from other subjects of student's choice, which is offered by other departments Listed in Ordinance No.13 of 2017. In the same lieu, in IV Semester Students are offered with a choice to study One Papers from other than Social Work, the papers of open electives will be Fourth theory Paper in III and Fourth Semester. Students of MSW III are also offered with Elective course from Social Work subject too. They can choose the subject of Social Work as a choice from the electives offered to Social Work students if they do not opt for choice of open elective from other subjects.

In semester Fourth, one paper is Core papers . Second, Third & Fourth paper consists of three specialization papers. The Fifth paper is foundation course-II or Open Elective II which is choice of student, it will be paper from other subjects of student's choice, which is offered by other departments Listed in Ordinance No.13 of 2017. In the same pattern two Foundation Course/ Elective course of Social Work will be offered to the students of Social Work (MSW)subjects , who will not opt other subject as open elective in III and IV Semester

The students have to continue with the same electives in III and IV semester, either open elective/ Foundation from other subjects or elective from social work.

### **Foundation Course:**

Student can choose this paper from any other subject in any other Faculty other than his main subject for post graduation of their choice. For Example an M.A. Sociology student can take a foundation course paper from Political Science or Economics or History or Marathi or Commerce of M.Sc. Math or any other subject as per available in the Subject list of the Foundation Course in the Direction of Faculty and which will be available at Nearest of other College/Department from his/her College /Department. They should earn the credits from the respective College/departments.

**Subject wise List of M.A. CBCS Foundation Course is available as appendix A with Direction No.13 of 2017 is as follows**

7

### **Appendix-A**

#### **List of Foundation Subjects for Post Graduate Courses.**

<b>Sr.No.</b>	<b>Subject</b>	<b>Board</b>	<b>4<sup>th</sup> Papers of Semester- 3</b>	<b>4<sup>th</sup> Papers of Semester-4</b>
1	Mathematics	Mathematics	Mathematics-I	Mathematics-II
2	Physics	Physics	Physics-I	Physics-II
3	Chemistry	Chemistry	Chemistry-I	Chemistry-II
4	Bio-Technology (Ad-hoc)	Bio-Technology	Bio-Technology-I	Bio-Technology-II
5	Computer Science	Computer Science & Engineering	Computer Science-I	Computer Science-II
6	Environmental Science	Environmental Science	Environmental Science-I	Environmental Science-II
7	Botany	Botany	Botany-I	Botany-II
8	Zoology	Zoology	Zoology-I	Zoology-II
9	Statistic	Statistics	Statistics-I	Statistics-II
10	Business Management	Business Management	Business Management -I	Business Management -II
11	Accountancy	Account & Statistics	Account & Statistics-I	Account & Statistics-II
12	Managerial Skill	Commerce	Managerial Skills-I	Managerial Skills-II
13	Education Technology & Management Skills	Education and Commerce	Education Technology & Management Skills-I	Education Technology & Management Skills-II
14	Communication Skill	English	Communication Skills-I	Communication Skills-II

15	Sanskrit	Sanskrit	Sanskrit-I	Sanskrit-II
16	German	Other Foreign Languages	German-I	German-II
17	French	Other Foreign Languages	French-I	French-II
18	Law	Law	Law-I	Law-II
19	Pharmaceutical Sciences	Pharmaceutical Sciences	Pharmaceutical Sciences-I	Pharmaceutical Sciences-II
20	Life skills	Education	Life Skills-I	Life Skills-II
21	Economics	Economics	Economics-I	Economics-II
22	Political Science	Political Science	Political Science-I	Political Science-II
23	Sociology	Sociology	Sociology-I	Sociology-II
24	Psychology	Psychology	Psychology-I	Psychology-II
25	Philosophy	Philosophy	Philosophy-I	Philosophy-II
26	History	History	History-I	History-II
27	Public Administration	Public Administration	Public Admn -I	Public Admn -II
28	Buddhist Studies	Buddhist Studies	Buddhist Studies-I	Buddhist Studies-II
29	Gandhian Thoughts	Gandhian Thoughts	Gandhian Thoughts-I	Gandhian Thoughts-II
30	Dr. Ambedkar Thoughts	Dr. Ambedkar Thoughts	Dr. Ambedkar Thoughts-I	Dr. Ambedkar Thoughts-II

8

31	Rashtrasant Tukdoji Maharaj Thoughts	Rashtrasant Tukdoji Maharaj Thoughts	Rashtrasant Tukdoji Maharaj Thoughts-I	Rashtrasant Tukdoji Maharaj Thoughts-II
32	Travel & Tourism	Travel & Tourism	Travel & Tourism-I	Travel & Tourism-II
33	Personality Development	Human Development	Personality Development-I	Personality Development-II
34	Cosmetic Technology	Cosmetic Technology	Cosmetic Technology-I	Cosmetic Technology-II
35	Hospitality Management	Hotel Management & Catering Technology	Hospitality Management -I	Hospitality Management-II
36	Chemical Engineering	Chemical Engineering	Chemical Engineering-I	Chemical Engineering-II
37	Chemical Technology	Chemical Technology	Chemical Technology-I	Chemical Technology-II
38	Civil Engineering	Civil Engineering	Civil Engineering-I	Civil Engineering-II
39	Electrical Engineering	Electrical Engineering	Electrical Engineering-I	Electrical Engineering-II
40	Mechanical Engineering	Mechanical Engineering	Mechanical Engineering-I	Mechanical Engineering-II
41	Electronics Engineering	Electronics Engineering	Electronics Engineering-I	Electronics Engineering-II
42	Pali Prakrit	Pali Prakrit	Pali Prakrit-I	Pali Prakrit-II

# Master of Social Work (MSW) Programme

## Programme Structure

SCHEME MSW						
		Semester I	Semester II	Semester III	Semester IV	Credit
1	No. of Theory	05	05	05	05	-
2	Theory Credits	20	20	20	20	80
3	Social work Practicum	01	01	01	01	-
4	SWP Credits	04	04	04	04	16
5	Dissertation	Nil	Nil	1	Nil	-
6	Credits	Nil	Nil	Nil	04	04
	Total Credits					100

# Master of Social Work (MSW) Programme

## Programme Structure

Syllabus Structure for M.S.W. (C.B.C.S.) w.e.f. 2017-18

### M.S.W. SEMESTER-I

S. N.	Code	Subject	Total marks	Internal Marks	Theory Examination	Minimum Passing marks
I	1T1	<b>Core domain</b> – Perspectives of Social Work Practice in India.	100	20	80	40
II	1T2	Method Course I: Case Work ( Working with Individuals & families)	100	20	80	40
III	1T3	Method Course II: Group Work ( Working with Groups)	100	20	80	40
IV	1T4	<b>Supportive domain</b> Introduction to Psychology for social work	100	20	80	40
V	1T5	<b>Inter disciplinary Domain</b> – Introduction to Sociology for social work	100	20	80	40
V	1P	<b>Social work Practicum</b>	100	100	-----	40

Note: The students will have to pass independently in theory and practical exams. The criteria for passing examination will be 40% passing marks in respective subject, including Marks for internal assessment and theory examination (combined passing). For promotion to next semester, passing in **Social Work Practicum** is mandatory.

Internal assessment will be based on one assignment/seminar (One from each paper/subjects). Student must appear for the internal assessment in the paper/subject



## M.S.W. SEMESTER-II

S. N.	Code	Subject/Paper	Total Marks	Internal Marks	Theory Examination	Minimum Passing marks
I	2T1	Social Legislations and Advocacy	100	20	80	40
II	2T2	<b>Core Domain:</b> Professional Development for Social work	100	20	80	40
III	2T3	Corporate Social Responsibility	100	20	80	40
IV	2T4	Method Course III: Community Organization and Social Action	100	20	80	40
	2T5	Method Course IV: Social Work Research	100	20	80	40
V	2P	<b>Social work Practicum</b>	100	100	--	40

NOTE: The students will have to pass independently in theory and practical exams. The criteria for passing examination will be 40% passing marks in respective subject, including Marks for internal assessment and theory examination (combined passing). For promotion to next semester, passing in **Social Work Practicum** is mandatory.

**Internal assessment will be based on one assignment/seminar (One from each paper/subjects). Student must appear for the internal assessment in the paper/subject.**

## M.S.W. SEMESTER- III

Paper	Code	Subject/Paper	Total Marks	Internal marks	Theory Examination	Minimum Passing marks
I	3T1	Social Policy , Planning and Development	100	20	80	40
II	3T2	Specialization paper -I	100	20	80	40
III	3T3	Specialization paper -II	100	20	80	40
IV	3T4	Specialization paper - III	100	20	80	40
V	3T5	<p><b>Foundation Course opted from given list of 42 subjects</b></p> <p style="text-align: center;"><b><u>OR</u></b></p> <p><b>Elective Course I-</b> (Any One from Two) Statistics &amp; Computer Basics in Social Work Research</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Applications of Social Work Skills</p>	100	20	80	40
VI	3P2	Social Work Practicum	100	100	--	40

Note:

The students will have to pass independently in theory and practical exams. The criteria for passing examination will be 40% passing marks in respective subject, including Marks for internal assessment and theory examination (combined passing). For promotion to next semester, passing in **Social Work Practicum** is mandatory.

**Internal assessment will be based on one assignment/seminar (One from each paper/subjects). Student must appear for the internal assessment in the paper/subject.**

## M.S.W. SEMESTER-IV

Paper	Code	Subject/Paper	Total Marks	Internal Marks	Theory Exam.	Minimum Passing marks	External	
							Max. Marks	Min. Passing marks
I	3T1	NGO Management and Media	100	20	80	40	---	--
II	4T2	Specialization paper IV	100	20	80	40	--	--
III	4T3	Specialization paper V	100	20	80	40	---	---
IV	4T4	Specialization paper VI	100	20	80	40	---	---
V	4T5	<b>Foundation Paper -II (Choice/Open Elective)</b> <b>From Other Subjects</b> <b>OR Elective course -II (Any One from Two)</b> Disaster Management <b>OR</b> Livelihood Promotion	100	20	80	40	--	--
VI	4P1	Research Dissertation:	100	75	---	30	25	10
VII	4P2	Social Work Practicum	100	75	--	30	25	10
		<b>Total</b>	<b>700</b>					

Note: The students will have to pass independently in theory and practical exams. The criteria for passing examination will be 40% passing marks in respective subject, including Marks for internal assessment and theory examination (combined passing).

Internal assessment will be based on one assignment/seminar (One from each paper/subjects). Student must appear for the internal assessment in the paper/subject.

The student will have to pass internal and external viva-voce examination of Social Work practicum independently. For passing the semester, passing in Social Work Practicum is mandatory. The student will have to pass internal and external viva-voce examination of Research Dissertation independently.

# **Guidelines for Students, Supervisors and Examiners**

In each semester the student will have to deliver a seminar on any topic relevant to the syllabus / subject encompassing the recent trends and development in that field / subject. The topic of the seminar will be decided at the beginning of each semester in consultation with the supervising teachers. The student has to deliver the seminar which will be followed by discussion. The seminar will be open to all the teachers of the department, invitees, and students.

The students should submit the assignment properly bound in two copies to the head of the department.

The said shall be evaluated by the concerned supervisor / head of the department.

The marks of the Internal Assessment shall be forwarded to the university within due period through head of the Department. The record of the seminar and assignment should be preserved till the declaration of final result.

1. The internal assessment marks shall be awarded by the concerned teacher.
2. The internal assessment shall be completed by the College / University at least 15 days prior to the final examination of each semester. The Marks shall be sent to the University immediately after the Assessment in the prescribed format.

## **General guidelines for Internal Assessment are:**

- a) The internal assessment marks assigned to each theory paper as mentioned in awarded on the basis of assignments like class test, attendance, home assignment , group discussions or any other innovative practice / activity.
- b) There shall be one assignment (as described above) per Theory paper.
- c) There shall be no separate / extra allotment of work load to the teacher concerned. He/ She shall conduct the internal assessment activity during the regular teaching days / periods as a part of regular teaching activity.
- d) The concerned teacher / department / college shall have to keep the record of all the above activities until six months after the declaration of the results of that semester.

- e) At the beginning of each semester, every teacher / department / college shall inform his / her students unambiguously the method he / she propose to adopt and the scheme of marking for internal assessment.
- f) Teacher shall announce the schedule of activity for internal assessment in advance in consultation with HOD / Principal.
- g) Final submission of internal marks to the University shall be before the commencement of the University Theory / Practical examinations whichever is later.

### **Marking Scheme**

#### **Subject:**

S. N.	Roll No.	Name of Student	Attendance	Submi-ssion	Presentati-on	Viva-voce/ Interaction	Total Marks
1		xyz	05	05	05	05	20

**Signature of Subject teacher**

### **Credits**

One credit course of theory will be of four (04) credits. One course of theory will be of four clock hours per week for 100 marks, running for 15 weeks.

One credit course of practical will consist four credits of in each semester and practical will consist of Twelve hours of laboratory exercise per week for 100 marks in each semester. For each 25 marks there will be one credit.

### **General Rules and Regulations regarding pattern of question paper and choice based credit system:**

#### **PATTERN OF QUESTION PAPER**

1. There will be four units in each paper.
2. Maximum marks of each theory paper will be 80.
3. Question paper will consist of five questions, each of 16 marks.

4. Four questions will be on four units with internal choice (One question on each unit).
5. Fifth question will be compulsory with 4 short answer questions, one from each of the four units having equal weightage and there will be no internal choice.

## **PATTERN FOR QUESTION PAPERS FOR THEORY EXAMINATION**

### **Master of Social Work (MSW)**

Time : Three Hours

Max. Marks: 80

- N.B.:- 1) All questions are compulsory.
- 2) All questions carry equal marks.

- Question 1-** One Long answer question from unit 1 with internal choice for 16 Marks
- Question 2-** One Long answer question from unit 2 with internal choice for 16 Marks
- Question 3-** One Long answer question from unit 3 with internal choice for 16 Marks
- Question 4-** One Long answer question from unit 4 with internal choice for 16 Marks
- Question 5-** Four Short answer questions, 1 from each unit (from unit 1 to 4) without choice for 4x4=16 Marks

# **Rashtrasant Tukadoji Maharaj**

# **Nagpur University**

## **MASTER OF SOCIAL WORK (MSW)**

**(Choice Based Credit System)**

**(Introduced from Academic session 2017-2018)**

### **Programme Structure & Course Details**

#### **COURSE DETAILS**

## **1. Core Subjects (MSW I)**

1.1 During the first year of the two-year Master of Social Work course, it shall be mandatory for all students to study ten theory papers (Core Subjects). Each core subject theory paper shall be of 4 Credits. Five core subject theory papers shall be taught during the 1<sup>st</sup> Semester and the remaining five papers shall be taught during the 2<sup>nd</sup> Semester.

1.2 In theory of core subjects, 5.50 grade points, which is equivalent to 'E' grade, shall be required for passing in each Semester. Similarly, in Social Work Practicum, 5 grade points, which is equivalent to 'E' grade, shall be required for passing. A minimum Cumulative Grade Point Average (CGPA) of 5 in each Semester shall be required for passing each Semester.

## **2. Specialization Groups (MSW II)**

2.1 There shall be six specialization groups. Each specialization group shall have six specialization-specific theory papers. Each specialization-specific theory paper shall be of 04 Credits. Three specialization-specific theory papers shall be in the 3<sup>rd</sup> Semester while the remaining three shall be in the 4<sup>th</sup> Semester. Students should opt for any one specialization group of their choice during the second year (3<sup>rd</sup> Semester) of the two-year Master of Social Work course. There shall be no option for changing the specialization group which is opted during the 3<sup>rd</sup> Semester. Students are required to continue with the same specialization group during the 4<sup>th</sup> Semester.

2.2 In theory paper of each specialization subject, 5 grade points, which is equivalent to 'E' grade, shall be required for passing in each Semester. Similarly, in Social Work Practicum, 5 grade points, which is equivalent to 'E' grade, shall be required for passing. A minimum Cumulative Grade Point Average (CGPA) of 5 for each Semester shall be required for passing each Semester.

2.3 Six specialization-specific theory papers of each Specialization Group shall be as follows:



## **Specialization Group A : Family & Child Studies**

### **III Semester**

Group 14: Specialization Paper I : Family as an Institution & Working with Families

Group 15: Specialization Paper II : Socialization of the Child and Child Welfare

Group 16: Specialization Paper III : Family Life Education and Population Studies.

### **IV Semester**

Group 20: Specialization Paper IV : Situation of Women in India

Group 21: Specialization Paper V : Development and Management of Organizations  
in the Field of Family & Child Welfare

Group 22: Specialization Paper VI : Youth and Elderly in the Family

## **Specialization Group B : Medical & Psychiatric Social Work**

### **III Semester**

Group 14 : Specialization Paper I : Health Care Social Work Practice

Group 15 : Specialization Paper II : Medical Information for Social Workers

Group 16 : Specialization Paper III : Medical Social Work

### **IV Semester**

Group 20 : Specialization Paper IV : Psychiatric Information for Social Workers

Group 21 : Specialization Paper V : Counselling in Medical and Psychiatric Settings

Group 22: Specialization Paper VI : Mental Health Policy & Health Care Social Work

## **Specialization Group C : Urban, Rural & Tribal Community Development**

### **III Semester**

Group 14 : Specialization Paper I : Perspectives on Urban Community Development

Group 15 : Specialization Paper II : Perspectives on Rural Community Development

Group 16 : Specialization Paper III : Tribal Social Systems

### **IV Semester**

Group 20 : Specialization Paper IV : Strategies and Trends in Urban Community  
Development

Group 21 : Specialization Paper V : Programme, Institutions and Rural Governance

Group 22 : Specialization Paper VI : Tribal Development & Governance

## **Specialization Group D : Criminology and Correctional Administration**

### **III Semester**

Group 14 : Specialization Paper I : Current Trends & Perspectives in Criminology

Group 15 : Specialization Paper II : Correctional Social Work

Group 16 : Specialization Paper III : Juvenile Justice System

### **IV Semester**

Group 20 : Specialization Paper IV : Penology, Criminal Law & Victimology

Group 21 : Specialization Paper V : Judiciary & Criminal Justice Procedures

Group 22 : Specialization Paper VI : Human Rights & Advocacy

## **Specialization Group E : Human Resource Management**

### **III Semester**

Group 14 : Specialization Paper I : Organizational Behaviour and Social Aspects in  
Industry

Group 15 : Specialization Paper II : Human Resource Development

Group 16 : Specialization Paper III : Labour Economics and Indian Labour Problems

### **IV Semester**

Group 20 : Specialization Paper IV : Labour Legislation

Group 21 : Specialization Paper V : Human Resource Management

Group 22 : Specialization Paper VI : Trade Unionism & Industrial Relations

## **Specialization Group F : Youth and Development**

### **III Semester**

Group 14 : Specialization Paper I : Youth in Indian Society

Group 15 : Specialization Paper II : Social Work Intervention for Youth  
Development

Group 16 : Specialization Paper III : Girl Youth in India

### **IV Semester**

Group 20 : Specialization Paper IV : Student Youth: Policies, Training and  
Development

Group 21 : Specialization Paper V : Youth Development

Group 22 : Specialization Paper VI : Youth Development: Issues and Challenges

## **3. Social Work Practicum**

3.1 In addition to the theory papers, there shall be Social Work Practicum during each of the four semesters. The contents of Social Work Practicum shall vary from semester to semester, as indicated in the Programme Structure. Concurrent Field Work Practicum shall be conducted at a social work agency/ organization recognized for such purposes by the training Institution. Concurrent Field Work Practicum shall be conducted during two days a week, for 04 credits (12 clock hours) in a week, **18 days** during each semester. Each student shall be supervised in their Concurrent Field Work Practicum by a social worker from the agency and an approved social work teacher from the affiliated Institute/ College.

3.2 The respective affiliated Institutes/ Colleges can develop the field work modules according to available field work opportunities in their region.

3.3 During the 3<sup>rd</sup> and 4<sup>th</sup> Semesters Concurrent Field Work Practicum shall be performed in an agency which is relevant to the Specialization Group opted by the student. A total of 16 Credits shall be allocated to Social Work Practicum during the two-year Master of Social Work course.

3.4 A weekly individual conference of at least 25 minutes per student, related to field work of each student, shall be conducted by the field work supervisor. In addition, the supervisor may also conduct group conference, of students placed under his/her supervision. The student shall be required to maintain a record of such individual and group conferences. Concurrent Field Work shall be evaluated internally by the assigned Field Work Supervisor, during each semester.

3.5 A minimum of 5 grade points, which is equivalent to 'E' grade, shall be required for passing Social Work Practicum. Independent passing in Social Work Practicum is mandatory for passing each Semester. Those who fail in Social Work Practicum shall be required to repeat and pass Social Work Practicum of that particular Semester, before being promoted to the next Semester.

3.6 It shall be mandatory for each student to appear for an External Viva Voce in Social Work Practicum during the 4<sup>th</sup> Semester. Such external viva voce shall be conducted by an external examiner who is appointed by the University. A student who fails to appear for the external viva voce shall not be eligible to pass the 4<sup>th</sup> Semester.

## **4. Research Dissertation Based on Specialization**

4.1 In addition to theory papers and Social Work Practicum, each student shall be required to undertake an independent research work and prepare a dissertation based on primary data, during the 3<sup>rd</sup> Semester. The topic of such research dissertation shall be relevant to the specialization group opted by the student. The topic of such research dissertation shall be finalized only after the University approves the same.

4.2 Each student shall be supervised in their research dissertation by an approved faculty member of Social Science from the affiliated Institute/ College. No faculty member shall be permitted to supervise more than 8 (Eight) MSW students, in their research dissertation, in an academic year. Periodic individual conference, related to research dissertation of each student, shall be conducted by the field work supervisor. The supervisor may also conduct group conference, of students placed under his/her supervision.

4.3 Each student shall be required to take part in Class Room Presentations in the context of research dissertation. Assignments regarding such presentations shall be related to the research methodology and tools of research being developed by the

student. The student who fails to take part in such class room presentations shall forfeit the marks earmarked for such activity.

4.4 Such dissertation shall be based on quantitative research methods. However, a mixed -method approach, making use of both quantitative and qualitative data may also be permissible. For quantitative research, student should take representative sample. Not less than 180 hours shall be spent by the student for such research dissertation. A total of 04 Credits shall be allocated to Research Dissertation during the 4<sup>th</sup> Semester of the two-year Master of Social Work course.

4.5 A minimum of 5 grade points, which is equivalent to 'E' grade, shall be required for passing Research Dissertation. Independent passing in Research Dissertation is mandatory for passing the 4<sup>th</sup> Semester. Those who fail in Research Dissertation shall be required to repeat and pass Research Dissertation, to being passed in the 4<sup>th</sup> Semester.

4.6 It shall be mandatory for each student to appear for an External Viva Voce in Research Dissertation during the 4<sup>th</sup> Semester. Such external viva voce shall be conducted by an external examiner who is appointed by the University. A student who fails to appear for the external viva voce shall not be eligible to pass the 4<sup>th</sup> Semester.

## **5. Optional Block Placement (Internship)**

5.1 MSW Students are encouraged to undertake Optional Block Placement (Internship) of one month duration. Internship is one of the components of social work practicum, wherein after the completion of the required field work, an opportunity is provided to the learner to strengthen his/her skill and knowledge base in his/her area of interest. It is also designed to give an experience of a job situation of short duration (one month) to students in a range of organizations.

5.2 The student shall be placed in an agency of their choice, which could be a non-government organization, government organization, social movement, or advocacy group depending upon the students' choice as far as possible, after they complete the 4<sup>th</sup> Semester. There shall be no credits awarded for such Optional Block Placement (Internship). However, it shall be obligatory on the part of the college, where the student

is pursuing his/her studies, to issue a certificate to those students who successfully complete such Optional Block Placement (Internship) to that effect, provided the student produces such internship completion certificate which is issued by the agency.

## **SOCIAL WORK PRACTICUM MANUAL**

## **INTRODUCTION TO SOCIAL WORK PRACTICUM**

Social Work Practicum (SWP) is an unavoidable and integral component of social work education. The SWP is intended to provide such learning opportunities to students with a view to endow them with a variety of prospects to enhance their professional skills. Components of SWP are aimed at enhancing the students' learning through observation, analysis of social realities and hands on experience of participation in designing and implementing various methods of social work intervention.

The SWP is structured to help the students to become familiar with the agencies in the realm of social work, gain insights into various strategies of intervention, acquire new skills, practice those already acquired, and hone the skills progressively from simple to more complex. The learner is increasingly encouraged to become an independent professional.

### **1. Objectives of Social Work Practicum (SWP):**

- 1.1.
  - a. Develop the ability to observe and analyze social realities.
  - b. Understand the Characteristics of social systems and their dynamics.
  - c. Appreciate society's response to people's needs, problems, and social issues.
  - d. Develop critical understanding of the application of legislation, legal process, and social policy.
- 1.2.
  - a. Develop the ability to examine the process of programme management and participate in the effort at various levels.
  - b. Develop the ability to recognize the need for newer programs, initiate and participate in them.
  - c. Use human rights tools, understanding of gender justice, and social equity in all interventions.
  - d. Develop an understanding of organizational structures, resource management, and day-to-day administration for human service programmes - developmental and welfare.
  - e. Develop capacities to integrate knowledge

and practice-theory by participating in intervention.

- 1.3. a. Clarify and imbibe values which sustain positive attitudes and professional ethics.
- b. Develop the capacity for self-direction, growth, and change through self-awareness.
- c. Enhance writing skills to document practice appropriately. Recordings to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth. To meet the above outcomes, several opportunities with specific objectives are designed. About eight different sets of opportunities with details of content and related tasks are listed below:

### **1.3.1. ORIENTATION**

#### **Introduction:**

#### **Orientation to Field Work Setting / Agency of Field Work Placement:**

- i. Nature of field work setting / agency – its objectives, structure, services, and programmes.
- ii. Contact-person in the setting / agency, role of that individual, and his/her professional background.
- iii. Methods of documentation, Reports and Information Brochures of the agency.
- iv. Introduction to setting / agency management, staff details and the on-going activities.
- v. General introduction to its programmes and beneficiaries. Information of other similar services.
- vi. Governmental policies & legislation in the context of the agency, both at local and national level.

### **1.3.2. OBSERVATIONAL VISITS**



The aim of Observational Visits is to provide an exposure to and understanding of the type of services provided by different social work agencies and development projects in response to the needs of their client system.

### **Learner Objectives :**

- i. Develop a spirit of inquiry and acquire skills of systematic and objective observation.
- ii. Understand social work agencies' response to social problems through various services.
- iii. Understand, appreciate and develop ability to critically evaluate voluntary and governmental programmes.
- iv. Develop an appreciation of social work intervention initiated by these programmes by recording :
  - a) relevant factual information about the client system and the problems/concerns.
  - b) the selection of programmes/ strategies for solving the problems and their relevance to the client system and the problems / concerns or the issues.
  - c) the role of the social worker and its relevance to the clients' needs and the problem.
  - d) the relationship between the micro problems observed and the meso/ macro situation, the appropriation of the organization's resources and nature of intervention.
  - e) the gaps identified and suggestions to improve the situation.

### **Requirements of Observational Visits:**

A minimum of **five visits** should be organized during the first semester (Minimum 15 hours; Total 10 Marks) to settings like those listed below:

- i. Health setting - Hospitals, Community health extension projects, Primary

health centers, Psychiatric Departments, Clinics, HIV Guidance Centers etc.

- ii. Educational setting - Formal schools, non-formal/adult education centers, income generating skill development centers, vocational training facilities, etc.
- iii. Community services like - Skill development programme centers, environment improvement. centers, family service centers, community development projects in urban and rural settings, etc.
- iv. Institutional and non-institutional services for special groups like - the Differently abled, Mentally challenged, Destitute, Migrants, Women, Street children, Elderly, and other vulnerable groups; Adoption agencies, Child rights protection facilities, Labour Welfare Centres etc.
- v. Criminal justice system - Jails, Courts, Police stations, and agencies under the Juvenile Justice Act.
- vi. Civic administration centers - Municipal Corporation, Ward offices, Zilla Parishad, Panchayat Samiti, Block Development Office, etc.

During the third semester, a minimum of Three observational visits should be organized, based on specialization. (Minimum 09 hours; Total 15 Marks).

Those students who remain absent from the observational visits shall forfeit the marks allotted. No other assignment shall be given to an absentee student in lieu of observational visits.

### **Tasks for the Faculty Member for arranging institutional visits:**

- a) Select the agencies to provide an understanding of various settings for social development.
- b) Make efforts for getting permission for observational visits.
- c) Correspondence and coordination with the selected agencies regarding such visits.
- d) Involve students in such tasks, with suitable guidance.
- e) Provide pre-visit orientation to the students, including information about position of the agency in the overall service system, and guidelines for

- observation and report writing.
- f) Escort the student group during such visits and facilitate the visits.
  - g) Arrange class room presentations based on the visits, so as to reinforce learning.
  - h) Assess the reports written by students after observational visits.
  - i) Provide feedback to the students and dispel doubts about the agencies, if any.
  - j) Send thanks letters to the agencies.
  - k) Students should be given a brief orientation regarding the position of the Agency in the overall service system. Guidelines for observation and reporting of the visit need to be provide.

### **1.3.3 CONCURRENT FIELD WORK PRACTICUM**

Concurrent Field Work Practicum (also known as Concurrent Practice Learning) aims at ongoing learning of practice which provides an opportunity to develop intervention skills in reality situations. This entails engaging in social work practice for two days each week of the semester (total 18 days ). It shall be principal component of the Social Work Practicum, spread over all the four semesters, comprising maximum time and marks. The learners will be placed in social work agencies or in communities where underprivileged people reside to initiate and participate in direct service delivery or intervention.

Concurrent Field Work Practicum is a vital component of the educational opportunity being provided to the students of social work. The teaching- learning process is so designed as to help the student to move on to mastering skills, techniques and strategies to practice as many social work methods in the given setting. One day's concurrent field work session shall be for a minimum of 6 hours, including the time required for documentation. The total duration of concurrent field work in a semester shall be 18 days.

Students shall be required to maintain the following field work documents in the context of Concurrent Field Work Practicum: 1. Attendance Record; 2. Detailed daily reports on the activities, which shall be maintained in the field work journal; 3.

Field work diary, indicating distribution of time for each activity during each day; and 4. Case records, giving information on 'Working with individuals & families (Case Work)' and 'Working with groups (Group Work)'. Such field work documents shall form an important tool for evaluation of the students' performance. The Head of the institution shall ensure that such documents are preserved for a minimum period of three academic years, after the student completes his/her studies.

Each student shall be required to work with a minimum of three cases, for case work practice, in each semester. Besides, each student shall be required to form one group, for group work practice, in each semester. There shall be a clear distinction between group activities and group work, as understood in the theoretical concept of the social work method of group work. Field work documents shall be treated as the product of work done by the student, and should reflect a continued process of conscious growth of the student practitioner as a professional.

### **Role and Tasks of Faculty Supervisor in Concurrent Field Work Practicum:**

- a) The Faculty Supervisor in Concurrent Field Work Practicum shall exclusively be an approved teacher in social work, so that he/she is well versed with the theoretical components of the methods of social work.
- b) The Faculty Supervisor should be knowledgeable in the process of guiding the student and be fully informed of the setting, and the organizational policies in the area of practice.
- c) At the beginning of Concurrent Field Work Practicum, the instructor needs to assess the students' ability for social work intervention, and personal strength in order to provide appropriate learning opportunities.
- d) The primary role of the Faculty Supervisor is to provide guided learning opportunities those are planned together with the learner during individual and group conferences.
- e) A written schedule, indicating the day and time of individual and group conferences shall be prepared prior to the commencement of actual field work. An individual conference session each week shall be for a period of one hour. Besides, at least one group conference shall be held during a fortnight.

Students must be guided to write details of such conferences in their field work journals. If a student is regularly absent in such conferences, warning letter duly countersigned by the head of the institution shall be issued to him/her.

- f) It is required of each student to submit field work documents to his/her Faculty Supervisor, every week without fail. The Faculty Supervisor shall ensure this and review the documents, write necessary comments / remarks and return such documents without any delay. Such remarks on the record should reflect the abilities, skills, behavior and the attitudes of the learner. Students should be instructed to read the comments before attending the next individual conference session.
- g) The faculty supervisor shall make effective use of the conferences and field work documents in order to transfer professional skills and professional role modeling to students. He/she shall also make use of these to facilitate continuous evaluation of the students.
- h) The faculty supervisor shall also develop a suitable assessment mechanism for evaluating the performance of the students during Concurrent Field Work Practicum.

### **1.3.4 SKILL LABORATORY WORKSHOPS**

#### **Introduction:**

The Skill Laboratory Workshop provides the opportunity of “learning by doing” in a safe environment of the class room. This environment, that is the skill laboratory, wherein learners and facilitators meet jointly to experience certain intervention skills etc., needs to be amongst the most non-threatening methods of learning, specially for beginners. This learning opportunity is conducted through simulated exercises, including role plays. Structured experience are directed to helping the learners enhance their awareness about self and others to aid conscious use of intervention tools.

Skill Laboratory Workshop is a specialized classroom activity, with a view to develop various practice skills in students. These laboratory experiences must be designed in small groups so as to encourage optimum participation and sharing of the experience. Emphasis should be on projects that would provide maximum opportunities to

students to practice different social work skills, primarily based on social work methods. Such sessions should also have a specific objective of experiencing self, and applying/ using self in practice.

Skill Laboratory Workshops help learners to acquire specific skills for situations that they encounter during intervention practice. These may be for problems / concerns, issues or situations like, work with alcoholics, HIV/ AIDS affected persons, adolescents for life skills development, youth for leadership development and couples for healthy marital relationship and enrichment, work with elderly, and so on and so forth.

Minimum FOUR Skill Laboratory Workshop sessions must be organized, each of 02 hour's duration, comprising a total of 08 hours, during the first semester. A total of 10 marks shall be ear marked for this activity. In Second and Third Semester minimum TWO Skill Laboratory Workshop sessions must be organized, each of 2 hour's duration, comprising a total of 04 hours. A total of 5 marks shall be ear marked for this activity in each of II and III semester . Students are required to record the skill laboratory sessions that they attend in their field work journal. Those who remain absent from the skill laboratory workshops shall forfeit the marks allotted. No other assignment shall be given to an absentee student in lieu of skill laboratory workshops.

### **Specific Learner Objectives:**

- i. Gain understanding of situations in the world of reality through experiencing situations in a laboratory setting, using imagination and fantasy.
- ii. Reflect over one's own behavior, and its effect on self and others.
- iii. Observe others' behavior, with the help of the facilitator, to understand the same.
- iv. Learn to express feelings and appropriate reaction/ response to others' feelings.
- v. Become familiar with situations wherein conflicts, decision-making and reflections are necessary.
- vi. Observe self, recognize own strengths and limitations, and also observe behavior patterns that call for change.
- vii. Learn specific objectives and orientation to the initial phase in social work practice learning.

- viii. Acquire skills for practicing different methods of social work.
- ix. Acquire skills to establish relationship with clients and client groups by participating in games for systematic observation, listening, verbal communication and understanding non-verbal messages, body language, empathy and similar skills.
- x. Develop better understanding of one another through group processes.
- xi. Enhance self-awareness in relationship to professional role, and reinforce professional values.

### **1.3.5 RURAL / TRIBAL CAMPS**

Rural/Tribal Camps provide opportunities to students to experience rural life, make first hand observations about rural realities, analyze rural dynamics, and observe the functioning of local self- government and voluntary organizations. This experience aids peer participation in planning for activities for own group and those for local people. It also helps develop skills to carry out, evaluate, and report the experience. It also gives the students prospects for engaging themselves in rural reconstruction.

Rural camp of minimum 7 days duration (70 hours; 20 marks) should be organized during the second semester. It shall be a residential camp in a rural or tribal setting. It shall be mandatory for each student to attend the Rural / Tribal Camp. Those who remain absent from the camp shall forfeit the marks allotted. No other assignment shall be given to an absentee student in lieu of camp. A class room seminar should be organized, after returning from the camp, for the learners to present papers covering all aspects of the work done and experiences gained.

#### **Specific Objectives:**

- i. Understand the rural social system with special reference to poverty groups/ marginalized.
- ii. Analyze rural society, its approaches, culture, and livelihood patterns.
- iii. To observe living conditions, housing, water supply and other amenities in the village.

- iv. Understand the nature of governmental intervention in relation to poverty groups / marginalized in the region and the related structures of decision making and intervention.
- v. Develop the capacity to critique the interventions of both the voluntary organizations and the governmental agencies for rural development.
- vi. To get familiar with positive local initiatives in the area.
- vii. Through experience in group-living, appreciate its value in terms of self-development, interpersonal relationships, sense of organization, time management and taking on responsibilities.
- viii. Acquire skills in planning, organizing, implementing the camp (For example : conscious use of time, communication skills, team spirit, handling relationships, conflicts and differences of opinion, decision making, evaluation, appreciation, sharing of resources, sharing of tasks, coping skills in problem situations, and cooperation.
- ix. Develop skills for objective analysis of one's own work and presenting their experiences in a class room situation.
- x. To engage them in micro-level planning exercises, mini research projects in the rural context during the camp, and in concrete tasks towards meeting basic/civic needs of the people in that area.

### **1.3.6 EDUCATIONAL TOUR**

The Educational Tour, is aimed to provide an exposure to students to study and appreciate innovative efforts by individuals and groups towards intervention, meeting peoples' core needs, and to initiate social development. The Educational Tour shall be of 5 days duration (50 hours; 15 marks) and it shall be either to an urban setting, or a rural setting or a mix of urban and rural settings, depending on the specialization of the students. During the educational tour, the students should visit a minimum of four developmental agencies, out of which at least two should be relevant to their specialization group. It shall be organized by the institution during the fourth semester.

Educational T o u r shall be mandatory for all students. Those s t u d e n t s who fail to attend the Educational Tour shall forfeit the marks (15 marks) allotted for this activity. No other activity could be assigned to the absentee student in lieu of the



## Educational Tour.

A feedback session, within a fortnight of returning from the tour shall be mandatory. The Faculty should encourage the students to reflect on the agencies based on their observations. The students shall be required to prepare individual reports of the visits. The reports should also contain an evaluation of their own inputs for planning and implementing the tour. The reports of the educational tour shall form part of the Social Work Practicum records.

### **Learner Objectives:**

- i. Develop knowledge of development organizations and service agencies (local government / Panchayat Raj Institutions / voluntary organizations etc.) that have come up in relation to specific problem situations in the rural and/or urban/ tribal areas.
- ii. Understand the development organization's philosophy, policy, structure, strategies, programmes, style of functioning, and processes of intervention in relation to the client system and the problem situation.
- iii. Acquire skills in planning, organizing, implementing the tour, for example conscious use of time, communication skills, team spirit, handling relationships, conflicts and differences of opinion, decision making, evaluation, appreciation, sharing of resources, sharing of tasks, coping skills in problem situations, working through crisis situation, and cooperation and coordination.
- iv. The students must be fully involved in planning and implementing the plans regarding the tour, with the active help of the faculty.
- v. Learning to take responsibilities on behalf of others.

### **General Guidelines for observation during visits to agencies:**

- A. History & philosophy of the organization/agency, its values, assumptions, and principles and the type of services/activities of the agency.
- B. Socio-economic background, needs, and problems of the client system. C. The organizational pattern and administration of the different programmes services/intervention strategies and their relevance to the needs of the client

system.

- D. Participation of the client system in the management of the agency / services.
- E. Staffing pattern and role of social worker in the agency.
- F. Role of the other professionals (if any) in the organization.
- G. The administration and funding pattern of the organization / services. H. Challenges faced by the organization/agency.
- I. Future plans

### **1.3.7 OPTIONAL BLOCK PLACEMENT (INTERNSHIP)**

Optional Block Placement (Internship) aims to provide an opportunity to experience day-to-day work in a social work setting. The learner gets involved with direct practice with the client system and with the ongoing management operations of the setting. It also enables learners to integrate learning and generate newer learning by participating in the intervention processes over a period of 5 weeks (one month) continuously, in a specific agency. Block fieldwork is provided at the end of the two-year programme, after the end of the examinations of the fourth semester of the post graduate programme. Although it is an optional activity, all students should be encouraged to take up block placement / internship.

### **1.3.8 DEVELOPMENT OF DETAILED MANUALS**

The Institutions which conduct MSW programme are required to prepare a detailed Social Work Practicum Manual, specialization-wise, on their own, strictly on the basis of these guidelines. Such detailed guidelines shall aim at strengthening the Social Work Practicum component in the best possible manner.

### **1.3.9 EVALUATION OF SOCIAL WORK PRACTICUM**

1. Organizing the evaluation of students after completion of their social work practicum of each semester shall be the responsibility of the Institution. So far as social work practicum is concerned, during the first three semesters,

there shall only be internal evaluation. External evaluation will be conducted in the form of a viva voce by a university-appointed external examiner during the fourth semester.

2. During the first three semesters, the student should be evaluated using the field work documents and observation and assessment of the Faculty Supervisor, using appropriate evaluation formats. The supervisor concerned is required to certify that the student has completed all the components of the Social Work Practicum.
3. After the faculty supervisor certifies that the student has completed all the components of the Social Work Practicum, the head of the Institution shall certify that the student is fit to appear for viva voce.
4. The student shall be required to appear for an internal viva voce, which is to be conducted by a panel of examiners constituted by the Institution.
5. After the evaluation is over, the marks shall be sent to the University by the head of the Institution, not later than five days.
6. During the fourth semester, the student shall be required to appear for both internal as well as an external viva voce. External evaluation will be conducted in the form of a viva voce by a university-appointed external examiner during the fourth semester.
7. The documents related to field work and field work evaluation shall be preserved by the institution for period of three years.

# Semester Wise Course Details

## M.S.W. SEMESTER-I

S. N.	Code	Subject	Total marks	Internal Marks	Theory Examination	Minimum Passing marks
I	1T1	<b>Core domain</b> – Perspectives of Social Work Practice in India.	100	20	80	40
II	1T2	Method Course I: Case Work ( Working with Individuals & families)	100	20	80	40
III	1T3	Method Course II: Group Work ( Working with Groups)	100	20	80	40
IV	1T4	<b>Supportive domain</b> Introduction to Psychology for social work	100	20	80	40
V	1T5	<b>Inter disciplinary Domain</b> – Introduction to Sociology for social work	100	20	80	40
V	1P1	<b>Social work Practicum</b>	100	100	-----	40

Note: The students will have to pass independently in theory and practical exams. The criteria for passing examination will be 40% passing marks in respective

subject, including Marks for internal assessment and theory examination (combined passing). For promotion to next semester, passing in **Social Work Practicum** is mandatory.

Internal assessment will be based on one assignment/seminar (One from each paper/subjects). Student must appear for the internal assessment in the paper/subject

## **Master of Social Work (MSW) Semester –I**

### **Core Theory Paper I(1T1)**

#### **Group 1: Perspectives of Social Work Practice in India**

##### **Learner Objectives:**

1. Understand the concept, definition, objectives and functions and methods of social work.
2. Develop knowledge of history and development of social work in India and abroad.
3. Understand the current trends of social work practice in India.
4. Develop understanding about the fields of social work.
5. Develop understanding about the influence of various social movements in contributing to the perspectives of social work practice in India.
6. Understand domains in social work education in India.

**1. History and Development of Social Work in India and Abroad:** Evolution of social work education, Charity, Philanthropy, and Social reform movements. Social situations. Problems of Migration & livelihood) , Remedial social work, Development-oriented social work, Social activism, Human Rights Perspective.

**2. Concept of Social Work:** Concept, Definition, Objectives and Functions of Social Work, and Brief introduction to Methods of Social Work.

**3. Social Work Practice in India:** Concepts: Social welfare, Social Service,

Therapeutic approach, Social change, Social Action, Social development approach and Conflict oriented approach, Human Rights, Social exclusion (marginalization, exploitation, and oppression), Empowerment. Code of Professional Ethics, Family and Child Welfare, Medical and Psychiatric Social Work, Criminology and Correctional Work, HRM, URTCD, SWA.

**4. Perspectives of Social Work Practice in India :** i. Ideologies of social reform movements, Advent of Missionary, Gandhian approach, Mahatma Jyotiba Phule, Chhatrapati Shahu, Dr. Babasaheb Ambedkar thoughts, Marxist perspectives, Feminist perspective, Subaltern perspectives (Dalit and Adivasi) and Post-modernism influence. ii. Social movements and development perspectives-Dalit movements, Tribal movements, Peasants movements, Working class movements, Naxalite movements, Women's movements, Environment and Ecological movements, Movements of project affected persons. iii.sustainable development goals2030: meaning concepts and social indicators.

#### **Recommended Readings:**

1. Batra, Nitin (2004) Dynamics of Social Work in India, Jaipur: Raj Publishing House.
2. Bhattacharya, Integrated Approach to Social Work in India, Jaipur: Raj Publishing House.
3. Bradford, W. Sheafor, Charles, R. Horejsi, Gloria A. - Fourth Edition (1997) Techniques and Guidelines for Social Work, London : Allyn and Bacon, A Viacom Company.
4. Dasgupta, Sugata (1964) Towards a Philosophy of Social Work in India, New Delhi: Popular Book Services.
5. Desai, Murali (2002) Ideologies and Social Work: Historical and Contemporary Analysis, Jaipur: Rawat Publication.
6. Diwakar, V. D. (1991) Social Reform Movement in India, Mumbai: Popular Prakashan.
7. Dubois, Brenda, Krogsrud, Karla, Micky - Third Edition (1999) Social Work - An Empowering Profession, London: Allyn and Bacon.
8. Feibleman, J.K. (1986) Understanding Philosophy - A Popular History of

Ideas, New York: Souvenir Press.

9. Fink, Arthur E., Wilson, Everett E. - Third Edition (1959) The Fields of Social Work, New York: Henry Holt and Company.
10. Friedlander, Walter A. (1977) Concepts and Methods of Social Work, New Delhi: Prentice Hall of India Pvt. Ltd.
11. Nair, T. Krishnan (1981) Social Work Education and Social Work Practice in India, Madras : Association of School of Social Work in India
12. Rameshwari, Devi and Ravi Prakash (2000) Social Work Practice, Jaipur: Mangal Deep Publications.
13. Roy, Bailey and Phil, Lee (1982) Theory and Practice in Social Work, London: Oxford Pub. Ltd.
14. Sheldon, B., & Macdonald, G., (2010) A Textbook of Social Work, London: Routledge.
15. Singh, R.R. (1985) Field Work in Social Work Education, A Perspective for Human Service Profession, New Delhi : Concept Publishing Company.
16. Wadia, A. R. (Ed.) (1961) History and Philosophy of Social Work in India, Bombay: II Allied Publisher Private Ltd.

# **Master of Social Work (MSW) Semester -I**

## **Method Course I (1T2)**

### **Group II : Case Work (Working with Individuals & Families)**

#### **Learner Objectives :**

1. To understand the social work practice.
2. To understand the case work method and its application in practice
3. To equip learners with the theoretical knowledge for work with individuals and families
4. To develop competencies in learners to use the method in practice while working with Individual clients and families.
5. To equip learners with values and skills necessary for working with individuals and families.

**1. Social Case work as a Method of Social Work,:** Concept and Definitions, Objectives and Functions of social work, and Brief introduction to Methods of Social Work; Definition of case work, Components of casework, Principles of Case Work, Models:

- a. Social diagnosis (Richmond);
- b. Hamilton's;
- c. Problem solving (Perlman);
- d. Crisis intervention (Rapport);

**2. The process of Intervention with Client System and Target System:** a. Study; b. Continuous assessment and analysis; c. Psycho-social diagnosis; d. Intervention; e.



Follow-up f. Termination; g. Case presentation based on Concurrent practice Learning.

**3. Tools of Case Work (Working with Individuals and Families):** Intake-record/sheet and the intake interview (client engagement); Case work interview; Home visit-collateral contacts; Recording and its types – narrative, process, problem oriented record keeping (PORK), Subjective & objective assessment plan (SOAP), Use of casework records as a tool of intervention; Caseworker–client relationship; Knowledge of resources networking); Communication-verbal, non-verbal, Case presentation as tool of professional development.

**4. Scope of Casework in Practice & Essentials of Working with Individuals and Families:** i. Working with individuals and families in primary and secondary settings; ii. Social case work & counseling–similarities and differences; iii. Limitations of the method; iv. Skills for working with individuals and families; v. Techniques for working with individuals and families; vi. Qualities of caseworker

### **References:**

1. Aptekar, Herbert (1955) *The Dynamics of Case work and Counselling*, New York: Houghton Mifflin Co.
2. Babara, J.G. (1991) *Beyond Case Work*, London.
3. Biestek, Felix (1968) *The Case work Relationship*, London :Unwin University Book.
4. Fisher, Joe (1978) *Effective Case Work Practice– An electric approach*, New York: Mac- Graw Hill.
5. Garrett, Annett (1972) *Interviewing– Its Principles a Methods*, Family Service Association of America, New York.
6. Government of India (1987) *Encyclopedia in SocialWork*, New Delhi :Publication Division (Social Welfare Ministry).
7. Hamilton, Gordon (1970) *The NewYork School of SocialWork: Theory and Practice of Social Case Work*, NewYork and London :Columbia University Press
8. Holis, Florence and Woods, MaryE. (1981) *Casework A Psychoisoical Therapy*, New York: Random House.
9. Kadushin, Alfred (1990) *The Social Work Interview*, NewYork: Columbia

University Press.

10. Keats, Daphne (2002) Interviewing– A Practical Guide for Students and Professionals, New Delhi: VivaBooks Pvt. Ltd.
11. Lishman, Joyce (1994) Communication in Social Work, New York: Palgrave MacMillan.
12. MathewGrace (1992) An Introduction to Social Case Work, Bombay: Tata Institute of Social Sciences.
13. Nelson Jones, Richard, (1984) Practical Counselling and Helping Skills, London: Harper and Row.
14. Nursten, Jean (1974) Process of Case Work, Pitman Publishing Corporation.
15. O'Hagan, Kieran, et al (2003) Competence in Social Work Practice– A Practical Guide for Professionals, London.
16. Perlman, Helen Harris (1964) Social Case Work– A Problem Solving Process, London : University of Chicago Press.
17. Rameshwari Devi, Ravi Prakash (2004) Social Work Methods, Practics and Perspectives (Models of Case work Practice), Vol. II, Ch.3 , Jaipur: Mangal Deep Publication.
18. Richmond, Mary (1970) Social Diagnosis, New York: Free Press.
19. Sena, Fine & Glass, Paul H. (1966) The First Helping Interview Engaging the Client & Building Trust, New York: Sage Publications.
20. Sheafor, Bradford, Horejsi, Charles, Horejsi, Gloria, (1997) Techniques and Guidelines for Social Work Practice, London : Allyn and Bacon.
21. Thompson, Neil (2006 2nd Ed.) People Skills , New York: Palgrave Macmillan.
22. Timms, Noel (1966) Social Case Work, London : Routledge & Kegan Paul.

# Master of Social Work (MSW) Semester –I

## Core Paper III (1T3)

### Group 3- Method Course II: Group Work (Working With Groups)

#### Learner Objectives:

1. Understand the place of group work in social work intervention.
  2. Understand group work as an instrument to change/development in individual in groups.
  3. Understand use of programme as a tool for group development.
  4. Develop skills to work with different stages and record the process.
  5. Understand relevance of group in different set up.
- 1. Understanding Concepts of Social Group Work:** i. Concept of group and importance of groups in human lifecycle ii. Definition of social group work iii. Characteristics of social group work, iv. Evolution of social group work.
  - 2. Group Process** i. Steps in understanding group process; ii. Analysis of group interaction; iii. Leadership and its development in group process; iv. Communication in group; v. Group dynamics: vi. Use of relationship; vii. Conflict resolution; viii. Verbal and non-verbal communication; ix. Purposeful creation of environment; x. Fishbowl technique. Recording and Report writing as a tool,
  - 3. Social Group Work Method :** i. Theories applicable to group work practice; ii. Values and distinctive principles of Group Work; iii. Social group work in different

fields; iv. Types of groups in social group work practice. v. Steps and stages in group formation; vii. Role of social worker in different stages of group development.

**4. Use of Programme in Social Group Work :** i. Concept of programme; ii. Principles of programme planning; iii. Importance of programme in group work practice; iv. Programme planning and implementation; Importance, types and methods of continuous evaluation.

### **Recommended readings:**

1. Bhatt R. M. (1960) Records of Group Work Practice in India, Baroda University: Baroda. Delhi School of Social Work (1958) Field Work Records in Group Work and Community organization, London Tavistock Publication.
2. Barhard(1975) The Use of Groups in Social Work Practice, USA: Routledge & Kegan Paul.
3. Doel, Mark & Sawda, Catherine(2003) The Essentials of Group Worker, London :Jessica Kingsley Pub.
4. Douglas, Tom(1976):Group Process in Social Work a Theoretical Synthesis, New York :John Wiley & Sons.
5. Douglas Tom(1978) Basic Group Work, London: Tavistock Publication.
6. Golpelwar, Banmala(2010) : Social Group Work. Nagpur: Indian Institute of Youth Welfare
7. Klein Josphine(1967) The Study of Groups, London :Routledge and Kegan Paul.
8. Konopka Gisela(1954) Group Work in Institution, New York: Associate Press.
9. Konopka Gisela(19833rd Ed.),Social Group Work :a Helping Process, New Jersey : Prentice Hall.
10. Northen, Helen (1969) Social Work with Groups, New York: Columbia University Press.
11. Northen, Helen, et al(1976) Theory of Social Work with Groups, New York: Columbia University Press.
12. Phillips, Helen (1962) Essentials of Social Group Work Skills, New York: Associate Press.

13. Reid E.Kenneth(1996)Social Work Practice with Groups -A Clinical Perspective USA: Brook/Cole Publishing Company.
14. Ryland and Wilson (1949) Social Group Work Practice. USA: Houghton Mifflin Co.
15. Trecker, Herleigh (1955) Group Work- Foundations & Frontiers, New York: Whiteside & William Marrow &Co.
16. Trecker, Herleigh(1970) Social Group Work -Principles and Practices ,New York: Associate Press.

## **Master of Social Work (MSW) Semester –I**

### **Supportive Domain (1T4)**

#### **Group 4: An introduction to Psychology for Social Work**

##### **Learner Objectives:**

1. Understand the fundamental components of human behaviour.
2. Gain insight into factors contributing to development of personality.
3. Understand growth and development of individual at various stages in the life span.
4. Understand the processes of adjustment and not-adjustment and its impact on human behaviour.

1. **Nature and Scope of Human Behaviour: Psychology:** Origin and definitions of Psychology; Concept of Human Behaviour; **Factors influencing Human Behaviour-** Heredity & Environment. Branches of psychology: Abnormal, Clinical, Industrial, Experimental, Developmental, Child and Adult Psychology.

2. **Psychological Processes in Behaviour:** Motivation: Definition, Motivational cycle, Types of motives, Conflict. Emotion : types and Emotional Intelligence , Intelligence: Definition, IQ and Mental Age , Thinking: Problem Solving and Decision Making

3. **Theories of Human Development:** Freud’s Psycho-Sexual Development theory;

Erickson's Psycho-social Development theory, Adler's theory and Bronfenbrenner's Ecological Theory.

4. **Adjustment Intervention & Psychopathology:** Concept of adjustment; Stress Management and coping. **Psychopathology:** A. Childhood Disorders- Autism, ADHD – Symptoms etiology & Management. Behavioural problems in children, B. Personality disorders, C. Old Age disorders -Alzheimer's and Senile Dementia

### **Recommended Readings:**

1. Clifford, Morgen and King, Richard (1975) Introduction to Psychology, New York : McGraw Hill Inc.
2. Colman, James C. & Broen William E. (1972) Abnormal Psychology and Modern life, India: D. B. Taraporevala Sons.
3. Gardner, Murphy (1964) An Introduction to Psychology, Calcutta : Oxford and IBH Publishing Co.
4. Gilbreth, L. M. (2007) The Psychology Management, Intellectual Book Bureau
5. Hurlock, Elizabeth (1976) Personality Development, New Delhi :Tata McGraw Hill Publishing Co. Ltd.
6. Mangal, S. K.(2007) General Psychology, New Delhi: Sterling Publisher Pvt. Ltd.
7. Munn, Norman (1962) Introduction to Psychology, Boston : Houghton Mifflin Company
8. Sherif, Muzafer and Sherif, Carolyn W. (1969) Social Psychology, New York: Harper and Row.
9. Gilbreth, L. M. (2007) The Psychology Management, Intellectual Book Bureau

# **Master of Social Work (MSW) Semester –I**

## **Interdisciplinary Domain (1T5)**

### **Group 5: Introduction to Sociology for Social work**

#### **Learner Objectives:**

1. Understand the role of individual in the society and importance of various social institutions and their impact.
2. Get a scientific insight about the social structure, stratification and issues related to caste, class and gender
3. Understand the socio-economic and political factors and their impact on society.
4. The various social problems and its impact on the society, various issues and challenges.
5. Develop the clarity about social issues and challenges in the social work field.

#### **Unit 1: Sociology and other social sciences.**

Sociology; Origin, meaning, definition, importance and scope. Relationship of Sociology with Social Work, History, Political Science, Anthropology, Social Psychology and Economics. Society; meaning, characteristics. Culture; Meaning, elements, types, values, norms, cultural lag. Socialization; Meaning, agents, stages.

#### **Unit 2: Social Structure, Social groups.**

Social Structure; Meaning, elements, status, role. Social groups; Meaning, characteristics, types, primary groups, secondary groups, reference groups.

### **Unit 3: Social problem.**

Social problem; Concept, characteristics, causes. Poverty; Meaning, relative poverty, poverty as a positive feedback system, poverty-Marxian perspective. Domestic violence; Meaning, causes. Elderly; Problem of elderly.

### **Unit 4: Social Stratification, Social Mobility.**

Social Stratification; Meaning, definition, functions, dysfunction, caste. Social Mobility; Concept, meaning, class.

### **Recommended Readings:**

1. Adinarayan, S. P. (1964) Social Psychology, New Delhi: Allied Publishers Pvt. Ltd.
2. Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi : Commonwealth Publishers.
3. Bhatnagar, Ved (1998) Challenges to India's Integrity: Terrorism, Casteism, Communalism, New Delhi: Rawat Publication.
4. Bhusan, Vidya & Sachdeva, D. R. (2000) An Introduction to Sociology, Allahabad :Kitab Mahal.
5. Desai, A. R. (1978, Reprinted 1994) Rural Sociology in India, Bombay: Popular Prakashan.
6. Flippo, Osella and Katy, Gardner (2003) Contraventions to Indian Sociology, Migration Modernity and Social Transformation in South Asia, New Delhi : Sage Publication
7. Gandhi P. Jagadish (1982) Indian Economy – some issues, Institute of Social Sciences and Research, Vellore.
8. Madan, G.R. 2002 (revised edition) Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd.
9. Mohanty, Manoranjan (2004) Class, Caste, Gender – Readings in Indian



Government and Politics, New Delhi : Sage Publication.

10. Puniyani, Ram (2003) Communal Politics : Facts Versus Myths, New Delhi : SagePublication.
11. Shah, Ghanshyam (2001) Dalit Identity and Politics: Cultural Subordination and Dalit Challenge, New Delhi : Sage Publication.
12. Singh, Yogendra : Ideology and Theory in Indian Sociology, New Delhi : Rawat Publication.

## **Master of Social Work (MSW) Semester -I**

### **Paper -VI (1P1) Group 6- Social Work Practicum**

<b>S.N.</b>	<b>Social Work Practicum -234 Hours</b>	<b>Hours</b>	<b>Marks</b>
<b>1</b>	<b>Observational Visits – 05 Visits</b>	<b>10</b>	<b>10</b>
<b>2</b>	<b>Concurrent Field Work Practicum-18 Days /Visits (2 days in a week) 12 Hours per week</b>	<b>216</b>	<b>60</b>
<b>3</b>	<b>Skill Laboratory Workshops. Minimum four sessions (2 Hours each)</b>	<b>08</b>	<b>10</b>
<b>4</b>	<b>Internal viva voce</b>	<b>--</b>	<b>20</b>

For details please refer the Social Work Practicum Manual

## M.S.W. SEMESTER-II

S. N.	Code	Subject/Paper	Total Marks	Internal Marks	Theory Examination	Minimum Passing marks
I	2T1	Social Legislations and Advocacy	100	20	80	40
II	2T2	<b>Core Domain:</b> Professional Development for Social work	100	20	80	40
III	2T3	Corporate Social Responsibility	100	20	80	40
IV	2T4	Method Course III: Community Organization and Social Action	100	20	80	40
	2T5	Method Course IV: Social Work Research	100	20	80	40
V	2P1	<b>Social work Practicum</b>	100	100	--	40

NOTE: The students will have to pass independently in theory and practical exams. The criteria for passing examination will be 40% passing marks in respective subject, including Marks for internal assessment and theory examination (combined passing). For promotion to next semester, passing in **Social Work Practicum** is mandatory.

Internal assessment will be based on one assignment/seminar (One from each paper/subjects). Student must appear for the internal assessment in the paper/subject.

# Master of Social Work (MSW) Semester- II

## Core Papers 1(2T1)

### Group 7: Social Legislation and Social Advocacy

#### Learner Objectives:

1. To get an overview of the significance of social legislation in India.
2. To gain functional knowledge about Acts those are relevant to social work practice.
3. To acquire skills for using legal measures in social work intervention.

**1. Introduction to Social Legislations :** Meaning, philosophy and purpose of social Legislations , Evolution of social Legislation in India, Salient features of laws relating of Family-Marriage divorce and succession- Hindu Marriage Act1955, Hindu Adoption and Maintenance Act, 1956; Hindu Minority and Guardianship Act,1956; Hindu Succession Act,1956; Special Marriage Act, 1954;Provisions regarding marriage and divorce in Mohammedan law; Guardianship and Wards Act; 1986, Child Labour (Abolition & Regulation)Act1986; Dowry Prohibition Act(1961)

**2. Legislation pertaining to social problems:** Juvenile Justice(care and Protection) Act 2006 (Amendment 2016), Immoral Traffic Prevention Act (1956); Child Marriage Restraint Act; The Mental Health Act, 1987; Medical Termination of Pregnancy Act 1971;TheBonded Labour Abolition Act 1976;TheTransplant of Human Organs Act 1994; The Family Court's Act1984;Persons With Disabilities Act 1995; Narcotic Drugs & Psychotropic Substances Act 1985;The Slum Areas (Improvement

&Clearance) Act 1956.

**3. Legislation pertaining to vulnerable sections:** Protection of Civil Rights Act(1976); The SC/ST.(Prevention of Atrocities) Amendment Act,2015; Consumer Protection Act; Minimum Wages Act; The Protection of Human Rights Act,1993;

**4. Legal Aid and Social advocacy :**The concept of free legal aid; Legal Aid Schemes; Mechanisms and procedures for free legal aid services. Meaning of social advocacy, advocacy skills, Role of State and District Legal Service authorities, Lokpal and Lokayukata, Lokadalat in Justice Delivery System.

### **Recommended Readings:**

1. Adams,Robert (2002),Social Policy for Social Work,Palgraved Mac-Millan, Basingstock.
2. Bulmer,Martin (Ed.) (1978) Social Policy Research ,London :The Macmillan Press.
3. Cox, D. (1998) “Towards People Centred Development: The Social Development Agenda and Social Work Education ”,The Indian Journal of Social Work 59(1),513– 530.
4. Galanter, M.(1997)Law and Society inModernIndia,Bangalore:BooksforChange.
5. Gore,M.S.(1973) Some Aspects of Social Development, HongKong: Universityof HongKong.
6. Jacob,K.K.(Ed.) (1992) Social Development Perspectives, Udaipur: Himanshu Publications.
7. Sharma, Arvind(2005),Reservation and Affirmative Action,Sage Publications, NewDelhi.
8. Singh, Yogendra(1997) Social Stratification &Change in India1997, New Delhi: Manohar Publication.
9. United Nations and Government ofIndia’s Social Policy, declaration (forexample: children,women, elderly, tribals and marginalized people,health, housing/shelter and education).
10. Government of India’s legislation pertaining to Marriage, Adoption, Children, Women and Weaker Sections.

# Master of Social Work (MSW) Semester II

## Core Paper 2(2T2)

### Group 8: Professional Development for social Workers

#### Learner Objectives

1. Understanding the process of self-awareness and relevance of self-awareness for personal and professional development.
2. Develop practice based skills and positive life skills for competence in personal life and professional practice.
3. Understand and uphold professional values and ethics.

**1. Self and Self Awareness:** i. Significance of understanding self; ii. Meaning of self: self concept, self esteem, self image and self acceptance; Self Control, Concept and need for self development; iii. Setting goals for self development; iv. Achievement orientation and striving behavior. v. Reactions of self to various life situations:- Achievements, frustration, failures, crisis. vi. Techniques of understanding self: (Intra and interpersonal) Transactional Analysis; SWOT analysis; Jo-Hari window;

**2. Communication for effective functioning:** i. Concept, definition and principles of communication; ii. Elements of communication; iii. Types of Verbal & Non Verbal communication; iv. Developing skills for effective interpersonal Communication: Listening, observation, use of appropriate language, facilitation, formal and creative writing; vii. Public speaking: planning, preparation and presentation.

**3. Attributes of Professional Personality & Development of Professional Self:** i. Qualities & traits; ii. Values and attitudes; iii. Creativity; iv. Habits; v. Skills. Development

of professional personality: i. Concept of professional personality; ii. Professional values and value conflict; iii. Professional ethics and ethical dilemmas.

**4. Professional Attributes:** i. Honesty, professional knowledge, lifelong learning, critical thinking, ethical decision making, Acceptance of professional self and others, ii. Stress and burn out: Causes and impact of stress; Stress management; Causes and impact of burnout; Prevention of stress and coping with burnout.

### **Recommended Readings:**

1. Alvia A Goldberg, Carl Lason (1975) Group Communication: Discussion Process and Application, New Jersey : Prentice Hall, Inc, Eaglewood Cliffs.
2. Beryl, Williams (1977) Communicating Effectively, New Delhi: Sterling Publications.
3. Chopra, BS. KS. (1987) Leadership for Indian Manager, Pune: Times ResearchFoundation.
4. Crispin Cross P. (1974) Interviewing and Communication, Bostan : Routledge and Kegen Paul
5. Davas, Rustam (1993) Creative Leadership, New Delhi: UBS Publishers.
6. Davis, Martin (Ed.) (2002) Companion to Social Work, USA: Blackwell Publishers Ltd.
7. D'Souza, Anthony (1989) Leadership Vol. I, Mumbai: Better Yourself Books.
8. Heun, Linda R., Heun, Richard E. (2001) Developing Skills for Human Interaction, London : Charles E. Merrill Co.
9. Joyce, Lishman (1994) Communication in Social Work, New York: Palgrave.
10. Khwaja, Ali (2000 Ed.) Booklets on Counseling, Bangalore: Banjara Academy.
11. Mark, Doel and Shardlow, Steven M. (2005) Modern Social Work Practice, England : Ashgate Publishing Ltd.
12. Patil, Jayant (2002) Mind, Body and Soul Management Handbook, 21st Century Life style, Pune: International Institute of Management Research and Applied Techniques.

13. Philip Priestley, James McGuire (1983) Learning to Help, London : TavistockPublication Ltd.
14. Reamer & Fredric (2005) Social Work Values and Ethics, New Delhi : Rawat Publication

## **Master of Social Work (MSW) Semester - II**

### **Core Paper 3(2T3)**

#### **Group 9- Method Course III: Community Organization and Social Action**

#### **Learner Objectives:**

1. Develop understanding regarding community organization as a method of social work.
  2. Understand the critical elements of community organization practice.
  3. Enhance the understanding of the roles of the agencies and community organizers.
  4. Enhance critical understanding of the models and strategies for community organization.
  5. Develop perspective and skills for participatory processes in the community and civil society.
1. **Understanding Community:** i. Concept of community ii. Sociological and social work perspective of community iii. Functions of community.
  2. **Community Organization as Practice Method:** i. Concepts :- Definitions of community organization, community mobilization, community participation, outreach, community welfare, community development, community Centre's and Services;ii. Principles of community organization;iii. Steps of community organization iv. Rothman's Models of community organization;v. Concept of power, sources of power, Understanding

community power structure, Powerlessness and empowerment, Cycle of empowerment;  
vi. Challenges in participation.

**3. Strategies in Community Organization Practice and Role of Community Organization Practitioner:** i. Role of community organization practitioner (the guide, enabler, expert and social therapist)ii. Strategies and techniques in community organization: PRA technique, formation and capacity building of CBOs, marginalized groups, committee formations, leadership and cadre building.iii. Skills required in community organization practice: interaction skills, information gathering and assimilation skills, observation skills, analytical skills, skills in listening and responding skills; organizing skills, resource mobilization (external and internal) skills, conflict resolution skills; iv. Recording:- Community Profiling, Recording (administrative and process records; Data Bank, Evaluation reports) and documentation of the community organization processes (documentation of the best practices, case studies).

**4. Social Action :** Social work and social action, History of social action in India, Rights based approach, Different forms of protest, various contributions to the theory of social action (Paulo Friere, Mahatma Gandhi (Sarvodaya));

### **Recommended Readings:**

1. Alinsky Saul (1971) Rules for Radicals: A Practice Primer for Realistic Radicals, Vintage Books.
2. Beher A & Samuel J (2006) Social Watch in India: Citizens Report on Governance and Development, Pune : NCAS
3. Boon Andrew & Book Andy (1999) Advocacy, USA : Cavendish Publications
4. Chambers Robert (2005) Ideas for Development, Earth Scan, London
5. Cox Fred (1987), Community organization, Michigan : F.E. Peacock Publishers
6. Dhama, O. P & Bhatnager, O.P. (1994) Education and Communication for Development New Delhi: Oxford & IBG Pub. Co. Pvt; Ltd.
7. Dunham Arthur (1962) Community Welfare Organization: Principles and Practice, New York : Thomas Crowell
8. Friedlander, W.A. (1978) Concepts and Methods in Social Work, Eaglewood Cliffs, New Delhi : Bentic Hall International Inc.



9. Gangrade, K.D (1971) Community Organization in India, Mumbai : popular Prakashan.
10. Goel, S L & Kumar, Ram (2001) Disaster Management, New Delhi : Deep and Deep
11. Publications
12. IIED (1998) PLA Notes 31: Participatory Monitoring and Evaluation, International Institute of Education and Development
13. Indu Prakash (1994) Disaster Management: Societal Vulnerability to Natural Calamities, New Delhi : Rashtra Prahari Prakashan
14. Khinduka, S. K & Coughlin, Bernard (1965) Social Work in India, New Delhi : Kitab Mahal.
15. Milson Fred (1973) An Introduction to Community Work, Rutledge & Kegan Paul, New Delhi : London OXFORD & IBH Publishing Co. Pvt. Ltd,
16. NCAS (2000) Fearless Minds: Rights Based Approach to Organizing and Advocacy, Pune : National Centre for Advocacy
17. PRIA, (1995) Participatory Evaluation : Issues and Concerns, New Delhi : PRIA,
18. Rao, MSA (1979) Social Movements in India, New Delhi : Vol. 1 and 2, Manohar,
19. Ross, Murray & Lappin, Ben (1967) Community Organization; Theory, Principles, and Practice, New York : Harper & Row.
20. Rothman Jack, Erlich John & Tropman John (1987) Strategies of Community Intervention Strategies for Community Organization, Micro Practice, Michigan: , F.E. Peacock Publishers.
21. Sanoff, Henry (2000) Community Participation Methods in Design and Planning, London : John Wiley and Sons.
22. Shrivasta, S. K (1988) Social Movements for development, Allahabad: Chugh Publications.
23. Siddique, H.Y. (1984) Social Work and Social Action, New Delhi: Harnam Publications.
24. Somesh Kumar (2002) Methods for Community Participation: A complete guide

for practitioners, New Delhi: Sage Publication (Vistaar).

25. UNDP (2001) The Monitoring and Evaluation Framework, UNDP, Toronto : , University of Toronto Press.
26. Vohra Gautam (1990) Altering structures: Innovative Experiments at the grassroots, Mumbai : Tata Institute of Social Sciences.
27. Warren Roland (1970) Studying Your Community, New York: A Free Press.

### **Recommended Journals**

1. Community Development Journal: An Alternative Forum, UK, Oxford University Press.
2. Indian Journal of Social Work, Mumbai: Tata Institute of Social Sciences.
3. Social Action, A Quarterly Review of Social Trends and Social Action Trust, Delhi Seminar, New Delhi.

# Master of Social Work (MSW) Semester - II

## Core Papers 4(2T4)

### Group10: Method Course IV: Social Work Research

#### Learner Objectives:

- 1) Develop an understanding about the scientific approach to human inquiry
- 2) Develop an appreciation of the value and approach in social work research in addressing problems in the field of professional practice
- 3) Develop attitudes and skills appropriate for social work research
- 4) Develop skills for use of library and documentation in research work
- 5) Acquire the skills for data analyses and research writing

**1. Scientific Method, Social Research & Social Work Research:** i. Meaning and characteristics of scientific method; ii. Goals of research iii. Basic elements of social research; Concepts- meaning, formal and operational definitions, Variables, Hypothesis-meaning, attributes of sound hypothesis, hypothesis testing, types of hypothesis, Theory-meaning and definitions iv. Use of research in social work: v. Steps in Social Work Research, ethics in research.

**Research Designs in Social Work Research:** i. Meaning, definitions and types of research designs, Scientific Social Surveys; ii. Experimental study design iii. Qualitative

and quantitative research designs- iv. Other research approaches supportive to social work research- Action research; Participatory research.

**2. Sampling, Data Collection & Levels of Measurement:** i. Purpose of sampling; Meaning, utility and types of probability and non-probability sampling; ii. Techniques and considerations in sample selection.

**Data Collection:** Sources of data, Primary and Secondary, Methods and instruments of data collection, skills required in collection of data; Qualitative and Quantitative, observation, participant observation.

**3. Levels of Measurement, Data Processing and Analyses of Data:** Levels of measurements –nominal, ordinal, interval and ratio; ii. Scaling- Likert, Thurstone.

**Data Processing:** Editing; Coding; master sheet preparation; tabulation plan.

**Analyses of data:** Analysis of Data; Use of Computer in analyses of data.

**4. Research Report Writing:** i. Structure of reports for different readership, ii. Tabular, graphical and diagrammatic presentation, Analyses and interpretation, standard formats for referencing, research abstracts and research proposals.

### **Recommended Readings:**

1. Ahuja, Ram (2001) Research Methods, Jaipur : Rawat Publications.
2. Alston, M. Bocoles, W. (Indian Edition 2003) Research for Social Workers-An Introduction to Methods, Jaipur : Rawat Publications.
3. Baker, Therese L. (1994) Doing Social Research, Singapore : McGraw Hill
4. Black, James A & Champion, Dean J. (1976) Methods and Issues in Social Research, New York : John Wiley.
5. Goode, W.J., Hatt, P.K. (1981) Methods in Social Research, Singapore: McGraw Hill
6. Grinell, Richard M. (Jr.) (1988) Social Work Research and Evaluation, Illinois F. E. Peacock Pub. Inc.
7. Jacob, K. K. (1965) Methods & Fields of Social Work in India, Bombay: Asia

Publishing.

8. Kothari, C. R. (2004 2nd edition reprint) Research Methodology: Methods & Techniques, New Delhi, New Age International.
9. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Himalaya, Bombay.
10. Laldas, D. K. (2000) Practice of Social Research, Jaipur: Rawat Publications.
11. Mikkelsen, Britha (2005) Methods for Development Work and Research- A New Guide for Practitioners, New Delhi : Sage.
12. Ramchandran, P. (1968) Social Work Research and Statistics, Bombay : Allied Publishers.
13. Rubin, Allen & Babbie Earl (4th Ed. 2001) Research Methods for Social Work, USA : Wadsworth, West, Brooks/Cole and Schirmer.
14. Sarantakos, Sotirios (2005) Social Research, New York : Palgrave Macmillan.
15. Sharma, B. A. V., Prasad, R. D. & Satyanarayana, C. (2002) Research Methods in Social Sciences, New Delhi: Sterling.
16. Sharma, K. R. (2002) Research Methodology, Jaipur : National Publishing House.
17. Wilkinson, T.S. & Bhandarkar, P. L. (1984) Methodology and Techniques of Social Research, Bombay: Himalaya.
18. Young, Pauline (Asian students edition 1960) Scientific Social Surveys and Research, Japan: Asia Publishing House.

# Master of Social Work (MSW) Semester -II

## Core Papers 5(2T5)

### Group 11: Corporate Social Responsibility

#### Learner Objectives

1. Develop a holistic understanding of the concept CSR
2. Gain adequate knowledge on CSR policy
3. Understand global perspective on CSR and CSR practices in India
4. Know various CSR practices in Orissa through case study

**Unit-I:** **Social Responsibility**, Corporate Social Responsibility, Scope of CSR, Need and Significance of CSR, Carroll's Model of CSR (Pyramid of CSR).

**Unit-II:** **Interest Groups Related to CSR**, Why Social Responsibilities of Corporate Sectors arguments for and against it), Drivers of CSR, Tools of CSR, and Benefits of CSR.

**Unit-III:** Designing a CSR policy, Factors influencing CSR policy, Managing CSR in an organization, Social auditing, Global Recognitions of CSR-ISO 14000, SA8000, AA 1000, Codes formulated by UN Global Compact, UNDP, Global Reporting Initiative.

**Unit-IV:** Global Perspective of CSR, CSR in India, CSR Activities in Maharashtra carried

out by different corporates and their outcomes,

### **Recommended Books**

1. Bradshaw, T. and D. Vogel. 1981. Corporations and their Critics: Issues and Answers to the Problems of Corporate Social Responsibility. New York: McGraw Hill Book Company.
2. Brummer,J.J. 1991.Corporate Responsibility and Legitimacy–An Interdisciplinary Analysis, Westport, CT: Greenwood Press.
3. Cannon, T. 1992.Corporate Responsibility(1st ed.) London: Pitman Publishing.
4. Grace, D. and S. Cohen 2005.Business Ethics: Australian Problems and Cases. Oxford: Oxford University Press.
5. Reddy, Sumati and Stefan Seuring. 2004.Corporate Social Responsibility: Sustainable
6. Supply ChainsHyderabad: ICFAI University Press.

## **Master of Social Work (MSW) Semester –II**

### **Paper –VI (2P1)**

### **Group 12 - Social Work Practicum**

S.N.	Social Work Practicum -290 Hours	Hours	Marks
<b>1</b>	<b>Concurrent Field Work Practicum- 18 Days /Visits (2 days in a week) 12 Hours per week</b>	<b>216</b>	<b>60</b>
<b>2</b>	<b>Skill Laboratory Workshops. Minimum Two sessions (2 Hours each)</b>	<b>04</b>	<b>05</b>

<b>3</b>	<b>Rural camp of 7 days duration</b>	<b>70</b>	<b>20</b>
<b>4</b>	<b>Internal viva voce</b>	<b>--</b>	<b>15</b>

For details please refer the Social Work Practicum Manual

### M.S.W. SEMESTER- III

<b>Paper</b>	<b>Code</b>	<b>Subject/Paper</b>	<b>Total Marks</b>	<b>Internal marks</b>	<b>Theory Examination</b>	<b>Minimum Passing marks</b>
<b>I</b>	<b>3T1</b>	Social Policy , Planning and Development	<b>100</b>	<b>20</b>	<b>80</b>	<b>40</b>
<b>II</b>	<b>3T2</b>	Specialization paper -I	<b>100</b>	<b>20</b>	<b>80</b>	<b>40</b>
<b>III</b>	<b>3T3</b>	Specialization paper -II	<b>100</b>	<b>20</b>	<b>80</b>	<b>40</b>
<b>IV</b>	<b>3T4</b>	Specialization paper - III	<b>100</b>	<b>20</b>	<b>80</b>	<b>40</b>
<b>V</b>	<b>3T5</b>	<b>Foundation Course opted from given list of 42 subjects</b>  <b>OR</b>  <b>Elective Course I-</b> (Any One from Two) Statistics & Computer Basics in Social Work Research <b>OR</b> Applications of Social Work Skills	<b>100</b>	<b>20</b>	<b>80</b>	<b>40</b>
<b>VI</b>	<b>3P2</b>	Social Work Practicum	<b>100</b>	<b>100</b>	<b>--</b>	<b>40</b>

Note:

The students will have to pass independently in theory and practical exams. The criteria for passing examination will be 40% passing marks in respective subject,



including Marks for internal assessment and theory examination (combined passing). For promotion to next semester, passing in **Social Work Practicum** is mandatory.

Internal assessment will be based on one assignment/seminar (One from each paper/subjects). Student must appear for the internal assessment in the paper/subject.

## **Master of Social Work (MSW) Semester – III**

### **Core Paper 1(3T1)**

#### **Group 13: Social Policy, Planning & Development**

##### **Learner Objectives:**

1. To develop an understanding of social policy , it's formulation process & policy analysis in the perspective of national goals as stated in the Constitution, particularly with reference to Fundamental Rights and the Directive Principles of State policy.
2. Critically understand the concept, content and process of social development.
3. To develop the capacity to identify linkages among social needs, problems, development issues and policies.
4. To locate strategies and skills necessary for social development and reinforce values of social justice, gender justice and equality.

**1. Social Policy and Constitution:** Concept of social policy, sectorial policy, Relationship between social policy and social development –Values underlying social policy and planning based on the Constitutional provisions (i.e. the Directive Principles of State Policy and Fundamental Rights) and the Human Rights –Different models of social policy and their applicability to the Indian situation.

**2. Sectorial Social Policies in India:** Evolution of social policy in India in a historical perspective- Different sectoral policies and their implementation: Policies concerning - education, health, social welfare, women, children, welfare of backward classes, social security, housing, youth, population and family welfare, environment and ecology, urban and rural development, tribal development and poverty alleviation.

**3. Social Planning:** Concept of social planning –Scope of social planning-the popular restricted view as planning for social services and the wider view as inclusive of all sectoral planning to achieve the goals of social development-Indian planning in a historical perspective-The Constitutional position of planning in India. The legal status of the Planning Commission-Coordination between Centre and State, need for decentralization-Panchayat Raj, people participation.

**4. Social Development :** The Concept-Defining social development–Elements of Development- Current debates of development–Process of Modernization and Social Development -Approaches to development- Development indicators, Human Development Index, Millennium Development Goals, Social Exclusion and Inclusive Development.

### **Recommended Readings :**

1. Bandyopadhyay, D.1997 "People's Participation in Planning: Kerala Experiment", Economic and Political Weekly, Sept. 24, 50-54.
2. Bhanti, R.1993SocialPolicyandDevelopment in Rajasthan, Udaipur: Himanshu Publications.
3. Bulmer, M.et. al., 1989 The Goals of Social Policy. London: Unwin Hyman.
4. Chakraborty, S. 1987 Development Planning-Indian Experience, Oxford: Clarendon Press.
5. Dandekar, V.M. 1994 "Role of Economic Planning in India in the 1990s & Beyond", Economic and Political Weekly, Vol.29, No.24, 1457-1464.
6. Desai, V. 1988 Rural Development (Vol.1) Mumbai: Himalaya Publishing House.
7. Ganapathy, R.S. and Public Policy and Policy Analysis in Others 1985 India, Delhi: Sage Publications.
8. Ghosh, A.1992PlanninginIndia:The Challenge for the Nineties, New Delhi: Sage Publications.

9. Government of India Five Year Plan Documents (latest), New Delhi.
10. Hebsur, R.K.(Ed.) Social Intervention for Justice, Bombay: TISS.
11. International Labour Office. 1973 Multinational Enterprises and Social Policy, Geneva, ILO.
12. Kulkarni, P.D. 1979 Social Policy and Social Development in India, Madras : Association of Schools of Social Work in India.
13. Kulkarni, P.D. 1952 Social Policy in India, New York: McGraw-Hill Book Company.
14. Kulkarni, P.D. 1975 Social Policy in India, Bombay, Tata Institute of Social Sciences.
15. Madison, B.Q. 1980 The Meaning of Social Policy, London: Croom Helm.
16. Macpherson, S. 1982 Social Policy in the Third World, New York: John Wiley and Sons.
17. Mathur, K. Bjorkman Top Policy Makers in India, New Delhi: Concept Publishing Co.
18. Mishra, R. 1977 Society and Social Policy, London: Macmillan Ltd.
19. Mukherjee, N. 1993 Participatory Rural Appraisal: Methodology and Applications, New Delhi: Concept Publishers.
20. Planning Commission of India. 2000 Karnataka Human Development Report, Academic Foundation, New Delhi.
21. Rao, V. 1994. "Social Policy: The Means and Ends Question "Indian Journal of Public Administration, Vol.50, No.1, Jan.-March, 1994.
22. Rastogi, P. N. 1992 Policy Analysis and Problem-solving for Social Systems, New Delhi: Sage Publications
23. Roy, Sumit. 1997 "Globalization, Structural Change and Poverty", Economic and Political Weekly, Aug. 16-23, 2117-2132.
24. Singh, R.R. (Ed.) 1995 Whither Social Development? New Delhi: ASSWI.
25. UNDP Human Development Reports, Oxford University Press.

- 26 Weimer. D. L. and Policy Analysis: Concepts and Practice, Vining, A.R. 1994 New Jersey: Prentice- Hall.
27. World Bank World Development Reports (Annual),Oxford University Press.
28. Yadav, C.S.(Ed.) 1986Urban Planning and Policies-Part A, New Delhi: Concept Publishing Co.

# Master of Social Work (MSW) Semester – III

## Specialization Paper- I (3T2)

### Specialization Group A: Family & Child Studies

#### Group14: Family as an Institution & Working with Families

##### Learner Objectives :

1. To understand the family as a social institution.
2. To understand the impact of globalization on family & social system.
3. To sharpen the skills, techniques & interventions required for working with family.
4. To understand the governmental efforts for strengthening the families.

**1. Understanding Family:** Concept, Types, Functions of family; Family dynamics; power, myths, role and patriarchy in family; Displacement and disaster generated changes in the family (war, conflict, riots and natural calamities) and its implications; Vulnerability and marginalized families due to poverty, caste, cultural inequalities. Concept of Marriage; Review of changing situations in marriages and marital relationship; Characteristics, goals, needs, tasks and problems of each stage in the family life cycle (Evelyn Duwall and Eric Ericsson)

**2. The Family in the context of Social Change:** Concept and characteristics of social change; Impact of migration, industrialization, urbanization, liberalization, privatization and globalization on family –changing functions, values, relationship, communication.

**3. Quality of Life and Family:** Concept of quality of life; Indicators of quality of life; Family and Millennium Development Goals.

**4. Working with Families - interventions, techniques and skills:**

- a) Family centered social work – problem solving approach;
- b) Life enrichment programmes – developmental approach;

- c) Programmes for family empowerment and protection of human rights;
- d) Efforts of government in strengthening families – Policy, Legislation and programmes; -

A brief review of ICDS, Micro-credit, component plan, Schemes for families, Public Distribution System, Health – Family Welfare Programme, Health Insurance.

### **Recommended Readings:**

1. Agnes, Flavia (1999) Law and Gender Inequality – The Politics of Women’s Rights in India, New Delhi : Oxford University Press.
2. Agrawal, Namita (2002) Women and Law in India, Women Studies and Development.
3. Avasti, Abha & Srivastava, A. K. (2001) Modernity Feminism and Women Empowerment, Jaipur: Rawat Publications.
4. Baxamusa, Ramala, Subramanian, Hema (1992) Assistance for Women’s Development from National Agencies – Employment Progress, Bombay : Popular Prakashan Centre, December, New Century Publications.
5. Djetchich, Galmele (1992) Reflections on the Women’s Movement in India – Religion, Ecology, Development, New Delhi : Horizon India Books.
6. Datar, Chaya (1993) The Struggle against Violence, Calcutta : StreeVani.
7. Gate, Smita (1998) Development of Women – The Maharashtra Experiences in Women’s Policy Implement, Pune : YASHADA.
8. Goel, Aruna (2004) Organisation and structure of Women Development and empowerment, New Delhi : Deep and Deep Publication Pvt. Ltd.
9. Herman & Julia R. Schewendinger (1983) Rare and Inequality, California : Sage Publication
10. Kaur, Manmohan (1982) Women in Indian’s Freedom Struggle, New Delhi : Stevling Publishers Pvt. Ltd.
11. Khan, M. A. (2006) Women and Human Rights, New Delhi : SBS Publishers & Distributors Pvt. Ltd.

12. Khanna, Girija&Mariamma, Vargheso (1970) Indian Women Today, New Delhi : Vikas Publishing House Pvt. Ltd.
13. Kishwar, Madhu Ruth, Vanita (1991) In search of Answers – Indian Women“ s voices from Manushi, New Delhi : Horizon India Books.
14. Kumar, A. (2006) Women and Family Welfare Institute for sustainable Development, Lucknow, New Delhi : Anmol Publications Pvt. Ltd.
15. Laxmi Devi (1996) Women & Family Welfare Institute for sustainable Development :Lucknow, New Delhi : Anmol Publications Pvt. Ltd.
16. Maithreyi, Krishna Raj (1980) Women and Development – The Indian Experience Pune :ShubhadaSaraswaltPrakashan.
17. Malladt, Subbamma (1992) Hinduism and Women, Delhi : Ajanta Publications.
18. Mehta, Vera Yayas, Frances (1990) Exploring Feminist Vision - Case Studies on Social Justice, Pune : StreeVani / Ishwar Kendra.
19. Mishra, Prachi (2006) Domestic Violence against Women Legal Control and Judicial Response, New Delhi : Deep & Deep Publication, Pvt. Ltd.
20. NarsimhanSakuntala (1999) Empowering Women – An alternative Strategy from Rural India, New Delhi : Sage Publications.

# Master of Social Work (MSW) Semester III

## Specialization Paper II(3T3)

### Specialization Group A: Family & Child Studies

#### Group 15 : Socialization of the Child and Child Welfare

##### Learner Objectives:

1. To understand the concept & process of socialization
2. To understand the situation of children in India
3. To understand the history & philosophy of child welfare in India
4. To understand the national & international efforts for child welfare
5. To know the child related laws.
6. To know the programmes & services for child welfare
7. To understand & acquire the skills for working with children

**1. The Situation of children in India :** Demographic characteristics - Needs and Problems of children in India - Street child, destitute, delinquent, abandoned, orphaned, sexually abused, child labour, child trafficking, natural calamity affected children, HIV-AIDS affected and infected children, tribal child, child beggar, child prostitute, children from poverty groups, special problems of girl child.

**2. Child Health: A Situational Analysis:** Causes of infant mortality and morbidity; - Reproductive and child health, health of adolescent girls; Common childhood diseases; Nutritional deficiencies; Genetic disabilities.

**3 Child Welfare :** Historical review of child welfare in India - Changing philosophy of work with children - UN Declaration on the Rights of the Child and other international initiatives; Constitutional Provisions, National Policy for Children, National Charter for Children, National Action Plan for Children, Commissions for Protection of Child Rights and Maharashtra State policy for children; An overview of Legislation for children to



ensure child rights - Juvenile Justice (Care and Protection of Children) Act; Hindu Adoption and Maintenance Act; Guardianship and Wards Act; Child Labour (Prohibition and Regulation) Act 1986.

**4. Services for Children & Skills for Social Work with children:** Current initiative: Statutory and non-statutory services; Supportive services (for example, supplementary nutrition); Developmental services (for example, non-formal education); Remedial services (for example, residential care, child guidance clinic); Child rights approach - Challenges in developing comprehensive approach to child protection; Helplines for children; Skills in advocacy and campaigning for children.

**Recommended Readings :**

1. Zimmerman, S.L. 1995 Understanding Family Policy: Theories and Applications, London: Sage Publications.
2. Desai, M. (ed.) 1994 Family and Intervention: A Course Compendium, Bombay: TISS.
3. Tata Institute of Social Sciences 1994 Enhancing the Role of Family as an Agency for Social and Economic Development. Mumbai: Unit for Family Studies, TISS.
4. Bajpai, A.2003 Child Rights in India – Law, Policy and Practice, Delhi: Oxford University press.
5. Swaminathan, M.(ed.)1998 The First Five years – A Critical Perspective on Early Childhood Care and Education in India, NewDelhi: Sage publications.
6. Enakshi, G.T. (ed) 2002 Children in Globalising India – Challenging Our Conscience, New Delhi: HAQ Centre for child Rights.
7. Joshi, S. 1996 Child Survival, Health and Social Work Intervention, New Delhi: Concept Publishing company.
8. Kumari, V., Brooks, S.L.2004 Creative Child Advocacy – Global Perspectives, New Delhi: Sage Publications
9. Gandhi, A. 1990 School Social Work, New Delhi: Commonwealth publishers.
10. Boss, P.G., et al. 1993 Sourcebook of Family Theories and Methods: A Contextual Approach. Plenum.
11. Zimmerman, S.L. 1995 : Understanding Family Policy: Theories and Applications, London: Sage Publication

# Master of Social Work (MSW) Semester III

## Specialization Paper -III (3T4)

### Specialization Group A: Family & Child Studies

#### Group 16 - Family Life Education and Population

##### Learner Objectives:

1. Understand the ideological base of quality of life and needs of family in the context of family life cycle.
  2. Understand the concept sexual health and develop insight into the human sexuality and sexual behaviour.
  3. Understand characteristics and determinants of population growth.
  4. Examine population and other related policies and initiatives by government and NGOs.
  5. Develop skills to participate in programmes and activities related to the three areas, population, sexuality and life skill education.
1. **Family Life Education:** Concept, philosophy, goals and significance of FLE in the context of quality of life; Value education as part of FLE programme, objectives of family life education for various age groups (family life cycle and developmental stages).
  2. **Areas of family life education:** Premarital preparation, marriage and married life, planned parenthood, family relationships; Communication in family; home management; Aging and retirement, special focus on adolescent life skill training.
  3. **Population Studies & Population Policy:** i) Demography and demographic characteristics, concept of population, determinants of growth, global perspective of population, characteristics of Indian population; ii) Population Policy - Concept and contents of population policy (Population Policy and Family Welfare Policy); Review of population policy in India, influence of international organisations on India's policy, objectives and key programmes of population policy; Population education – concept, objectives and content for various age groups, review of government and NGO initiatives.

**4. Curriculum Development for Family Life Education**, (Sexuality education, population education and life skill education); Steps in developing curriculum – need assessment, preparation and planning of modules, preparing audio-visual aids for the programme, using participatory methodology. Implementation of programme, evaluation, followup; Qualities and skills required for family life educator.

### **Recommended Readings :**

1. Badshah Bindu (2006) Senses and Soul, New Delhi :Sakshi
2. Bhatlavande, Prakash, Gangakhedkar, Raman (1999) On the Horizon to Adulthood, Unicef.
3. Dyalchand, A., Khale M., Kapadia N. Kurdu, (2000) Life Skills for Adolescent girls (Volume 1 & 2), Pachod : Institute of Health Management
4. FernandesGracy, PierinaD<sup>o</sup> souza, VinnySammuel (2002) Resilience (Part 1 & 2) Mumbai : The Research Unit, College of Social Work, Nirmala Niketan
5. Grugni, Anthony (1988) Sex Education, Mumbai : Better Yourself Books
6. Khwaja, Ali (2005) A Handbook on Life Skills, Banglore :Banjara Academy
7. Mascarenhas, Marie (1986) Family Life Education, Value, Education, Banglore : CREST
8. Monteiro, Anjali (1994) Five Booklets, Reflections on My Family, Mumbai : Tata Institute of Social Sciences.
9. Pathak, Lalit P. (1998) Population Studies, New Delhi: Rawal Publications.
10. Salkar, K. R. (1989) Population Education for Developing Countries, New Delhi : Sterling Publishers Pvt. Ltd.
11. Sinha, P. N. (2000) Population Education and Family Planning, Delhi : Authors Press

**Master of Social Work (MSW) Semester – III**  
**Specialization Paper- I (3T2)**  
**Specialization Group B : Medical & Psychiatric Social Work**  
**Group 14: Health Care & Social Work Practice**  
**Learner Objectives:**

1. Understand the changing concept of health as an aspect of social development.
  2. Develop a critical perspective of healthcare services and programs in the context of health scenario in the country.
  3. Gain understanding of relevance, domains and nature of social work intervention in different health settings.
- 1. Concept of Health, Well-Being and Disease :** Health: Meaning, components, determinants of health; Indicators of health status of people in a community—MMR, IMR, Life expectancy ; Disease: Causation and prevention; classification of diseases ,Health scenario of India; Health as an aspect of social development. Concept of positive health .Meaning and evolution of social medicine , preventive medicine , community medicine . levels of intervention
  - 2. Healthcare Services and Programmes :** Structure of healthcare services in India: Primary, secondary and tertiary level healthcare structure and their functions; Primary healthcare: concept, issues of availability, affordability and accessibility of healthcare services, Post Alma Ata declaration initiatives in India; Historical perspective Critical appraisal of Health planning and policy: National health policies & programme , current health policies and health planning , Role of WHO and other international organizations like UNICEF etc
  - 3. Medical Social Work in Various Settings:** Hospitals as an organization , Functions of medical social workers in-- a) General Hospitals, Government, Corporate and Private, specific disease hospitals, Specialized Clinics, community health centers, blood banks, eye banks, health camps; b) Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged. C) Hospitalization syndrome
  - 4. Emerging Concerns in Healthcare :** Public-private participation and collaboration in health care: Role of NGO and private sector in comprehensive health care. Social mobilization at the grassroots : Case studies of People’s Health Movements-- RCH: Concept ,components, strategies, and emphasis on reproductive rights, Jamkhed project , SEARCH , Aanadwan , Lok Biradari Prakalp, Aamhi Aamchyaa Aarogyasaathi ; Health Activism, Health tourism

### **Recommended Readings:**

1. Baru, R.V. 1998 Private Health Care in India: Social Characteristics and Trends. New Delhi: Sage Publications.
2. Burman, P. & Khan, M.E. 1993 Paying for India's Health Care. New Delhi: Sage Publications.
3. Dasgupta, M. & Lincoln, C. C. 1996 Health, Poverty and Development in India. New Delhi: Oxford University Press.
4. Dhillon, H.S. & Philip, L. 1994 Health Promotion and Community Action for Health in Developing Countries. Geneva: WHO.
5. Drinka, T. J. K. & Clark, P.G. 2000 Health Care Teamwork: Interdisciplinary Practice and Teaching. Westport, CT: Auburn House.
6. Germain, C.B. 1993 Social Work Practice in Health Care: An Ecological Perspective. New York: The Free Press.
7. Katja, J. (Ed.) 1996 Health Policy and Systems Development. Geneva: WHO.
8. Oak, T.M. (Ed.) 1991 Sociology of Health in India. Jaipur: Rawat Publications.
9. Park, K. 2011 Textbook of Prevention and Social Medicine (21<sup>st</sup> edition). Jabalpur: Banarsidas Bhanot.
10. Phillips, D. R. & Verhasselt, Y. 1994 Health and Development. London: Routledge.
11. Pragna Pai, 2002, effective Hospital management, National book depo.
12. WHO 1978 Primary Health Care: A Joint Report by Director General of WHO and Director of UNICEF. International Conference on Primary Health Care. Alma Ata: USSR.
12. Yesudian, C.A.K (ed.) 1991 Primary Health Care. Mumbai: Tata Institute of Social Sciences.
13. Hiramani, A.B. 1996 Health Education: An Indian Perspective. New Delhi: B. R. Publishing Corporation.
14. Macdonald, G. & Peterson, J. L. (Eds.) 1992 Health Promotion: Disciplines and Diversities. London: Routledge.
15. McLeod, E., & Bywaters, P. 2000 Social Work, Health and Equality. London: Routledge.
16. Nadkarni, V.V. 1985 Proceedings of the Seminar on Changing Trends in Healthcare and Implications for Social Work. Bombay: Tata Institute of Social Sciences.
17. Rao, M. (Ed.) 1999 Disinvesting in Health: The World Bank's Prescriptions for Health. New Delhi: Sage Publications.
18. Sundaram, T. 1996 Reaching Health to the Poor, Sourcebook on District Health Management. New Delhi: VHAI.
19. Voluntary Health Association of India 1995 Reproductive Health and Reproductive Rights. New Delhi: VHAI.
20. Voluntary Health Association of India 1997 Report of the Independent Commission on Health in India. New Delhi: VHAI.
21. Voluntary Health Association of India 1992 State of India's Health. New Delhi: Voluntary Health Association of India

22 essentials of public health & Sanitation Part II, 2002 by All India Institute of local self-government

**2 Master of Social Work (MSW) Semester – III**  
**Specialization Paper - II (3T3)**  
**Specialization Group B : Medical & Psychiatric Social Work**  
**Group:15 -Medical Information for Social Workers**

**Learners objectives -**

1. Understand the changing concept of health as an aspect of social development.
2. To develop knowledge about the important concepts in health
3. Develop a critical perspective of healthcare services and programs in the context of health scenario in the country.
4. To understand various health problems.

**1. Concept of patients as a person** –Concept of patient as a person --as a whole , psycho somatic approach in medical social work . Psycho socio economic problems faced by the patient &his/her family , assessment –assessing individual, social clinical factors and family milieu and integrating all these factors for patient management. Medical and psychological factors involved in various diseases . Medical sociology and its relevance to Medical social work.

**2. Some medical conditions Requiring social work Intervention: Symptoms, causes and treatment for** 1) Cancers , 2) Kidney/renal failure and treatments, 3) Diabetes related health issues 4) **Diseases of Cardio Vascular System**—Myocardial infarction ,Ischemic heart disease , Hypertension, Stroke/paralysis, **5) Degenerative Diseases and Geriatric health problems** like -- Arthritis, Parkinson’s disease, Cataract, Glaucoma , Retinal detachment, Senile dementia, Alzheimer’s diseases.

**3 Some Infectious diseases and genetic disorders : Symptoms, causes and interventions regarding--** Tuberculosis, Leprosy, Sexually Transmitted Infections (bacterial and viral) HIV, AIDS, Hepatitis, Poliomyelitis, Ameobiasis, Dysentery and Worm infection, Rabies, Thalassemia, Sickle cell anemia, Epilepsy, Asthma, Mental deficiency, Spasticity.

**4 Various other treatments in medical field** --- AYUSH,Alternate medicine . Need of curbing superstitions in health related issue , Major medical procedures and their implications –like surgeries , general anesthesia , amputations/removing an organ , by pass , Life supporting services, Concept of palliative care and pain management . Need, importance and principle of multi disciplinary team work. Role of Medical social worker in the team.

**Recommended reading--**

1. Baru, R.V. 1998 Private Health Care in India: Social Characteristics and Trends. New Delhi: Sage Publications.
2. Burman, P. & Khan, M.E. 1993 Paying for India’s Health Care. New Delhi: SagePublications.
3. Dalal Ajit ,Shubha Roy .2005 Social dimension of Health ,Rawat publications .
3. Dasgupta, M. & Lincoln, C. C. 1996 Health, Poverty and Development in India. New Delhi: Oxford University Press.
4. Dhillon, H.S. & Philip, L. 1994 Health Promotion and Community Action for Health in Developing Countries. Geneva: WHO.

5. Oak, T.M. (Ed.) 1991 Sociology of Health in India. Jaipur: Rawat Publications.
6. Park, K. 2005 Textbook of Prevention and Social Medicine (18th edition). Jabalpur: Banarsidas Bhanot.
7. Phillips, D. R. & Verhasselt, Y. 1994 Health and Development. London: Routledge.
8. WHO 1978 Primary Health Care: A Joint Report by Director General of WHO and Director of UNICEF. International Conference on Primary Health Care. Alma Ata: USSR.
9. Yesudian, C.A.K (ed.) 1991 Primary Health Care. Mumbai: Tata Institute of Social Sciences.
10. Hiramani, A.B. 1996 Health Education: An Indian Perspective. New Delhi: B. R. Publishing Corporation.
11. Macdonald, G. & Peterson, J. L. (Eds.) 1992 Health Promotion: Disciplines and Diversities. London: Routledge.
12. McLeod, E., & Bywaters, P. 2000 Social Work, Health and Equality. London: Routledge.
13. Nadkarni, V.V. 1985 Proceedings of the Seminar on Changing Trends in Healthcare and Implications for Social Work. Bombay: Tata Institute of Social Sciences.
14. Rammurthy V, 2000, Global patterns of HIV/AIDS transmission
15. Rao, M. (Ed.) 1999 Disinvesting in Health: The World Bank's Prescriptions for Health. New Delhi: Sage Publications.
16. Sundaram, T. 1996 Reaching Health to the Poor, Sourcebook on District Health Management. New Delhi: VHAI.
17. Voluntary Health Association of India 1995 Reproductive Health and Reproductive Rights. New Delhi: VHAI.
18. Voluntary Health Association of India 1997 Report of the Independent Commission on Health in India. New Delhi: VHAI.
19. Voluntary Health Association of India 1992 State of India's Health. New Delhi: Voluntary Health Association of India



**3 Master of Social Work (MSW) Semester – III**  
**Specialization Paper- III (3T4)**  
**Specialization Group B : Medical & Psychiatric Social Work**  
**Group 16- Medical social work**

**Learner's objectives -**

1. To orient learners to the field of Medical social work
2. To develop understanding and expected competence about the task, role and function of Medical Social Workers in various settings.
3. To create awareness about contemporary issues related to health.

**1. Medical Social Work**—Concept of medical social work , historical development in U.K., U.S.A. and India , Application of primary and secondary social work methods in health setting. Rights of the patients. Quality of life , Issues of ethical medical practices. Competencies required for medical social worker , limitations faced by medical social worker.

**2. Medico legal issues** –Meaning and nature of medico legal issues, need of laws related to health care and medical services .  
Development of social security legislations , Accidents and injuries, Objectives and features of ESI scheme ,MTP act , PCPNDTact 1994 Ethical issues related to medical practice in India specifically organ donation & surrogacy

**3. Various Disabilities**-- Meaning and concept of chronic illness , acute illness ,terminal illness ,disability ,impairment . Definitions and types , causes and prevention of different handicaps . The rights of persons with disabilities act, 2016, Rehabilitation council of India, National Trust Act ,1999,Different projects related to the disabilities by GOI , Genetic counseling.

**4. Emerging Concerns in Health care** –Health issues of various groups --- children , women , adolescents ,youth ,old aged persons ,LGBTQ and under privileged groups . Meaning ,objectives and methods of health education . Euthenasia, mercy killing, issues related to Generic medicines, Banning a medicine etc.

**Recommended readings –**

1. Banerjee, G. R. (1988) Papers of Social Work, Mumbai: Tata Institute of Social Service.
2. Banerjee, Gouri Rani (1998) The Tuberculosis Patient, Tata Institute of Social sciences.
3. Dora, Gold Stien (1954) Expanding Horizons in Medical Social Work, Chicago : The University of Chicago Press.
4. Javeri D. R. (1996) Social Work in Hospital Set up, KEM Hospital, Mumbai.
5. Park, J. E & Park, K.2011 Preventive and Social Medicine, Jabalpur : Banaridas Bhanot.
6. Pathak, S. H. (1961) Medical social Work in India, Delhi : School of Social Work.
7. Sathe, R. V. (1897 Ed.) You and Your Health, India : D. Bhave Book Trust.
8. Werner David (1994 Ed.) Where there is no doctor, New Delhi : VHAI (Voluntary of Health Association of India).
- 9 Baru, R.V. 1998 Private Health Care in India: Social Characteristics and Trends. New Delhi: Sage Publications.
- 10 . Burman, P. & Khan, M.E. 1993 Paying for India's Health Care. New Delhi: Sage Publications.

- 1 2 . Dasgupta, M. & Lincoln, C. C. 1996 Health, Poverty and Development in India. New Delhi: Oxford University Press.
- 1 3 . Dhillon, H.S. & Philip, L. 1994 Health Promotion and Community Action for Health in Developing Countries. Geneva: WHO.
- 1 4 . Drinka, T. J. K. & Clark, P.G. 2000 Health Care Teamwork: Interdisciplinary Practice and Teaching. Westport, CT: Auburn House.
- 1 5 . Germain, C.B. 1993 Social Work Practice in Health Care: An Ecological Perspective. New York: The Free Press.
- 1 6 . Katja, J. (Ed.) 1996 Health Policy and Systems Development. Geneva: WHO. Oak, T.M. (Ed.) 1991 Sociology of Health in India. Jaipur: Rawat Publications.
17. Phillips, D. R. & Verhasselt, Y. 1994 Health and Development. London: Routledge.
- 18.. WHO 1978 Primary Health Care: A Joint Report by Director General of WHO and Director of UNICEF. International Conference on Primary Health Care. Alma Ata: USSR.
19. Yesudian, C.A.K (ed.) 1991 Primary Health Care. Mumbai: Tata Institute of Social Sciences.
20. Hiramani, A.B. 1996 Health Education: An Indian Perspective. New Delhi: B. R. Publishing Corporation.
21. Macdonald, G. & Peterson, J. L. (Eds.) 1992 Health Promotion: Disciplines and Diversities. London: Routledge.
22. McLeod, E., & Bywaters, P. 2000 Social Work, Health and Equality. London: Routledge.
23. Nadkarni, V.V. 1985 Proceedings of the Seminar on Changing Trends in Healthcare and Implications for Social Work. Bombay: Tata Institute of Social Sciences.
24. Rao, M. (Ed.) 1999 Disinvesting in Health: The World Bank's Prescriptions for Health. New Delhi: Sage Publications.
25. Sundaram, T. 1996 Reaching Health to the Poor, Sourcebook on District Health Management. New Delhi: VHAI.
26. Voluntary Health Association of India 1995 Reproductive Health and Reproductive Rights. New Delhi: VHAI.
27. Voluntary Health Association of India 1997 Report of the Independent Commission on Health in India. New Delhi: VHAI.
28. Voluntary Health Association of India 1992 State of India's Health. New Delhi: Voluntary Health Association of India
- 29 .Listening to women talk about their health: Issues and evidences from India (ed) 1994 ,haranand Publications

# Master of Social Work (MSW) Semester – III

## Specialization Paper -I (3T2)

### Specialization Group C : Urban ,Rural and Tribal Community Development

#### Group 14 - Perspectives on Urban Community Development

##### Learner Objectives;

1. To gain knowledge on economics of urban areas from a human development perspective.
2. To understand socio-economic situation of urban communities
3. To understand the relevance and Problems of urban communities.
4. Be equipped with theoretical framework to analyze urban community development programmes

**Unit 1. Analyzing Communities:** ; Definition, Concept and characteristics of Urban Community, process of Urbanization, Slums in India- Growth , Types, major characteristics, problems,

**Unit 2. Urban Local Self Government:** Structure and functions of Urban Local Self Government; 74<sup>th</sup> Constitutional Amendment, Ward Sabha's, Capacity Building Scheme for Urban Local Bodies etc.

**Unit 3. Urban Planning and Schemes:** Concept, laws related to urban development, Schemes: Urban Infrastructure Development Schemes for Small and Medium Towns, Atal Mission for Rejuvenation and Urban Transformation (AMRUT) , Pradhan Mantri Awas Yojana, Deen Dayal Antyodaya Yojana-National Urban Livelihood Mission (NULM), Swachha Bharat Mission, Smart City- meaning, Concept, Scope, nature and strategies .

**Unit 4. Urban Economy :** i) Urban Economy in the context of : Land, labour, capital , technology , organization, ii) Economy of Local self Government- Revenue and Tax Collection

## REFERENCES

1. Kalam Abdul A.P.J. & Singh Srijan Pal, Advantage India from Challenge to Opportunity; 2015,
2. Bhowmik, Debesh(2007) Economics of Poverty, New Delhi : Deep & Deep Publications.
3. Dutta,RudarS.,(1985) Indian Economy,NewDelhi : S. Chand&Company
4. Hajela,T.N.CYearcooperation Principles Problems andPractice(6thEdition),Delhi :Konark Publishers.
5. Higgott,RichardA.(1982) PoliticalDevelopment Theory:The Contemporary Debates Taylor& Francis Group.
6. Jhunjhunwala , Bharat. Globalization and Indian Economy, New Delhi :Gyan Book Pvt. Ltd.
7. Joshi, Deepali Pant (2006) Poverty and sustainable Development, New Delhi : GyanBooks.
8. Mishra & Puri (1995) Indian Economy, Mumbai: Himalaya Publication House.
9. Petras, James & Veltmeyer, Henry (2001) Globalization Unmasked-Imperialisminthe 21st Century,NewDelhi: Madhyam Books.
10. Pillai, G.M(Ed.) (1999) Challengesof Agricultureinthe21st Century, Pune: Maharashtra Councilof AgriculturalEducation andResearch.
11. Simon David,Narman Anders (1999) Developmentas Theory and Practice- Current Perspectiveson Development,Longman- UK.

# Master of Social Work (MSW) Semester – III

## Specialization Paper - II (3T3)

### Specialization Group C : Urban ,Rural and Tribal Community Development

#### Group 15 : Perspectives on Rural Community Development

##### Learners Objectives:

- i. To develop the conceptual understanding of Rural Community
- ii. To understand the issues and concerns of Rural community
- iii. Understand the approaches and developmental actions of rural community development.

**1. Introduction:** Meaning, Characteristics and Types of Villages, , Present scenario of Rural Social Development, understanding concept of development, concept, nature and scope of rural Community Development, Introduction to Community Development programme 1952 and Approaches for Rural Development (Livelihood Approach: Indigenous community development approach), sustainable rural community development, Social work with rural community.

**2. Rural Community and Ownership of Resources:** Agriculture, Movable and immovable property, 7/12 document, land ownership, house ownership, concept of assets in rural community, Gender and ownership on resources. Community owned resources.

**3. Areas and Concerns–Livelihood** (Employment, poverty, Food security, financial exclusions, agriculture) education , health , energy, environment, livestock, cropping pattern, and water sources.

**4. Socio economic Development in the Rural Context:** Gandhian approach to Rural Development, Measures of land reforms, Growth of infrastructure; Green revolution and white revolution; commercialization of Agriculture; Other sectors of rural employment and livelihood options : bamboo, cane, forestry, fisheries, rural industries, small scale industries; Natural resource management. (Water, Forest, Livestock, Land, Human resource.)

## REFERENCES

1. Debroy, &kaushik. (2005). Emerging Rural Development Through Panchayats .Academics Foundation.
2. Jain, S. C. (1967). Community development and panchayati raj in India: Allied Publishers.
3. Ministry of Rural Development (GOI): Annual Report 2016-2017
4. Mukerji, B. (1961). Community Development in India: Orient Longmans.
5. Patil K.S. (2013) Farmers Suicides in Vidarbha: An Agrarian Crisis, BSPK Publication, Nagpur
6. Patil K. S. (2016) Water Security in India: Sustainable Community Development, Nagpur: BSPK Publication, ISBN: 978-93-84198-91-6
7. Palanithurai, G. (2002). Dynamics of New Panchayati Raj System in India: Panchayati raj and multi-level planning: Concept Publishing Company.
8. Rajora, R. (1998). Integrated Watershed Management: A Field Manual for Equitable, Productive and Sustainable Development: Rawat Publications.
9. Rao, P. K. (2000). Sustainable Development: Economics and Policy: Wiley.
10. Robinson, J. W., & Green, G. P. Introduction to Community Development: Theory, Practice, and Service-Learning: SAGE Publications.
11. Sharma, R. (2005). Grass-Root Governance: Changes And Challenges In Rural India: Rawat Publications, Jaipur.
12. Singh, K. (2009). Rural Development: Principles, Policies and Management: SAGE Publications.
13. Singh, T. (2006). Disaster Management: Approaches & Strategies: Akansha Publishing House.
14. Sisodia, Y. S., & Madhya Pradesh Institute of Social Science Research, U. (2005). Functioning of panchayat raj system: Rawat Publications.

# Master of Social Work (MSW) Semester – III

## Specialization Paper -III (3T4)

### Specialization Group C : Urban, Rural and Tribal Community Development

#### Group 16 - Tribal Social System

##### Learner Objectives:

1. To understand the concept, meaning and definition of tribe, their social conditions, culture, customs, and power structure.
2. To become familiar with Particularly Vulnerable Tribal Groups.

**1. Identity of Tribe:** Definition, Concept and Characteristics of Tribes and Scheduled Tribe , Tribal Demography , Major tribes in Maharashtra and India Tribal Society, Traditions & Culture : Tribal family, Marriage and Kinship; Yuvagruh; Tribal clan organization; Tribal customs, folkways, Components of tribal culture.

**2. Introduction to Tribal Economic System:** Tribal and forest economy; Forest goods and recent legal provisions; Goods exchange (barter) method, Joint Forest Management

**3. Tribal Development and role of Government:** Constitutional provisions for Scheduled Tribes; Tribal development Schemes. Tribal development under the different five year plans. Role of Voluntary /People's Organizations; Opportunities of Social Work in tribal development.

**4. Tribal Political System and Particularly Vulnerable Tribal Groups (PVTGs):** Tribal power structure - traditional and Constitutional; The Panchayat (Extension to the Scheduled Area) Act 1997 (PESA) , Definition, concept ,Characteristics and Demography of PVTGs of Maharashtra.

##### Recommended Readings :

1. Baviskar, Amita (2004) : In the Belly Of The River : Tribal Conflicts over Development in the Narmada Valley. New Delhi: Oxford University Press, Second Edition.

2. Beteille, A., (2006) :Society and Politics in India: Essays in a Comparative Perspective. Berg: Oxford International Publishers (reprinted).
3. Chauhan, V.S., (2009) : “Crystallizing Protest into Movement: Adivasi Community in History, Society and Literature” in G.N. Devy, Geoffrey V. Davis and K.K. Chakravarty (eds) Indigeneity: Culture and Representation, Hyderabad : Orient BlackSwan.
4. Mehta, B. H., (1984) : Gonds of the Central Indian Highlands : A Study of the Dynamics of Gond Society, (Volume One & Two). New Delhi : Concept Publishing House.
5. Munda, Ram Dayal [Undated]: “Introduction” in Indigenous and Tribal Solidarity,
6. Souvenir brought out by the Indian Confederation of Indigenous and Tribal People : New Delhi.
7. Madan, T. N., (1999) : “Introduction” In Religion in India (Ed) T.N. Madan, New Delhi: Oxford University Press.
8. Maharatna, Arup (2005) : Demographic Perspectives on India’s Tribes New Delhi: OUP.
9. Patil K. S. (2014) Scheduled caste in India: issues and Challenges in 21st Century, Nagpur: BSPK Publication, ISBN: 978-93-84198-04-6
10. Patnaik, N., 1972 : Tribes and their Development, at study of two tribal development blocks in Orissa. Hyderabad : NICD.
11. Puri, V. K., 1978 : Planning for Tribal, Development, Yojana.
12. Report of All India Tribal Conference and National Seminar on Tribal Development, Guwahati, 1979.
13. Sendoc Bull, 1979: Role of Banks in Tribal Development, II, 7 (5).
14. Roy, Prodipto, (Ed.) 1964 : A study of the benefits accruing to the tribals in special multi- purpose tribal blocks, NICD, Hyderabad.
15. Sharma B. D. 1978 : Tribal Development – The concept and the Fame.
16. Sharma, B. D. 1981 : Planning for Dispersed Tribals, Kurukshetra.



17. Sinha, S. P. : Planned Change in tribal areas, Journal of Public Administration, 19 (3), July-Sept.1977.
18. Singh, B. 1977: tribal Development at Cross Road : a Critique and a Plea, Man in India, July.
19. Sub-plan for tribal development in Tamil Nadu, Vanyajiti, July, 1978.
20. Umapathi, B. E, 1979 : Review of Tribal Development in Karnataka, Man in India, July-Sept.1979.
21. Vidyarthi, L. P. : Tribal Development in Independent India and it's future, Man in India, Jan.,1974.
22. Vidyarthi, L. P., 1976: Development plans of the tribes of Andamana and Nicobar Island : An action oriented report, Journal of Social Research, 19 (2), Sept.
23. Xaxa, Virginius (2008): State, Society and Tribes: Issues in Post-Colonial India. New Delhi: Pearson-Longman.
24. Yadav and Misra 1980 : Impact of the tribal development programmes on employment, income and asset formation in Bastar, M.P.

# Master of Social Work (MSW) Semester – III

## Specialization Paper I (3T1)

### Specialization Group D: Criminology, & Correctional Administration

#### Group 14- Current Trends & Perspectives in Criminology

##### Learner Objectives:

1. To gain conceptual clarity about crime in society, its etiology and the debates on the explanation for causation of crime.
2. To develop critical awareness about the changing face of crime in a 'globalised' world and develop the ability to relate them to a 'localised' environment.
3. To understand the types of crime in a changing and developing socio-economic and political context, and discuss newer forms of crime in an increasingly 'globalised' world.
4. To become familiar with the issue of criminalisation of marginalised groups in society by the State and the role that social workers need to play in this context
5. To be able to conceive intervention strategies within the existing socio-legal framework.
6. To gain knowledge of the role that social workers need to play in the context of crime and criminalization.

**1. Basic Concepts and Theories:** Concept of Crime, Criminal and Criminology. Classification of crime as a social problem in India; Understanding crime statistics; Biological School; Sociological Theories; Psycho-social Theories

**2. Types of Crime :** Crimes against persons; Crimes against property; Gender crime; Juvenile deviance (children in crime); White collar crime; Organized crime, Occupational crime; Alcoholism, Drug abuse and crime; Technology and crime; Environmental crime; Youth deviance; Recent trends of youth crime and deviance (Porn, MMS, date rapes, sexual abuse, cyber crimes, drug peddling, trafficking); Criminalization

of Vulnerable Groups: Denotified Tribes; Indigenous people; Homeless, migrants, Drug addicts, Beggars, Petty offenders, Hawkers etc.; Crimes against women and children.

**3. Criminal Justice System :** Historical overview of the criminal justice system and agencies; The Legal framework – Indian Penal Code, Code of Criminal Procedure and Evidence Act; the Police Act, the Prisons Act, The criminal justice system – Police, Prison and Judiciary; Types of prisons and prison programmes; Overcrowding of prisons; Prison Riots; Production of under trials through video Conferencing; Problems related to under trials.

**4. Crime Prevention :** Meaning of crime prevention; Prevention and Control of Crimes Against Vulnerable Sections - Women, Children, Senior Citizens, Dalits, Tribals / Indigenous People, and Religious Minorities; Prevention of Specific Crimes: Cyber Crimes, Crimes against environment, Crimes against wild life; Prevention of Terrorism, Drug Trafficking, and Human Trafficking; Approaches to counselling and skills in work with ex-offenders; Application of rational emotive therapy; Group therapy.

### **Recommended Readings :**

1. Bhadauria, Y.S., 1996, History Sheeter's of India National Publishing House, New Delhi
2. Brown, S., 1999, Understanding Youth and Crime, Open University Press, Buckingham, Philadelphia.
3. Criminal Justice System: Components, Processes and Perspectives – Police, Prosecution, Judiciary and Correctional institutions.
4. Coleman, James & Broen, William (1970) Abnormal Psychology and Modern Life. Bombay: D.B. Tarporewala Sons & Co.
5. David Abrahamsen, 1960, Psychology of Crime, Columbia University Press, New York.
6. Daly, Kathleen and Maher, Lisa, eds. (1998). Criminology at the crossroads: Feminist readings in crime and justice. New York: Oxford University Press.
7. Durrant, Russil & Thakur, J. (2003) Substance Use and Abuse, Cultural and

Historical Perspectives. Sage, Thousand Oaks.

8. Govt.of India: Crime in India (Yearly) Bureau of Police Research and Development, New Delhi
9. Greshma, M. Sykes, Robert K. Merton (ed.), 1978, Criminology, Harcourt Brace Jovanevich, Inc.
10. Harry Elmes Barnes & Negley K. Teeters, 1951, New Horizons in Criminology, Prentice Hall, Inc.
11. Hugh D. Barlow, 1987, Introduction to Criminology. Little Brown & Co.
12. Imogene L. Moyer, 2001, Criminological Theories – Traditional and non traditional voices and Themes, Sage Publications London
13. Leonard D. Savitz, Norman Johnston 1982, Contemporary Criminology, John Wiley & Sons
14. Marshal B. Clinard & Richard Quinney, Criminal Behaviour Systems: A Typology, Rinchart & Winston
15. Martin A. Haskell Lewis, Yablonsky, 1974, Criminality: Crime and Criminality, Raud McWally College Publishing Co., Chiacago.
16. McLaughlin, E., & Muncie, J. (Eds.) 2001, The SAGE Dictionary of Criminology. Sage Publications.
17. Merchant, Y. A & Dorkings, P. D. (1994) Narcotics – An In-depth Study of Drug Abuse. Information, Rehabilitation and Research Centre.
18. Moyer, Imogene L. (2001). Criminological theories: Traditional and Nontraditional Voices and Themes. London: Sage Publication.
19. Mukherjee, S.K. & Jocelyne A. Scutt, Women and Crime Ed. Australian Institute of Criminology in association with George & Unwin, Sydney, London.
20. Reckless, W.C., 1967, The Crime Problems, Mewdith Publishing Co., Appleton Century Croft.
21. Merton, Robert, K (1938). Social structure and anomie. In *American Sociological Review*, Vol. 3, No. 5 (Oct., 1938): 672-682.

22. Panakal, J.J. and Gokhale, S.D. 1969: Crime & Corrections in India: Tata Institute of Social Sciences, Mumbai.
23. Perkinson, Robert (2003) The Alcoholism and Drug Abuse Patient Workbook. Sage, Thousand Oak.
24. Siddique, Ahmad, 2004, Criminology, Eastern Book Company, Delhi.
25. Sutherland, E. H., 1939, Principles of Criminology, J. B. Lippincott & Co.
26. Vadackumcherry, James, 2002, Police, Criminology and Crimes, Kalpaz Publications, Delhi.

**Master of Social Work (MSW) Semester – III**  
**Specialization Paper I (3T3)**  
**Specialization Group D: Criminology, & Correctional**  
**Administration**  
**Group 15 - Correctional Social Work**

**Learner Objectives:**

1. Develop understanding of the concept and philosophy of correctional social work and correctional facilities in India.
  2. To study the institutional and non-institutional services available in the correctional context.
  3. Develop practice skills in prevention, correction, aftercare and rehabilitation work in criminal justice.
  4. Understand the philosophy, approaches and relevance of community based programmes in correctional social work.
1. **Correctional Services:** Origin of Prison, Prison reform movement and penal reforms in India; Structures, functions and limitations; Prisons, Open institutions, Beggar homes, Rescue homes, Short-stay homes, Protective homes, Half-way homes, De-addiction centres etc.; Concept and principles of Probation, Furlough and Parole; Community correction programmes: Role of police, judiciary and voluntary organisations; Social Work intervention.
  2. **Aftercare :** Defining concepts – aftercare, Principles of aftercare; Structures and services – aftercare hostels, state homes, vocational training services and schemes for rehabilitation; Reintegration and follow up; Post-release problems and issues faced by persons in custody in relation to shelter, vocational training, livelihoods, counselling, family and community support and negative influences in society; Role of Social Worker in aftercare; Emergence of the voluntary sector – current trends in aftercare and rehabilitation.
  3. **Social Work Intervention in Correctional Setting:** Application of appropriate social work methods in correctional institutions; Role of social worker

in probation, parole and after care; Preparation of home study reports; Social exclusion, crime and rehabilitation; HIV/AIDS and Drug Abuse in Prisons; Social work intervention in prevention of crime and rehabilitation of prisoners; Rights based approach to rehabilitation.

**4. Social Work at Police Stations and Courts:** Application of appropriate social work strategies for safeguarding the rights of under trial prisoners; Right to bail and Legal aid; **Social Work with Drug Habitues;** Working with children of prisoners; Prisoners' Vs. Victims' Rights; Rights of groups with Special Needs - Mentally Disturbed, Challenged or Geriatric Prisoners.

### **Recommended Readings:**

1. Bhattacharya, S.K. (2003): Social Defence: An Indian Perspective. New Delhi: Regency Publications.
2. Bazemore, S. G., & Schiff, M. (eds.) 2001 Restorative Community Justice: Repairing Harm and Transforming Communities. Anderson Pub. Co.
3. Chakrabarti, N.K. (ed.) (1999): Institutional Corrections in the Administration of Criminal Justice. New Delhi: Deep & Deep Publications.
4. Devasia, V.V. (1992): Criminology, Victimology and Corrections. New Delhi: Ashish Publishing House.
5. Gaur, K.D. (2002): Criminal Law, Criminology and Criminal Administration. New Delhi: Deep and Deep Publications.
6. Ghosh, S.K. (1992) Open Prisons and the Inmates, Mittal Publications, New Delhi
7. Govt of India (1987): Report of the expert Committee on Women Prisoners, Ministry of Human Resource Development, New Delhi.
8. Govt of India: Crime in India (yearly), BPRD, New Delhi.
9. Govt. of Maharashtra (1980) Maharashtra Prison Manual, Yervada Prison Press, Pune
10. Neshla (1997): Atrocities Against Women. New Delhi: Harman Publishing House.
11. Strang, H., & Braithwaite, J. (2001): Restorative Justice and Civil Society. Cambridge University Press.

12. Prayas (2002) *Forced Separation: Children of Imprisoned Mothers*. Mumbai: Prayas.
13. Rao, V. (1989): *Victims of Crime*, Allied Publishers Ltd., New Delhi.
14. Tandon, S.L. (1990): *Probation: A New Perspective*. New Delhi: Reliance Publishing.
15. United Nations (1985): *Alternatives to Imprisonment and Measures for the Social Resettlement of Prisoners*. New York: United Nations.
16. United Nations 1980 Principles on Linking the Rehabilitation of Offenders to Related Social Services. New York: United Nations.
17. Valier, C. (2001): *Theories of Crime and Punishment*. Essex: Longman.



# Master of Social Work (MSW) Semester – III

## Specialization Paper II (3T4)

### Specialization Group D: Criminology, & Correctional Administration

#### Group 16 : Juvenile Justice System

#### Learner objectives:

1. To gain insights into child rights and the situation of children in difficult circumstances in India.
2. To study the etiology of juvenile deviance in the Indian context.
3. To understand the services available for children under relevant children's legislation.
4. To learn the necessary intervention skills for working with juveniles.

**1. The Situation Analysis of children in India :** Demographic characteristics - Needs and Problems of children in difficult circumstances in India - Street child, destitute, deviant child, abandoned, orphaned, sexually abused, child labour, trafficked children, calamity / conflict affected children, **Missing children**, HIV-AIDS affected and infected children, tribal child, child beggar, child prostitute, children from poverty groups.

**2. Juvenile Deviance:** Children in conflict with law; Overview of the Juvenile Justice Act; Etiology of juvenile deviance; various etiological factors – social, family, school, psychological, economic. Institutional and non-institutional care of children; Juvenile gangs; Juvenile counselling facilities; Programme for control and prevention of juvenile deviance; Street and working children.

**3. Residential and Non-Institutional Services for Juveniles:** Concept of Juvenile Justice Board; Observation Home, Special Home, Children's Home; Shelter Home;

Orphanages and destitute homes; Concept of fit persons and fit institutions; Community based programmes: Adoption, foster-care, sponsorship; Child guidance; Family counselling, Community service; Concept of group counselling; Crisis intervention centers; Child Help lines; Repatriation and restoration;

**4. Child Rights:** UN Declaration on the Rights of the Child and other international initiatives; Constitutional Provisions, National Policy for Children, National Charter for Children, National Action Plan for Children, Commissions for Protection of Child Rights and Maharashtra State policy for children;

### **Recommended Readings:**

1. Adenwala, Maharukh (2006): Child Protection and Juvenile Justice System. Mumbai: Childline India Foundation.
2. Bajpai, Asha (2006): Child Rights in India. New Delhi: Oxford University Press.
3. Berry, Juliet (1972): Social Work with Children. London: Routledge and Kegan Paul.
4. Bhattacharya, S.K. 2003 Social Defence: An Indian Perspective. New Delhi: Regency Publications.
5. Chakrabarti, N.K. (ed.) (1999): Institutional Corrections in the Administration of Criminal Justice. New Delhi: Deep & Deep Publications.
6. Diwan, Paras (1994): Children and Legal Protection. New Delhi: Deep & Deep Pub.
7. Govt of India, Juvenile Justice (Care and Protection of Children) Act 2000.
8. Gupta, Manju (2002): Child Abuse – A Social Work Perspective. Jaipur: Mangal Deep Publications.
9. Kumari, Ved (2004): Juvenile Justice in India: From Welfare to Rights. New Delhi: Oxford University Press.
10. Kumari, Ved & Brooks, S. L (2004): Creative Child Advocacy. New Delhi : Sage.
11. NIPCCD, Child in India – A Statistical Profile. New Delhi: NIPCCD.
12. Pandey, Rajendra (1991): Street Children of India. Allahabad: Calugh Publications.
13. Srivastava, S.P (1989): Juvenile Justice In India. Delhi : Ajanta Publications.

14. Tandon, S. L. (1990): Probation: A New Perspective. New Delhi: Reliance Publishing.
15. Tappan, P. W : Juvenile Delinquency. New York : Mac-Graw Hill Book Co.
16. United Nations: Convention on the Rights of the Child. Geneva: United Nations

# Master of Social Work (MSW) Semester – III

## Specialization Paper I-(3T2)

### Specialization Group E: Human Resource Management

#### Group 14- Organizational Behaviour and Social Aspects in Industry

##### Learner Objectives:

1. Develop an understanding about individual behaviour, inter personal behaviour and group dynamics within the organization.
2. To Gain knowledge in managing human behaviour in organizations.
3. To develop a better understanding of the “self” and professional behaviour in relation to others.
4. To develop understanding about CSR / social responsibility of managers and its various dimensions in an industrial organization.

**1. Organizational Behaviour:** Meaning; historical perspective; emerging perspectives on OB; importance of OB; other dimensions of OB; Industrial Psychology: Definition, nature, objectives/goals, scope, role & importance, practical application of psychology in industrial settings.

**2. Motivation, Employees Morale & Employee Counselling :** Definition, basic needs of human being, importance, fundamental theories of motivation and its relevance in present context, positive and negative motivation, motivation and performance. Meaning and importance of morale, measures and techniques of promoting morale, factors contributing high level of morale in the organization. Relationship between Motivation, Morale and efficiency / productivity. Employee Counselling: Concept, objectives, need, functions, techniques, methods/ types of EC, advantages and effectiveness of EC, role of social worker/ HR manager in Counselling.

**3. Managing Occupational Stress:** concept of occupational stress; stressors, fatigue; monotony; burnout; impact of stress on employees and employer; modern work-culture, setup; job-demands and stress; stress management; coping mechanisms/ strategies.

**4. Industry and society:** Industry as a part of social system; socio-cultural

environment in industry; impact of industrialization; urbanization; LPG & technological changes on employees. Social problems/issues in industry- quality of life; gender issues; gender discrimination & sexual harassment at work place; human rights issues, new industrial policy & displacement, SEZ related issues. **Corporate Social Responsibility**; evolution, philosophy and principles of CSR; CSR-developmental projects; goals & implementation; Critical analysis of CSR approach; role of Social Worker/ HR managers; Social obligations, social responsiveness and ethical aspects in CSR projects. Social auditing.

### **Recommended Readings:**

1. Ahuja, K. K. (1990) - Organizational behaviour, New Delhi: Kalyani Publications.
2. Blum, Naylor (1988): Industrial Psychology, Delhi: Theoretical & Social foundation.
3. Dwivedi R.S. (1995): Human Relations and Organizational Behaviour, Delhi: MacMillan.
4. Ghorpade M.B. ( 1980) - Industrial Psychology, Bombay : Himalaya Publishing House.
5. Ghosh, P. K. & Ghorpade M.B. (1991): Industrial & Organizational Psychology, Bombay: Himalaya Publishing House.
6. Kalia, H. L.: Industrial and Organizational Psychology, 2006, Volume I & II, Delhi: Kalpaz Publications.
7. Khanka, S. S (2000): Organizational Behavior, New Delhi : Kitab Mahal Publication.
8. Korman Abraham (1971): Organizational Behaviour, Delhi: Prentice Hall of India.
9. Maier (Norman R F) (1955): Psychology in Industry, Boston : Houghten Mifun, Co.
10. Mc Shane, S. L. & Von Glinow, M. A. (2000) : Organizational Behavior, Tata McGraw-Hill,
11. Mohanty, Girishala (1988): Text book industrial and Organizational Psychology, New Delhi: Oxford Publishing Company, New Delhi.
12. Pareek, Udai : Organizational behaviour .

13. Rao, M.G: Organizational Behaviour.
14. Roger, Courtwright & Michael, Collins (2001): The Handbook for Managing Yourself, New Delhi: Infinity Books.
15. Shukla K.C. Tara Chand (2005): Industrial Psychology, Commonwealth Publication, New Delhi.
16. Shukla, M. (1996): Understanding Organizations, Organizational Theory & Practice, New Delhi : Prentice hall of India.
17. Wexley C Kenneth (1988): Organizational Behaviour and Personnel Psychology. Delhi: Surjeet Publications.

# Master of Social Work (MSW) Semester – III

## Specialization Paper II (3T3)

### Specialization Group E: Human Resource Management

#### Group 15 – Human Resource Development

##### Learner Objectives:

1. Develop an understanding about human resource development policies and practices for organization effectiveness.
2. Develop skills of professionals in performance management and employees training
3. Knowledge of human resource management in relation to OD and its intervention strategies.
4. Develop knowledge of various certifications & Quality Management systems in productivity.

**1. Human Resource Development:** HRD Concept, objectives & goals; HRD sub-system, principles, policies and practices; functions of HRD; HRD for organizational effectiveness; evolution and changing scenario. Role of HRD managers: Role & functions of HRD manager in public, private, service, co - operative, banking and BPO, IT - Industries. Impact of HRD on the organizational development, changing role & challenges before HRD managers.

**2. Performance Management: Merit Rating and Performance Appraisal Systems:** Meaning, objectives, need, process, importance, tools and modern techniques of merit rating and performance appraisal, New trends in PAS, PA- 360 degree method, various other new techniques & methods of PA.

**3. Organizational development & Management by Objectives:** Concept and scope of OD Historical perspective of OD, theory and practice of OD, learning & growth, organizational culture. MBO; philosophy, the process of MBO, benefits and limitations of MBO.

**4. Human Resource Audit & Employees Training:** Concept of HR audit, nature, scope, need & significance, approaches to HR audit. Meaning of training, education and development, identification of training needs, types and methods of training- Lecture, Case-study, Role-play, management games, use of Audio-Visual Aids, essentials of good training programme, importance of T & D activities in the organization, role of motivation in training of trainers and trainees, training evaluation. Recent trends in Employees training programme. Designing effective HRD training programme; Skills of effective trainer

### **Recommended Readings:**

1. Abel, M. (1989): Human Resources Development. Institute of Social Science & Research.
2. Chhabra, T. N. (2005): Human Resource Management, Delhi: D.R. & Co.
3. Chopra, R.K. (2001): Management of Human Resource, (Text & Cases), Allahabad : Kitab Mahal.
4. Dale, h. Besterfield (2001) : Total Quality Management, Delhi : Pearson Education Asia.
5. Dayal, Ishwar (1993) : Designing HRD Systems, New Delhi : Concept Publication Com.
6. Ian, Beardwell & Len, Holden (1996): Human Resource Management: A Contemporary Perspective, New Delhi: Macmillan.
7. John, Story (1997): Human Resource & Change Management, (International Cases), Delhi: Efficient Printer.
8. Kandula, S. R. (2001): Human Resource Development, Delhi: Prentice Hall Publication.
9. Maheshwari, B. L & Sinha D. P., (Eds.) (1991): Management of Change Through Human Resources Development; New Delhi: Tata MCG raw Hill pub. Com. Ltd.
10. Maier, Noiman R : Principles of Human Relations.



11. Nagpal, C. S. & Mittal, A. C. (1993) : HRD, New Delhi : Anmol Publications
12. Nayak, A.K., (Ed.) (1996) : HRD Management, New Delhi : Common Wealth Publication
13. Rao, T. V. (Ed.) (2006): Alternative Approaches and Strategies of HRD, Jaipur : Rawat Publications.
14. Rao, T. V. (1996): Human Resources Development; New Delhi: Sage Publications.
15. Rao, T. V. (1991): Readings in Human Resource Development; Oxford & IBH Publication Co. New Delhi
16. Sheikh, A.M. (1999) Human Resource Development and Management, S. Chand & Co. Delhi.
17. Thomas, L. W & J David, Humger (2002): Strategic Management & Business Policy, Delhi: Pearson Education Asia.

# Master of Social Work (MSW) Semester – III

## Specialization Paper III (3T4)

### Specialization Group E: Human Resource Management

#### Group 16: Labour Economics and Indian Labour Problems

##### Learner Objectives:

1. To develop an understanding of labour economics and its scope in industry.
2. To learn about recent economic developments and industrial policies.
3. To be familiar with labour problems and its impact economic development.

**1. Labour Economics:** Concept, nature, scope and importance of labour economics for welfare of personnel. Labour force as a part of population; structure, composition and characteristics of labour i.e. demand and supply aspects. New economic & industrial Policies; Technological advancement; Rationalization; Modernization; Automation and change in industrial organization; Production sectors; global scenario and its impact of labour market, job opportunities, employment status, and job security; Concept of employees turnover/ attrition.

**2. Employment, Wages & Productivity:** Concept and theories of employment and under-employment; dimensions of unemployment and full employment; problems of unemployment; causative factors and remedies. Current Trends in employment market and need for multi -skills and skill upgradation; Concept of wages and its types; economics of wages; theories of wages and methods of wage payment. Concept, indicators, factors affecting productivity; measurement tool and techniques of productivity; Time and Motion study.

**3. Problems of Organized & Unorganized Labour in India, Problems of Migratory and Rural Labour :** Meaning of labour; rise of labour problems; nature and causes of labour problems; Migration; Absenteeism; Indebtedness; Bonded labour; Woman & child Labour; Contract Labour; Agricultural labour; Mathadi workers. Characteristics of Migratory and Rural Labour in India; up-gradation and redundancy in

Labour force; Indian labour and problems of housing & slums in Industrial Metropolis.

**4. Industrial Unrest:** Concept, nature, factors responsible for labour unrest in India. New dimensions, emerging problems and employees unrest in modern industrial organizations. Wage discrimination and gender diversity.

### **Recommended Readings :**

1. Bhagoliwal, T. N. (1976) Economics of Labour & Social Welfare, Agra : Sahitya Bhawan.
2. Kumar, H. L. (1990) Labour Problems & Remedies, Delhi : University Book Traders.
3. Mamoria, C. B. & Mamoria S. (1991) Dynamics of Industrial Relations in India, Bombay :
4. Himalaya Publication House.
5. Mathur, D. C. (1992) Personnel Problems & Labour Welfare; New Delhi : Mittal Publications.
6. Mathur, D.C (1993) Personnel Problems and Labour Welfare, New Delhi : Mittal Publications.
7. Mehrotra, S. N (1981 Ed3) Labour Problems in India; New Delhi : S. Chand and Co.
8. Mamoria, C. B. (1966) Labour Problems & Social Welfare in India; Alahabad : Kitab Mahal Publications.
9. Pant, S. C. (1976) Indian Labour Problems; Alahabad : Chaitanya Publication House.
10. Pratap, K. (1992) Rural Labour in India; Problems & Welfare Scheme; New Delhi : Deep & Deep Publications.
11. Saxena, R. C. (1974) Labour Problems and Social Welfare; Meerut : K. Nath and Co.
12. Sharma, A.M. (1994. Ed. 5th ) Aspects of Labor Welfare & Social Security; Mumbai : Himalaya Publications.
13. Tyagi, B. P. (1986) Labour Economics and Social Welfare, Meerut : Jai Prakash Nath

# Master of Social Work (MSW) Semester – III

## Specialization Paper I (3T2)

### Specialization Group F: Youth and Development

#### Group 14 - Youth in Indian Society

##### Learner Objectives:

1. To understand the developmental stages of youth.
2. To study the characteristics of Indian youth
3. To gain knowledge about the issues and concerns of youth
4. To understand the policies and programmes envisaged for youth development.

1. **Youth:** Definition; Demographic profile of youth in India; Characteristics, needs, and aspirations of youth; Issues related to youth in India: Student youth, non-student youth, educated youth, uneducated youth, urban youth, and rural youth.

2. **Emerging Patterns of Youth Culture in Contemporary Indian Society:** Concept of youth culture in a multicultural society.

3. **The Values and Life Styles of Youth:** Youth and Modernization; the period of youth in the life cycle; Emotional problems of the Youth; Parent youth conflicts and issues; Intergeneration conflicts and issues. Youth unrest in India.

4. **Developmental Issues :** Sports and adventure activities; Youth hostels; Vocational guidance; Continuing and non-formal education; Relevance of open universities in the context of youth in India; Schemes and Programs of central and state Ministries for youth.

##### Recommended Readings:

1. Bajpai, P. (1992): Youth, Education and Unemployment. New Delhi: Ashish Publishing.
2. Gore, M. S. (1977): Indian Youth. New Delhi: Vishwa Yuvak Kendra.
3. Jayaswal, R. (1992) : Modernization and Youth in India. Jaipur: Rawat Publications.

4. Hassan, M. K. (1981): Prejudice in Indian Youth. New Delhi: Classical Publishing.
5. Naidu, U. & Parasuraman, S. (1982) : Health Situation of Youth in India. Bombay: Tata Institute of Social Sciences.
6. Nair, P. S., et al (1989): Indian Youth: A Profile. New Delhi: Mittal Publications.
7. Unesco (1981) Youth in the 1980s. Paris: The Unesco Press.

## Specialization Paper II (3T3)

### Specialization Group F: Youth and Development

#### Group 15 - Social Work Intervention for Youth Development

##### Learners Objectives:

1. To acquire skills in applying different social work methods for youth development and welfare services in different contexts.
2. To develop social work values and attitudes for working with different sections of the youth.
3. To acquire skills in organizing programmes for youth.

**1. Problems and Issues:** Nature of youth problems and issues in the Indian context; Problems related to social exclusion and discrimination; Globalization and youth issues; Etiology of youth problems.

**2. Principles of Working with Youth:** Values, attitudes and skills for working with youth; Use of different strategies while working with youth; Impact of changing socio-economic situation on youth in India.

**3. Strategies of Intervention in the Context of Problems of Youth:** Skills in communicating with individuals and groups; Use of creative activities; Skills in Behaviour modification techniques; Skills in advocacy and campaigning. Use of Social Work Methods for Youth Development.

**4. Social Work Intervention:** Social Work Intervention for youth welfare – concept and definitions; Need and importance of social work intervention for the crisis management; Social work for empowerment of youth; Role of social workers in youth development.

##### Recommended Readings:

1. Bajpai, P. (1992): Youth, Education and Unemployment. New Delhi: Ashish Publishing.
2. Gore, M. S. (1977): Indian Youth. New Delhi: Vishwa Yuvak Kendra.

3. Jayaswal, R. (1992) : Modernization and Youth in India. Jaipur: Rawat Publications.
4. Hassan, M. K. (1981): Prejudice in Indian Youth. New Delhi: Classical Publishing.
5. Naidu, U. & Parasuraman, S. (1982) : Health Situation of Youth in India. Bombay: Tata Institute of Social Sciences.
6. Nair, P. S., et al (1989): Indian Youth: A Profile. New Delhi: Mittal Publications.
7. Unesco (1981) Youth in the 1980s. Paris: The Unesco Press.

# Master of Social Work (MSW) Semester – III

## Specialization Paper III (3T4)

### Specialization Group F: Youth and Development

#### Group 16 - Girl Youth in India

#### Learners Objectives:

1. To study the situation of Girl youth in India
2. To understand the development programmes for Girl youth in India
3. To become familiar with the national & international efforts for Girl youth development

**1. Status of girl youth:** Status of girl youth in Indian family and in the society; Discrimination of girl youth and related problems; Malnutrition; Education of girl youth; Challenges in developing a comprehensive approach for girl youth development. Socio-economic, Cultural, Religious and health Problems of girl youth, their participation in the political field.

**2. Challenges to Girl Youth:** Challenges before the girl youth – social, educational, and economic; Gender discrimination; Crimes against girl youth; Coping with frustrations, failures, and crises.

**3. Characteristics:** Distinct Characteristics of Urban, Rural and Tribal Girl youth.

**4. Urban Girl youth:** Changing Face of Urban Girl youth: Impact of globalization and urbanization; Infrastructural development for urban girl youth; Growing urban heterogeneity; Merging of fringe villages; the “global city” and socio-cultural and economic implications.

#### Recommended Readings:

1. Gore, M. S. (1977): Indian Youth. New Delhi: Vishwa Yuvak Kendra.
2. Jayaswal, R. (1992) : Modernization and Youth in India. Jaipur: Rawat Publications.



3. Hassan, M. K. (1981): Prejudice in Indian Youth. New Delhi: Classical Publishing.
4. Naidu, U. & Parasuraman, S. (1982) : Health Situation of Youth in India. Bombay: Tata Institute of Social Sciences.
5. Nair, P. S., et al (1989): Indian Youth: A Profile. New Delhi: Mittal Publications.
6. Unesco (1981) Youth in the 1980s. Paris: The Unesco Press.

### **Group 17:**

#### **1. Foundation Course from Other 42 Departments**

OR

#### **2. Elective Course -I (Social Work –any one paper from Two)**

**Statistics and Computer Basics in Social Work Research**

OR

**Applications of Social Work Skills**

# Master of Social Work (MSW) Semester – III

## Elective course I (3T5)

### Group17: Statistics and Computer Basics in Social Work Research

#### Learner Objectives:

1. To understand the application of Statistical methods for processing primary data in Social Work Research.
2. To understand the nature, scope and significance of research in Social Work practice
3. To develop competence in conceptualizing, designing and implementing research using quantitative paradigms and techniques
4. To understand basics of Computer applications in Social Work Research
5. To gain knowledge of theory and usage of Information Technology.

**1. Basic Statistics:** Basic statistical concepts: variables, data, population, sample and parameter/ statistic; simple derivatives (percentage, ratio, proportion) .

**2. Descriptive Statistical Methods:** Descriptive statistics: Measures of central tendency (mean, median, mode); Measures of dispersion (range, mean deviation, standard deviation, coefficient of variation); Measures of correlation.

**3. Inferential Statistical Methods:** Inferential Statistics: Parametric (test of difference of means of two samples) and Non-Parametric statistical tests (test of association of attributes and Rank correlation coefficient). Tests of significance (chi square, t-test,) Introduction to Statistical Package for Social Sciences (SPSS); graphical (diagrammatic) presentation, Use of Computer in analyses of data.

**4. Basic Computer Applications:** Components of a computer; Concept of hardware and Software; Uses of Computer: Word processing, data management,; Office Applications: MS Office (MS word, MS Excel or Spreadsheets, Power Point, MS ACCESS,

Word Publishing); Internet Applications and Networking for Social Work; Concept of Database management.

### **Recommended Readings:**

1. Alsoton, M & Bowles, W, (2003) Research for Social Workers, Rawat Publications, New Delhi.
2. Burgess, Robert, 2000 Qualitative Research, Sage publication, New Delhi
3. Jawadekar, W.S, 2001. Management Information Systems Tata Mcgraw-Hill Pub. Company Ltd; New Delhi.
4. Mandell, S. C., 1989 Introduction to Computers, CBS Publisher, New Delhi.
5. Mishra, S.K & Binawal, J.C, 1991 Computer in Social Science Research, Har-Anand Publication, New Delhi.
6. Silverman, David, (Ed) 2000 Qualitative Research: Theory, method and practice Sage Publications, New Delhi.
7. Weinberg, D (Ed) 2002 Qualitative Research Methods Blackwell Publication, Australia.
8. Rubin, A. & Babbie,E. 2001 Research Methods for Social Work (4th Ed.). California: Wadsworth.
9. Reid, W.J. & Smith, A.D. 1981 Research in Social Work. New York: Columbia University Press.
10. Bailey, K.D. 1982 Methods of Social Research. New York: The Free Press.
11. Burns, R.B. 2000 Introduction to Research Methods. New Delhi: Sage Publications.
12. Black, J.A. & Champion, D. J. (1976) Methods and Issues in Social Research. New York: John Wiley.
13. Goode, W.J. & Hatt, P.K. (1952) Methods in Social Research. New York: McGraw

Hill Book Company, Inc.

14. Selltitz, C., Wrightsman, L.S. & Cook, S.W. 1976 Research Methods in Social Relations. New York: Holt, Rinehart and Winston.
15. Laldas D.K. 2000 Practice of Social Research: Social Work Perspective. New Delhi: Rawat publications.
16. Blalock Jr., H.M. 1960 Social Statistics. New York: McGraw Hill Book Company, Inc.
17. Siokin, R.M. 1955 Statistics for Social Sciences. New Delhi: Sage Publications.
18. Nicola, B., Richard, K. & Rose Mary, S. 2003 SPSS for Psychologists: A Guide to Data Analysis Using SPSS for Windows, Palgrave Macmillan.

**OR**

**Master of Social Work (MSW) Semester – III**  
**Elective course I (3T5)**  
**Group17: Applications of Social Work Skills**

**Learner Objectives:**

1. To get a comprehensive knowledge of skills used for social work practice;
2. To gain an understanding about practice of social Work skills
3. To acquire skills in the practice of counseling; and
4. To gain an understanding about practice of counseling in different settings

**Unit 1. Social Work Skills:** Meaning, need and importance of various skills in social work practice, understating about the applicability of skills , knowledge and applicability, type of Skills: Basic skills (ex: Empathy, rapport establishment, observation skills, information gathering group formation etc.), Intermediate skills (Interviewing, intervention ,) Advance and specialised skills (skills

needs to be used during conflict and intervention) Presentation skill, Communication skill.

**Unit 2 Administrative Skills:** Documentation, Networking, Monitoring and Evaluation, Assessment, rapid need assessment during crises, programme implementation and development. Practice skills: PRA, Project formulation, funding proposals, developing professional skills through Internship and Fellowships, Networking,

**Unit 3 Applying Counseling Skills:** General Counseling, Group Counseling; Family Counseling , Pre-marital & marital counseling; Parent Counselling , Child Counselling & Counselling in School .Counseling to cope with stress, anxiety, depression, suicide and other high risk behaviours.

**Unit 4 Counselling in different contexts:** Counselling in sexual problems; Personal Problems; Inter- personal problems; Counselling for critical Life Situations – Accident, Death, Disaster, Loss of employment and Severe illness. HIV-AIDS counseling , Retirement and geriatric counseling.

### **Recommended Readings:**

1. Carkhuff, Robert, 1977, Art of Helping.
2. Carkhuff, Robert R., 1969, Helping and Human Relations: A Primer for Lay and Professional Helpers Vol.1 Section & training, Vol.2 practice & research.
3. Chunkapura, Sr.Dr.Joan, 1999, Counseling & Mental health (Mal.) Addiction, AIDS Etc.
4. Fuster, J.M., 1996, Personal Counseling.
5. Rao, Narayana S., Counseling Psychology.
6. Rogers, C.R., 1952, Client Centred Psychotherapy.
7. Shertzer, Bruce & Stone, Shelley C., 1974, Fundamentals in Counseling.
8. Suppes, Mary Ann & Well, Carolyn Cressy, The Social Work Experience.
9. Zastrow, Charles, 1985, The Practice of Social Work.

## **Master of Social Work (MSW) Semester – III**

### **Paper –VI (3P1)**

#### **Group 18: Social Work Practicum**

<b>S.N.</b>	<b>Social Work Practicum -229 Hours</b>	<b>Hours</b>	<b>Marks</b>
<b>1</b>	<b>Concurrent Field Work Practicum (based on Specialization) -18 Days /Visits (2 days in a week)-12 Hours per week</b>	<b>216</b>	<b>60</b>
<b>2</b>	<b>Observational visits based on Specialization Minimum Three Visits</b>	<b>09</b>	<b>15</b>
<b>3</b>	<b>Skill Laboratory Workshops-Minimum Two sessions (2 Hours each)</b>	<b>04</b>	<b>05</b>
<b>4</b>	<b>Internal viva voce</b>	<b>--</b>	<b>20</b>

**For details please refer the Social Work Practicum Manual**

## Master of Social Work (MSW) SEMESTER- IV

Paper	Code	Subject/Paper	Total Marks	Internal Marks	Theory Exam.	Minimum Passing marks	External	
							Max. Marks	Min. Passing marks
I	3T1	NGO Management and Media	100	20	80	40	---	--
II	4T2	Specialization paper IV	100	20	80	40	--	--
III	4T3	Specialization paper V	100	20	80	40	---	---
IV	4T4	Specialization paper VI	100	20	80	40	---	---
V	4T5	<b>Foundation Paper –II (Choice/Open Elective) From Other Subjects</b> <b>OR Elective course –II (Any One from Two)</b> Disaster Management <b>OR</b> Livelihood Promotion	100	20	80	40	--	--
VI	4P1	Research Dissertation:	100	75	---	30	25	10
VII	4P2	Social Work Practicum	100	75	--	30	25	10
		<b>Total</b>	<b>700</b>					

Note: The students will have to pass independently in theory and practical exams. The criteria for passing examination will be 40% passing marks in respective subject, including Marks for internal assessment and theory examination (combined passing).

Internal assessment will be based on one assignment/seminar (One from each paper/subjects). Student must appear for the internal assessment in the paper/subject.

The student will have to pass internal and external viva-voce examination of Social Work practicum independently. For passing in semester, passing in Social Work Practicum is mandatory. The student will have to pass internal and external viva-voce examination of Research Dissertation independently

# **Master of Social Work (MSW) SEMESTER -IV**

## **Core Paper 1(4T1)**

### **Group 19: NGO Management and Media**

#### **Learner Objectives:**

1. To develop understanding of the evolution of administration as a science and as a method;
2. To develop understanding and appreciate the utility of the administrative structures, processes and procedures in an organization;
3. To acquire knowledge and skills in the use of different management techniques in human service organizations; and
4. To acquire knowledge and skills about the application of marketing tools and techniques in the context of a developing country like India.
5. To understand policies and procedures involved in establishing and maintaining human service organizations.
6. To understand and appreciate the role of social media in development;
8. Understand the relevance of media in social marketing and public relations.

**Unit 1. Administration of Organizations:** Basic concepts – Administration, Organization, Management, Business, Public Administration, Social Services: Need for welfare and developmental organizations, role of state, voluntary and corporate sector. Organizational Structure, Basic functions and principles. Voluntary organizations – Types, roles and characteristics of voluntary organizations. Constitution, rules and procedures; Procedures in registering different types of voluntary organizations under appropriate legislation.

**Unit 2. Management of Organizations** Management process: Vision,



Planning, Organizing, Directing, Staffing, Coordination, Reporting, Budgeting. Styles of Management: Bureaucratic, Democratic, Human Relations Model. Enhancing the involvement and the potential of people in organization's executive boards, committees; Professionals and other staff-relationship, communication, team work, and facilitating team building, training and supervision. Organizational climate, Management by Objectives. Human resource planning and training. Organizational Budget, Sources of finance, Fund Raising, Records, Audit.

**Unit 3. Functioning of voluntary organizations:** Coordinating, reporting and budgeting, Public Relations, Networking, Administrative Skills; writing letters, reports and minutes. Fund - raising and conducting meetings. Marketing of Social Services – Relevance of social services in developing economy; Applications of marketing in social services, e.g. health and family welfare, adult literacy Programme environment protection, social forestry, etc., organizing for marketing social Services; beneficiary research and measurement of their perceptions and attitudes; socio-economic-cultural influences on beneficiary system.

**Unit 4. Media:** Media: culture and values. Communication with Groups: Lectures, forum, brain storming, guided discussion, Case study, role play, demonstration. Mass Communication & Mass Media; Use of media with different target groups – Therapeutic, educational, entertainment and organization building. Visual Media: a. Exhibitions and Road shows b. Cinema, Television and Radio. c. Print Media. d. Theatre and Local or Folk Media. e. Information Technology and World wide web. Skill Training in Effective Written Communication; Workshop on Street Theatre – production. Social Marketing: Public Relations– Public Opinion; Media research and evaluation; Objectives of communication in Social Work Practice. Use of media for publicity.

### **Recommended Readings:**

(Registration and Management of Voluntary Organizations)

1. Balsara Jal F., Perspectives on Social Welfare in India. Chand Co. Ltd., New Delhi. 1984.
2. Chowdhury Paul D., Social Welfare Administration. Atma Ram Sons., Delhi. 1979.
3. Goel S. L., Social Welfare Administration VOL. 2: Theory and Practice. Deep & Deep Publications. 1988.
4. Goel S. L., & Jain R. K., Social Welfare Administration Vol. 1: Theory and Practice.

Deep & Deep Publications. 1998

5. Garain, S., Organizational Effectiveness of NGOs. Jaipur: University Book House. 1998.
6. Garain, S., Towards a Measure of Perceived Organizational Effectiveness in Non-government Organization. Mumbai: Indian Journal of Social Work, 54 (2).
7. Kohli A. S., & Sharma S. R., Encyclopedia of Social Welfare and Administration Vol. 1-7. Anmol Pub. Pvt. Ltd., New Delhi. 1996.
8. Lauffer, A., Getting the Resources You Need. New Delhi: Sage Publications. 1977.
9. Lauffer, A., Understanding Your Social Agency. London: Sage Publications. 1977.
10. Lewis Judith A., Management of Human Services, Programs. Broke Cole Publishing Co. 1991.
11. Luthans, Fred, Organizational Behaviour. Boston, IrwinMcGraw Hill. 1990.
12. PRIA, A Manual on Financial Management - An Accounts Keeping for Voluntary Organizations. New Delhi: Society for Participatory Research in Asia. 1990.
13. PRIA, Training of Trainers: A Manual for Participatory Training Methodology in Development. NewDelhi: Society for Participatory Research in Asia.
14. Rao Vidya, Social Welfare Administration. Tata Institute of Social Sciences, Mumbai. 1987.
15. Sachdeva, D. R., Social Welfare Administration in India. Allahabad, Kitab Mahal. 1998

# Master of Social Work (MSW) Semester – IV

## Specialization Paper- IV (4T2)

### Specialization Group A: Family & Child Studies

#### Group20: - Situation of Women in India

##### Learner Objectives:

1. Understand issues related to development and empowerment of women in India.
2. Understand the efforts at the International, National state and local levels for development and empowerment of Indian women.
3. Develop understanding and contribution of women's movements in development and empowerment of women

**1. Situation and status of women in India:** Historical review of status of women in Indian society; Status of women in family, religion, Education, health Political, economic and legal status; Regional (State, Rural, Urban, Tribal) religion, caste, class variations in women's status in India. **Situation of girl child in India:** Sex determination, Sex ratio and mortality; Malnutrition and health; Education; Early marriage and teenage pregnancies.

**2. Problems of women:** Physical and mental health problems; Dowry Domestic violence, divorce, desertation; Rape, sexual abuse, sexual harassment, and prostitution.

**3. Women and Law :** Rights guaranteed under constitution; Family laws – marriage, divorce, maintenance, adoption; Laws related to offences against women – Sati, Property & Succession; Domestic Violence, Rape, Trafficking, Prenatal Diagnostic Test, and Sexual Harassment at work place; Provisions for empowerment, family courts, Mahila Adalat, National and State Commissions; Special Cells for women; All women police

stations.

**4. Women's Movements :** International women's movements; Women's movements in India – in 19th and early 20th century; Nationalist movement; Post-1975 campaigns, gender equality and empowerment; Governmental efforts for women's development - National and State level women's Policy.

### **Recommended Readings :**

1. Agnes, Flavia (1999) Law and Gender Inequality – The Politics of Women's Rights in India, New Delhi :Oxford University Press.
2. Agrawal, Namita (2002) Women and Law in India, Women Studies and Development Centre, December, New Century Publication.
3. Desai Murli (1986) Family and Intervention – Some Case Studies, Mumbai : TISS.
4. Djetchich, Galmele (1992) Reflections on the Women's Movement in India – Religion, Ecology,Development, New Delhi : Horizon India Books.
5. Goel, Aruna (2004) Organisation and structure of Women Development and empowerment, New Delhi : Deep and Deep Publication Pvt. Ltd.
6. Kumar, A. (2006) Women and Family Welfare Institute for sustainable Development, Lucknow, New Delhi : Anmol Publications Pvt. Ltd.
7. Laxmi Devi (1996) Women & Family Welfare Institute for sustainable Development :Lucknow, New Delhi : Anmol Publications Pvt. Ltd.
8. Maitreyi, Krishna Raj (1980) Women and Development – The Indian Experience Pune : Shubhada Saraswalt Prakashan
9. Naomi Neft & Ann D. Levine (97-98) Where Women Stand – An International Report on the status of women in 140 countries, New York : Random House.
10. Sen, Ilina (1990): A space within the struggle women's participation in people's movement, Kali for women, New Delhi.
11. Seth, Mira (2001) Women and Development The Indian Experience, New Delhi : Sage Publications.
12. Sinha, Niroj (1998) Women and Violence, New Delhi : Vikas Publishing House Pvt. Ltd.

13. Upadhyay, Lalit (2007) Women in Indian Politics, Panchculla : Better Books.

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper -V (4T3)**

#### **Specialization Group A: Family & Child Studies**

#### **Group 21 - Development and Management of Organizations in the Field of Family and Child Welfare.**

##### **Learner Objectives:**

1. Understand the relevance of new approaches in the context of changes in the field of family and child welfare.
  2. Understand methods & techniques of organizational management.
  3. Skill of using different evaluation techniques for the development of field objects, schemes.
  4. Understand the value of training, advocacy, campaigns and network in the field of Family & Child Welfare.
1. **Welfare & Development Organizations:** Nature, characteristics and functions of welfare & development organizations in the context of Family and child welfare; Staff structure and staff policies in welfare organizations; The issue of attrition in welfare organizations; Team building in welfare organization.
  2. **Administration of Welfare Organizations:** i) Administrative set up of Ministry of Women and Child Development at the central, state and district levels; Vision, mission, objectives, functions, systems and procedures at each level; ii) Administration and management of organisations :a. Residential Organisation; Orphanages and other Charitable Trust, Homes, Supervision and Control Act, 1960, b. Community based projects/organizations, c. Non-institutional set ups.
  3. **Organizational Management** : Meaning of Co-ordination; Systems of co-ordination; Supervision – objectives, principles and types of supervision; Monitoring –

principles and techniques, systems of documentation in monitoring; Staff evaluation; Staff development – manpower planning, meetings and training, appraisal systems.

**4. Training of personnel in the field of family and child welfare :** - Need for training, types of training; Adult learner and principles of adult learning; Training cycle- Designing contents, implementation and evaluation of training for various levels of personnel; Participatory training methodology – tools and techniques; Trainer effectiveness – qualities and skills. **Advocacy, campaigns and networks in the field of family and child welfare :** i. Current initiatives and challenges in campaigns; ii. Strategies for advocacy, planning and use of media and Internet for advocacy; iii. Different networks in the field of family and child welfare, use of networks at national, state and local levels; iv. Role of public interest litigation, court judgments, National Human Rights Commission and other commissions.

### **Recommended Readings :**

1. Arora, S. P. (1980) Office organization and Management, Sahibabad, UP : Vikas Publishing House
2. Charact cetroul (1982) Introduction to Social Welfare Institution, Homeword : The Dorsey Press.
3. D Paul Choudhari (1962) Social Welfare Administration, Delhi : Atma Ram & Sons.
4. Fred Luthans (1977) (IInd Ed.) : Organisational Behaviour, McGraw, Hill Kogakusha, Ltd.
5. Goal & R. K. Jain (1988) Social Welfare Administration Vol. 2.5, New Delhi : Deep & Deep Publications.
6. John M. Romnyshyn (1971) Social Welfare : Charity to Justice.
7. L. Littlefield, Frank M. Rachel, Donald L. Caruth (1974) : Office & Administrative Management (Systems Analysis, Data processing & Office Service, Prentice Hall of India Pvt; Ltd; New Delhi.
8. Max D. Richards & William A Nielandev (1971) : Readings in Management, D. B. Taraporevala Sons & Company Pvt; Ltd; Bombay.
9. N. Y. Lolita Smadha Kohai (1989) Financial Assistance to Voluntary Organization, New Delhi : NationalInstitute of Publican Cooperation & Child Development.

10. O. P. Dhama & O. P. Bhatnager (1994) Education & Communication for Development, New Delhi : Oxford & IBH Pub. Co Pvt. Ltd.
11. Padaki, Vijay, Vaz, Manjulika (2005) Management Development in Non-Profit organization – A Programme for Governing Boards, New Delhi: Sage Publications.
12. Ray, Reuben (1998) Time Management, Mumbai : Himalaya Publishing House.
13. Rajeshwar Prasad, G. C. Hallen, Kusum Pathak (1975) Conspectus of Indian Society, Satish Book Enterprises, Agra.
14. Romesh Thapar (1978) Change & Conflict in India, New Delhi : Macmillan Co. of India Ltd.
15. Robert Dubin (1970) (3rd edition) : Human Relations in Administration, Prentice Hall of India Pvt; Ltd, New Delhi.
16. S. Neelamegham (1973) : Management Development New Perspectives and View Points  
Kalyani Publishers, Delhi, Ludhiyana, Bhopal.
17. S. Dubey & Kalna Muskse Organisational Designs & Management Methods for Human service Organisations.
18. S. Dubey (1973) Administration of Social Work Programme, New Delhi : Somaiya Pub. Pvt.ltd.
19. Vohar, Manish (2006) Management training and Development, New Delhi : Anmo Publicaitons Pvt. Ltd

# Master of Social Work (MSW) Semester – IV

## Specialization Paper -VI (4T4)

### Specialization Group A: Family & Child Studies

#### Group 22 - Youth and Elderly in the Family

1. To gain knowledge about the situation of youth in India and the factors responsible for their socio-economic and political situation.
2. To get familiar with the youth related policies.
3. To understand the international, national, governmental and voluntary initiatives for youth development.
4. To understand the needs and problems of the elderly in the Indian family context.
5. To gain knowledge about social work intervention strategies for the welfare of the elderly.

**1. Situational Analysis of Youth:** Concept, definition and characteristics of youth; Youth in India – location – urban, rural, tribal; Role – student, non-student, gender, class, religion, caste – analysis of situation of youth; Influence of socio-economic and political situation of youth.

**2. Needs and Problems of Youth in Family:** Socialization; Health; Education; Development; Self Identity; Employment; Psychosocial needs; Changing Lifestyle, addictions, and changing values in the context of Indian family.

**3. Situational Analysis of Elderly :** Concept, definition theories and characteristics of elderly; Elderly in India – location – urban, rural, tribal; Guiding principles of working with elderly; Physical, mental, sexual, emotional economic, social and spiritual aspects of elderly; Laws affecting elderly; Policies and developmental programs for elderly; Raising family and community awareness about elderly.



4. **Needs and Problems of Elderly in Family:** Status of elderly in different family types in India; Issues of neglect, abuse, violence and abandonment; Evolution of gerontological social work in India.

### **Recommended Readings (Youth):**

1. Agenda Jayaswal (1992) Modernization & Youth in India, Jaipur & New Delhi : Rawat Publications.
2. Ahuja, Ram (1996) Youth & Crime, Jaipur & New Delhi : Rawat Publications.
3. Altbach, Philip G. (1970) The Student Revolution – A Global Analysis, Bombay: Lalvani Publishing House.
4. Anthony, A. D" souza (1979) Sex Education & Personality development, New Delhi :Usha Publication.
5. Baja, Premed Kumar (1992) Youth Education & Unemployment, New Delhi : Hashish Publishing House
7. Choudhary, D. Paul (1985 )Child Welfare & Development, New Delhi, Atma Ram & Sons.
8. Chowdhari, D. Paul (1967) Handbook of social welfare (Fields of social work), New Delhi : Atmaram & Sons.
9. Engene Morris, C (1956) Counselling with Young People, New York : Association Press.
10. Erik H. Erikson (1965) The Challenge of Youth, Doubleday and Com. Inc, New York

### **Recommended Readings (Elderly):**

1. Abrahams, E. (1987) Let them all be damned- I'll do as I please, American Heritage, (Sept. Oct.)
2. Achenbaum, W.A. (1978) Old age in a new land: A American experience since 1790. Baltimore: John Hopkins University Press.
3. Anderson, H.C. (1971) Newton" s Geriatric Nursing, 5th Ed. St. Louis: C.V. Mosby Company,
4. Aren, J. (1987) The legal Status of Consent Obtained from families of adult patients

to with hold or withdraw treatment JAMA

5. Bennett G. Kingston P. & Penhale B. (1997) The dimensions of elder abuse: Perspectives for Practitioners, London: Macmillan Press.
6. Biswas, Suhas Kumar (1987) Ageing in Contemporary India, New Delhi: Indian Anthropological Society.
7. Handbook of Ageing and the Social Sciences (1985) 2nd Ed. New York : Van Nostrand Reinhold Co.
8. Tulankar, L. S., & Menachery, J. A., (2000) Social Work Intervention with the Ageing in Rural Areas: A Micro Level Study in Rural Vidarbha. In Desai, Murali & Raju, Siva: Gerontological Social Work in India: Some Issues and Perspectives. Delhi: B R Publishing Corporation.
9. Vijaya Kumar, (1991) Family life and socio-economic problems of the aged” Ashish publishing house, New Delhi.
10. Vora. R. and S. Palshikar (1994) Class, Caste and ideology in Maharashtra. In K.L.Sharma (Eds) Caste andClass in India, Rawat Publications, Delhi.
11. Shah, V.P.,(1993)The elderly in Gujarat, (Project report), Ahmadabad : University, Department of Sociology.
12. Singh Puran, (1989) Problems of education among scheduled castes. New Delhi :Mittal publications.

## **Master of Social Work (MSW) Semester – IV**

## Specialization Paper- IV (4T2)

### Specialization Group B : Medical & Psychiatric Social Work

#### Group 20- Psychiatric Information for Social Workers

##### Learner Objectives:

1. To gain knowledge about the concept of Mental Health as an important attribute of life.
2. To develop an understanding of minor & major psychiatric disorders, their causes, symptoms, diagnosis, manifestations and management.
3. To develop skills to function as psychiatric social workers in child & adult psychiatric set ups.
4. Understand the relevance, nature and types of social work interventions in mental health.
5. Develop appropriate skills and attitudes required for the practice of mental health social work.

**1. Concepts of Mental Health and Illness:** : Relationship between social sciences and psychiatry; Understanding normal and abnormal behavior; Definitions and perspectives of mental health; components of mental health. Relationship between psychology and psychiatry, Classification of mental and behavioural disorders. Use of classification and its importance. Etiology of mental and behavioural disorders: socio cultural factors specific to India;

**2. Psychiatric Disorders : Causes, Symptoms, Treatment ( to be deleted & Management) :** A) Major (Psychotic) psychiatric disorders : Schizophrenia and its types; Symptoms, and Treatment of: A)Mood Disorders; B) Minor (Neurotic) Psychiatric disorders : i) Anxiety disorder; ii) Phobias; iii) Obsessive compulsive disorder; iv) Post traumatic stress disorder; C) Somatoform Disorders: i) Conversion disorder; ii) Hypochondriasis;; D) Dissociative disorder; E) Sexual Dysfunction; Gender Identity disorders.

**3. Personality Disorders: Causes, Symptoms, Treatment & Management:** a) Personality of disorders; b) Sleep disorders; c) Psychosomatic disorders; d) Suicide; e)

Substance related disorders; f) Eating disorders.

**4. Childhood Psychiatric Disorders : Causes, Symptoms, treatment & Management :** a) Mental retardation ;b) Developmental disorders including Autism; Attention Deficit disorders; c) Behaviour disorders; f) Elimination disorders.

### **Recommended Readings :**

1. Batchelor, Ivor (1969): Text book of Psychiatry for Students and Parishioners.
2. Desai , Arvind (1988) : Psychiatric and Modern Life, New Delhi : Sterling Publishers Pvt. Ltd.
3. Faulk, Malcom (1988) : Basic Forensic Psychiatry, London : Blackwell Scientific Publications
4. Henderson & Gilesie's Revised edition, London : Oxford University Press
5. Hillard, James Randolph, (1992) : Manual of Clinical Emergency Psychiatry, New Delhi : Jaypee Brothers.
6. Coleman, James & Broen, William (1970): Abnormal Psychology and Modern Life. Bombay: D.B. Tarporewala Sons & Co.
7. Gelder, Michael Gath, et al (1996) : Oxford Textbook of Psychiatry, Delhi, Oxford University Press.
8. Kaplan and Saddock, Wippincott, Williams and Wilkins with edition (1998) Synopsis of Psychiatry , New York, Lippricot.
9. Kolbe & Brodie (1982): Modern Clinical Psychiatry, London: W.B. Saunders Co.
10. Lois Meredith French (1948) : Psychiatric Social Work. New York : Commonwealth Fund.
11. Patel, Vikram (2002): Where there is No Psychiatrist, New Delhi : Voluntary Health Association of India.
12. Priest, Robert & Woolfson, Gerald (1986) :Handbook of Psychiatry. Delhi: CBS.
13. Sarason, Irwin & Sarason, (1998) : Barbara Abnormal Psychology, New Delhi : Prentice Hall of India Pvt. Ltd.
14. Shah, L. P. & Shah, Hema (1988) : A Handbook of Psychiatry, Mumbai : UCB Pvt. Ltd.

15. Slater, Eliot & Roth, Martin (1992) : Clinical Psychiatry, New Delhi : All India Traveler Book Seller.
16. Stafford, David, Clark (1964) : Psychiatry for Students, London : George Allen & Unwin Ltd.
17. Verma, Ratna (1991) : Psychiatric Social Work in India, New Delhi : Sage Publications.
18. Vyas & Ahuja (1992) : Postgraduate Psychiatry, Delhi: B.I. Publications

## **Master of Social Work (MSW) Semester – IV**

## Specialization Paper - V (4T3)

### Specialization Group B : Medical & Psychiatric Social Work

#### Group 21 : Counselling in Medical and Psychiatric Settings

##### Learner Objectives:

1. To gain knowledge about theory of different approaches in counseling.
  2. To acquire skills in counselling practice.
  3. To develop counselling competencies for working in various specialized set-ups.
1. **Counselling:** Goals, stages, skills in medical and psychiatric setting ,counseling, qualities of effective counselors; factors affecting counseling –gender , age ,intelligence, areas of residence like (urban /rural) of the counselee. Clinical sensitivity. Transference and counter transference. **Theories of Personality and their significance for counseling:** Erikson, Maslow, Freud, Adler.
  2. **Treatment of individuals and families in crisis:** a. Marital discords and conflicts, reasons, areas of counseling; b. Domestic violence; c. couple counseling. e. Helplines and crisis intervention, telephonic counseling for suicide prevention. f. Working with the families in case of physical and mental handicap and genetic counseling.
  3. **Special areas in counseling in medical field :** a. Counselling in – HIV/AIDS : Pre and Post Test Counselling, adherence counseling; b. Counselling in drug addiction and alcoholism; c. Counselling in medical termination of pregnancy, abortion cases, infertility; d. Counselling in adoption and foster care; e. Health Problems of industrial workers and employee counseling; f. Grief counseling, death counseling, counseling for organ donation;
  4. **Psycho therapeutic approaches in the field of health :** a. Rational Emotive therapy; b. Client centered therapy; c. Behaviour therapy; d. Transactional analysis; e. Family therapy f. Play therapy and child guidance , g. Yoga.

##### Recommended Readings :

1. Bayne, Rowan Nicolson, Paula Horton, Ian (2000) Counselling & Communication Skills for Medical & Health Practitioners, Hyderabad, University Book Stall.
2. Felham, Colin (1997) What is counseling, London, Sage Publications.
3. Brubaker, Timothy H. (1990): Family relationships in later life, New Delhi : Sage Pub.
4. Fonseca, Mabel : Counselling for Marital Happiness.
5. Hackney, Harold Cormier, L. Sherilyn (1979): Counselling Strategies & Objectives, Edinburg. Churchill Livingstone.
6. Janet, Moursund (1993) : The Process of Counselling, Pub. Place Prentice Hall.
7. Lakshmi, K. S. (2000) Encyclopedia of Guidance & Counselling. Vol. 1 & 4. Delhi, Mittal Publications.
8. Megrnahan, Michael (1989) Counselling, Institute of Personnel Management.
9. Miller, David (1987) : Living with AIDS & HIV. London, Macmillan Education Publications.
10. Pandey, V. C. (2004) : Child Counselling & Education. Vol. I, II, Delhi, Isha Books.
11. Patri, Vasanta (2001) : Counseling Psychology, New Delhi, Authors Press.
12. Paul, Gillert (2004) : Counselling for Depression New Delhi: Sage Publications.
13. Rao, D. B. (2000): HIV/AIDS Issues & Challenges Discovery Publishing House Part I, II, III. Pub.
14. Sher, Lorraine (1991) : HIV & AIDS in Mothers & Babies, London, Blackwell Scientific Publications.
15. Wicks, Robert J. (1979) : Helping others, Pennsylvania : Chilton Book Company

## **Master of Social Work (MSW) Semester – IV**

## Specialization Paper - VI (4T4)

### Specialization Group B : Medical & Psychiatric Social Work

#### Group 22 - Mental Health Policy & Health Care Social Work

##### Learner Objectives:

1. To become familiar with the Policy and Programmes in mental health care.
2. To study about the social work strategies and services.
3. To gain knowledge about intervention models and strategies and health care social work.

**1. Mental Health care Services, Policy and Programmes :** Mental Health care scenario in India; Community mental health: Primary mental health care, community initiatives, and De- institutionalization of psychiatric services; District and National mental health programme; Law and mental health; Innovative approaches to mental health care like SHGs. Social work applications in mental health: Principles and concepts of community organization in mental health, preventive and promotive approaches; role of support groups in psychiatric interventions

**2. Psychosocial Interventions :** Family Interventions: Psycho-educational and supportive interventions; Social skills training: Activities of daily living and vocational skills training; Therapeutic community; Psychiatric rehabilitation day care and half way homes)

**3. Healthcare Social Work practice** Social worker as a multidisciplinary healthcare team member: roles, skills and interventions; Domains of social work practice in institutional health services: communication, social assistance, social support strategies, problems of treatment adherence, counseling and rehabilitation, hospice and palliative care. Rights of the patients.

**4. Community Health and Social Work :** Community Health: Meaning, and philosophy, Community needs assessment, developing mechanisms for people's participation; Health extension and community outreach services; Designing, implementing and monitoring of community health programmes, facilitating inter-sectoral collaboration; Influencing community attitudes and health behaviors, life style



issues

### **Recommended Readings:**

1. Bentley, K.J. 2001 Social Work Practice in Mental Health: Contemporary Roles, Tasks, and Techniques. Wadsworth Publishing.
2. Callicutt, J. W., & Lecca, P.J. (eds.) 1983 Social Work and Mental Health. New York: The Free Press.
3. Carson R.C., Butcher, J.N. & Mineka, S. 2000 Abnormal Psychology and Modern Life. Singapore: Pearson Education.
4. Dhanda, A. 2000 Legal Order and Mental Disorder. New Delhi: Sage Publications.
5. French, L.M. 1940 Psychiatric Social Work. New York: The Commonwealth Fund.
6. Gelder, M., Mayou, R., & Cowen, P. 2004 Oxford Textbook of Psychiatry 4th Edition.
7. Horwitz, A.V., & Scheid, T.L. (eds.) 1999 A Handbook for the Study of Mental Health: Social Contexts, Theories, and Systems. Cambridge: Cambridge University Press.
8. Mane, P., & Gandevia, K.Y. (eds.) 1993 Mental Health In India: Issues and Concerns. Bombay: Tata Institute of Social Sciences.
9. Mguire, L. 2002 Clinical Social Work: Beyond Generalist Practice with Individuals, Groups and Families. CA: Brooks/Cole.
10. Murthy, R.S. 1992 Mental Health, In A. Mukhopadhyay, (Ed.) State of India's Health (pp. 401 -4). New Delhi: VHA.
11. Patel, V., & Thara, R. 2002 Meeting the Mental Health Needs of Developing Countries: NGO Innovations in India. New Delhi: Sage Publications.
12. Sadock, B. J., & Sadock, V.A. (eds.) 2005 Comprehensive Textbook of Psychiatry 8th edition. Philadelphia: Lippincott Williams & Wilkins.
13. Gottlieb, B.H. 1983 Social Support Strategies: Guidelines for Mental Health Practice. New Delhi: Sage Publications.
14. Sahni, A. 1999 Mental Health Care in India: Diagnosis, Treatment and Rehabilitation. Bangalore: Indian Society of Health Administrators.

15. Sheppard, M. 1991 *Mental Health Work in the Community: Theory and Practice in Social Work and Community Psychiatric Nursing*. New York: The Falmer Press.
16. Sutherland, J.D. (ed) 2003 *Towards Community Mental Health*. London: Routledge.
17. Turner, F. (ed.) 1978 *Social Work Treatment: Interlocking Perspectives*. New York: The Free Press.
18. World Health Organization 1990 : *The Introduction of a Mental Health Component into Primary Health Care*. Geneva.
19. World Health Organization 2002 : *The ICD-10 Classification of Mental and Behavioural Disorders*. Geneva.
20. World Health Organization 2001 *The World Health Report 2001- Mental Health: New Understanding, New Hope*. New Delhi: Bookwell.

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper IV (4T2)**

## **Specialization Group C: Urban, Rural & Tribal Community Development**

### **Group 20- Strategies and Trends in Urban Community Development**

#### **Learner's Objectives :**

1. To understand the current issues, approaches, strategies and programmes for development of urban communities.

**Unit 1: Urban Issues and Agencies:** Housing & Affordable Housing, Population Pressure, Urban Sanitation and Clean Cities Index, Pollution, Urban Plantation, Urban Transportation, Traffic Scenario, Waste Management and recycling, Role of HUDCO, MHADA, Slum Rehabilitation Agency, Town Planning,

**Unit 2. Urban Community Development:** Concept, Approaches and strategies for urban community development, Barriers to urban community Development

**Unit 3. Training for Urban community Development:** Understanding Training; concept, Objectives, principles, types and process of training, Skill India initiative, Entrepreneurship Development Programmes,

**Unit 4. Voluntary Action and urban Development:** Voluntary action in urban settings, Umbrella Organizations, Mother Organizations, Nodal Agencies, Contemporary social Action groups, Role of Citizen Forum's, Public Private Partnership Model for Urban Development.

#### **Recommended Readings :**

1. Agarwal, Sanjay K. (2008) CSR in India, New Delhi: Sage.
2. Akhtar, Shahid, Delaney Frances M. (1976) Low Cost Rural Health Care & Health Manpower Training, Ottawa : IDRC.
3. BAIF (1998) Integrated Rural Development for Sustainable Livelihood, Pune : BAIF Development Research Foundation
4. Briscoe, John & Malik, R. P. S.(Ed.) (2007) Handbook of Water Resources in India - Development, Management and Strategies, New York, New Delhi: OUP & World

- Bank5. Datar, Chhaya & Prakash, Aseem (Undated) Women Demand Land and Water, Mumbai : Unit for Women's Studies, Tata Institute of Social Sciences.
6. Datar, Chhaya (Ed) (1998) Nurturing Nature: Women at the Centre of Natural and Social Regeneration, Bombay: Earth care Books.
  7. Juting, Johannes (2005) Health Insurance for the Poor in Developing Countries, Hampshire Ashgate Publishing Ltd.
  8. Kapur Mehta, Asha (2006) Chronic Poverty & Development Policy in India, New Delhi : Sage.
  9. Mehrotra, Santosh K. K. (2006) Elementary Education in India : The Challenge of Public finance, Private Provision of Household Costs, New Delhi : Sage.
  10. Mehta, Usha & Narde A. D. (1965) Health Insurance in India and Abroad University of Michigan : Allied Publishers.
  11. Menon, Ajit, et al (2007) Community Based Natural Resource Management- Issues and Cases from South Asia, New Delhi : Sage
  12. Paranjape, Suhas, Joy, K. J., et al (1998) Watershed Development- A Source Book, New Delhi : Bharat Gyan Vigyan Samithi.
  13. Pillai, G. M (Ed.) (1999) Challenges of Agriculture in the 21st Century, Pune : Maharashtra Council of Agricultural Education and Research.
  14. Rao, Nitya & Rurup, Luise (Eds.) (1997) A Just Right: Women's Ownership of Natural Resources and Livelihood Security, New Delhi : Friedrich Ebert Stiftung.
  15. Ravindranath, N.H., Rao, et al (2000) Renewable Energy and Environment- A policy analysis for India , New Delhi: Tata McGraw Hill.
  16. Sarin, Madhu et al (1998) Who is Gaining? Who is Losing? Gender and Equity Concerns in Joint
  17. Shah Amita (1998) Watershed Development Programme : Emerging Issues for Environment, Ahmedabad: GIDR.
  18. WASH Project (1993) Lessons Learned in Water Sanitation and Health: Thirteen Years Experience in Developing Countries, Virginia: WASH.
  19. World Bank & Govt. of India (1999) Initiating and Sustaining Water Sector

Reforms: A Synthesis, New Delhi: Allied.

20. World Bank (S. Asia Region) & GOI Min. of Urban Areas & Employment, Urban Devt. Sector Unit(1999) Urban Water Supply and Sanitation, New Delhi: Allied  
Forest Management, New Delhi: Society for Promotion of Wasteland Development.

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper V (4T3)**

#### **Specialization Group C: Urban, Rural & Tribal Community**

# Development

## Group 21 – Programmes, Institutions and Rural Governance

### Learner's Objectives:

1. Understand social structures, social relations in rural communities.
2. Develop sensitivity, commitment and skills to influence critical issues in rural communities.
3. To develop the knowledge base of agencies and institutions of Rural community Development.

**1. Rural community Development Programmes:** A review of Govt. programs: MGNAREGA, National Rurban Mission, Ujjwala Yojana, Direct Benefit Transfer Scheme, CM Fellowship Programme, , Sansad Adarsh Gram Yojana, Deen Dayal Antyoday Yojana-NRLM, National Social Assistance Programme, of poverty alleviation; Creation of employment and increasing agricultural productivity; programmes etc. , Role of Village and Cottage Industries in Rural Development;

**2. Institutions of Rural Community development: Rural Governance:** Panchayat raj system and its Functions, 73rd Constitutional amendment and its effects. Gram Sabha: Concept, Significance, Structure & Powers. Rural Leadership concept and present scenario. Institutions for Rural Development: CAPART, NIRD, NABARD, DRDA, KVIC, Rural Cooperatives, ATMA.

**3. Application of social work methods and Skills in rural development:** Social Audit, PRA, Social Advocacy, Monitoring and Evaluation, Lobbying, Rapid Need Assessment FGD, Project Development and Writing Funding Proposals, Data Bank, training Skills,

**4. Voluntary Actions in Rural Development:** Developing and strengthening of community-based organizations; Farmers' organizations, associations and movements. Innovative projects of agriculture development, Rural Development Projects regional experiences- Mendha Lekha experiment, Amhi Amchya Arogyasathi, SEARCH, Lokbiradari Prakalp, Sampoorna Bamboo Kendra, Mahan, Nayi Talim, Center of Science for Villages, some initiatives of CSR. Monitoring and Evaluation of Projects.

### References:

1. Schouten, T., & Moriaty, P. 2003 Community Water, Community Management. London: ITDG Publishing.
2. Janvary, A., Redan, S. etal, (Eds.) 1995 State, Market and Civil Organisation: New Theories, New Practicesand Their Implication for Rural Development. London: Macmillan Publishers.
3. Etienne G. 1995 Rural Change in South Asia. New Delhi: Vikas Publishing House Pvt. Ltd.
4. Harisswhite, B., & Janakrajan, S. 2004 Rural India. Facing the 21st Century. London: Anthem Press
5. Epstein, T. S. Suryanaraya, A. P., & Thimmegowda, T. 1998 Village Voices. Forty Years of Rural Transformation in South India. New Delhi: Sage Publications.
6. Radhakrishna, R., Sharma, A. N. (Ed) 1998 Empowering Rural Labour in India Market, State and Mobilisati on. New Delhi : Institute for Human Development.
7. Shiva, V., & Bedi, G. (Eds) 2002 Sustainable Agriculture and Food Security: the Impact of Globalisation. New Delhi: sage Publications
8. Habibullah, W. & Ahuja, M. 2005 Land Reforms in India: Computerization of Land Records Vol. X. New Delhi: Sage Publications.
9. Kumar, S. 2002 Methods for Community Participation: A Complete Guide for Practitioners. New Delhi: Vistaar Publications.
10. Reddy, G.R., & Subrahmanyam, P. 2003 Dynamics of Sustainable Rural Development. New Delhi: Serials Publication.
11. Desai, V. 1998 Rural Development (Vol1to4). Bombay: Himalaya Publishing House.
12. Misra, R. P. 1985 Rural Development (Vol1to5). New Delhi: Concept Publishing Company.
13. Mehta, B.C. 1993 Rural Poverty in India. New Delhi: Concept Publishing Company.
14. Documentaries on Mendha Lekha, Tapasya, Mahan, Search, Lokbiradari

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper- VI (4T4)**

#### **Specialization Group C : Urban, Rural & Tribal Community**

# Development

## Group 22 - Tribal Development & Governance

### Learner Objectives:

1. To understand the issues of tribal people.
2. To understand the tribal development schemes.
3. To become familiar with the role of social workers in the context of tribal development.
4. To gain knowledge about concept, definition and meaning of Integrated Tribal Development.

**1. Social & Health Concerns of Tribal Society :** Social concerns:, Migration, educational Status, Challenges in relation to culture and traditions; Early marriage; Caste Certificate and its Validity. Health Problems: Malnutrition, Sickle cell disease, Skin diseases, Women's health, Traditional health practices, Drinking water and health;

**2. Economic & Political Concerns:** Minor Forest Produce (MFP); employment. Impact of developmental projects, Displacement-Isolation, land alienation; Status of tribal's in the current political system, Naxalite movement and its impact on tribal's.

**3. Administrative Structure for Tribal Development:** Structure and functions of tribal development Administration at Central, State level-Role & functions; Tribal Sub Plan; Integrated Tribal Development Project (ITDP), Modified Area Development Approach and Mini MADA. Scheduled & Tribal Area.

**4. Institutions for Tribal Development:** National Commission for Scheduled Tribes(NCST),Tribal Research & Training Institute(TRTI)-, Tribal Cooperative Marketing Development Federation of India , Cast verification and validity Committee, Tribal Development Corporation

### Recommended Readings:

1. Bogaert, M. V. D. et al (1975) : Training Tribal Entrepreneures : an experiment in social change, Social change, 5, (1-2), June, 1975.
2. Bogaert, M. V. D. et al (1973) : Tribal Entrepreneurs, ICSSR Research and Abstract



Quarterly, July, 1973.

3. Gare, G.M., (1974) : Social Change Among the Tribals of Western Maharashtra.
4. Jain, P. O., Tribal Agrarian Movement: Case Study of the Shil Movement of Rajasthan.
5. Mishra, R. N., Tribal Cultural and Economy. Ritu Publication.
6. Ministry of Tribal Affairs (GOI): Annual Report 2016-2017
7. National Institute of Community Development, Hyderabad, 1974. Perspectives on Tribal Development and Administration : Proceedings of the Workshop held at NICD.
8. National Institute of Community, Integrated Tribal Development, Hyderabad, Proceedings of a seminar held at NICD, May, 1975.
9. Orissa, Tribal and Rural Development Department, Dec., 1975, Bhubaneswar: Seminar on Integrated Tribal Developments projects.
10. Patil K. S. (2014) Scheduled Tribes in India: issues and Challenges in 21st Century, Nagpur: BSPK Publication, ISBN: 978-93-84198-04-6
11. Pandey, G. (1979): Government's Approach to Tribal's Development: Some Rethinking, Prashasanika, 8 (1), 56-68, 1979.
12. Patel, M. L. (Ed.) (1972): Agro-economic problems of tribal India. Bhopal: Progress Publishers.
13. Problems and prospects of tribal development in Rajasthan. Vanyajati 23 (1) 3-12, Jan., 1975.
14. Rao, Ramona D.V.V., Tribal Development New Approaches. New Delhi: Discovery Publishing House.
15. Roy, P. K. M. (1980): Struggle against economic exploitation achievements by Mah. State Co.-op. Tribal Development Corporation. 1980.
16. Sachchidananda (1980) : Transformation in tribal society, issues, and policies, Journal of Social and Economic Studies, March, 1980.
17. Sharma, B. D. (1977): Administration for tribal Development, Indian Journal of

Public Administration, 23 (3), July, 1977

18. Shah, D.V., (1979): Education and social change among Tribal in India
19. Shah, V. P. & Patel, T. (1985): Social Contexts of Tribal Education. New Delhi: Concept Publishing.
20. Sharma, K. S. : Agro-Forest based industries for accelerated growth of tribals, Indian Cooperative Review, Jan., 1975.
21. Shashi, Bairathi, Tribal Culture, Economy and Health. New Delhi: Rawat Publications
22. Singh, Ajit (1984): Tribal Development in India. Delhi: Amar Prakashan.
23. Vidyarthi, L. P. (ed.) : Tribal Development and its Administration, New Delhi, Concept, 1981.

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper IV (4T2)**

#### **Specialization Group D : Criminology and Correctional**

## Administration

### Group 20- Criminal Law, Penology, & Victimology

#### Learner Objectives:

1. To gain knowledge about the theories of punishment of offenders.
2. To become familiar with the different types of legislation that helps in social work practice in the criminal justice system.
3. To study the laws are specific in the context of ensuring justice to women.
4. To learn about victims, their rights, and mechanisms for ensuring justice to the victims of crime.

**1. Introduction to legislation and Penology – Major Criminal Laws:** The Indian Penal Code, the Criminal Procedure Code, and the Indian Evidence Act; National Criminal Justice Policy, 2007. Theories of punishment - Deterrent theory, Theory of reformation, Theory of retribution, Theory of reparation, Theory of expiation; Concept of Restorative Justice; Application of UN Standards in penal matters; Human rights perspectives in punishment of offenders.

**2. Introduction to legislation – Minor Acts:** Prisons Act 1894 and Prisoners' Act; Probation of Offenders Act, 1958; Immoral Traffic Prevention Act 1986; Borstal Schools Act 1929; Habitual Offenders Act; Mental Health Act, 1984; Narcotic Drugs and Psychotropic Substances Act; Police Act, 1861 and Bombay Police Act. Juvenile Justice Act (Amm.)2016

**3. Introduction to Laws Relating to Women :** Laws relating to rape and sexual assault; Laws relating to Domestic Violence, Dowry, Harassment at the Matrimonial Home; Laws relating to sexual harassment at work place; Laws relating to Indecent Representation of Women; Laws relating to Trafficking of Women for Commercial Sexual Exploitation; Rights of arrested women and women in custody; Role of National Commission and State Commissions for Women.

**4. Victimology:** Concept of Victims; Types of victims; Victimization patterns; Theories of victimization; Victimization within the Criminal Justice System; Victim Compensation; Victim counselling; Victim support services; Role of women's and civil

society organisations and Social Workers in victim support; Restorative Justice; Rehabilitation of victims of crime; Women victims of crime; Special Cells in police stations for women in distress; Elderly victims; Prison manuals and reform committees.

### **Recommended Readings:**

1. Agenes, F. (1999): Law and Gender Inequality. New Delhi: Oxford press.
2. Bhattacharya, Rinki, (2004): Behind Closed Doors – Domestic Violence in India. New Delhi: Sage.
3. Brownell, P.J. (1998): Family Crimes Against the Elderly: Elder Abuse and the Criminal Justice System. Garland Publishing.
4. Bhatanagar, J. P. (1998): Law relating to Women & their Rights. New Delhi: Ashoka Law House.
5. Datar, Chaya (1993): The Struggle against Violence, Calcutta : Stree Vani.
6. Devasia, V. V. (1992): Criminology, Victimology and Corrections. New Delhi: Ashish Publishing House.
7. Feddar C.B. & Key B.A. (1964): Penology, Victimology & Corrections, Ashish Pub. House, New Delhi.
8. Gaur, K.D. (2002): Criminal Law, Criminology and Criminal Administration. New Delhi: Deep and Deep Publications.
9. Ghosh, S.K. (1993): Women and Crime, Ashish Publishing House, New Delhi.
10. Gracious, Thomas et al (1997) AIDS, Social Work and Law. Rawat Publications, New Delhi.
11. Hampton, R.L. (1993): Family Violence: Prevention and Treatment. New Delhi: Sage Publications.
12. Johnstone, G. (2002): Restorative Justice: Ideas, Values, Debates. Willan Publishing. Khan, M. A. (2006) Women and Human Rights, New Delhi : SBS Publishers & Distributors Pvt. Ltd.
13. Klein, Dorie (1973): The Etiology of female crime: A review of the literature. In *Issues in Criminology*, Vol. 8, No. 2: 3–30.

14. Krishnamurthy, S. (1982): Impact of Social Legislation on the criminal law in India. Bangalore: R R Publishers.
15. Laxmi Devi. (1998): Crime, Atrocities and Violence against Women and related Laws and Justice. New Delhi: Anmol Publications.
16. Mishra, Prachi (2006): Domestic Violence Against Women.
17. Neshla (1997): Atrocities Against Women. New Delhi: Harman Publishing House.
18. Rao, Venugopal S. (1989): Victims of Crime, New Delhi : Allied Publications.
19. Sakhrani, Monica (2009): Citizen's Guide to Criminal Law. Delhi: Universal Publishing Co.
20. Saiyed, I. A. (1999): Family Law. New Delhi: Himalaya Publishing House.
21. Sen, M. (2002): Death by Fire: Sati, Dowry Death, and Female Infanticide in Modern India. Rutgers University Press.
22. Srivasatava S.P. (1987): The Probation System-An Evaluative Study, First House, Lucknow Publication, Delhi
23. Strang, H., & Braithwaite, J. (2001): Restorative Justice and Civil Society. Cambridge University Press.
24. Tonry, M. (Ed.) (2000): The Handbook of Crime and Punishment. New York: Oxford University Press.
25. United Nations (1985) Alternatives to Imprisonment and Measures for the Social Resettlement of Prisoners. New York: United Nations.
26. Valier, C. (2001): Theories of Crime and Punishment. Essex: Longman.
27. Zaplin, R.T. (1998): Female Offenders: Critical Perspectives and Effective Interventions. Gaithersburg, MD: Aspen Publishers

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper V (4T3)**

#### **Specialization Group D : Criminology and Correctional**

# Administration

## Group 21- Judiciary & Criminal Justice Procedures

### Learner Objectives:

1. To study about the judicial mechanisms those are in operation in India.
2. To gain knowledge about judicial processes and procedures.
3. To get familiar with the rights of accused persons and undertrial prisoners so as to formulate for effective social work intervention methods while working with them.
4. To study about the mechanisms of free legal aid available to accused persons.

**1. Judiciary and Judicial Structures :** Classification of judicial institutions; Structure and functions of various courts in India; Courts with criminal jurisdiction; Special courts; Problem of judicial delays; Fast track courts; Lok Adalats; Public interest litigation.

**2. Arrest:** Concept of arrest; First Information Report; Rights of person who is arrested by police; Concept of bail and procedures for bail; Procedure for producing a suspect before the court.

**3. Judicial Process and Appeals :** Sessions trials; Summary Trials; Police Custody Remand; Magistrate Custody Remand; Role of public prosecutor; Sentence; Rights of under trial prisoners and role of social worker; Historical and Philosophical basis for a separate Juvenile Justice process; Mechanisms for juvenile justice process. Appellate judiciary; Procedures for appeals; Role of correctional social worker in appeal procedures.

**4. Free Legal Aid:** Legal aid as a right; Article 21 of the Constitution; Section 304 of the CrPC; National Legal Services Authorities Act, 1987; Legal Aids Scheme; District Legal Services Authority; Role of social worker in legal aid.

### Recommended Readings:

1. Antony, M. J., (2000): Social Action through Courts: Landmark Judgments in Public interest Litigation, New Delhi : Indian Social Institute.
2. Baxi, U. (1982): The Crisis of the Indian Legal System. New Delhi: Vikas Publishing.
3. Dayal, S., (1972): The Constitutional Law of India. Allahabad: Allahabad Law Agency.
4. Dhagamwar, V. (1992): Law, Power and Justice. New Delhi: Sage Publications.
5. Gaur, K. D. (1992): Criminal Law, Criminology and Criminal Administration. New Delhi: Deep & Deep Publications.
6. Mathew, P. D., Legal Aid Series. New Delhi: Indian Social Institute.
7. Peoples, E. E. (1978): Readings in Criminal Justice: An Introduction to the System. California: Goodyear Publishing.
8. Shukla, B. M. (1998): Law and Social Welfare. New Delhi: Rawat publications.
9. Singh, P. (1996) : Legal Aid Human Rights to Equality. New Delhi: Deep & Deep publications.
10. Srivastava, S. P. (1989): Juvenile Justice in India. New Delhi: Ajanta Books International.
11. Urswkar, H. S. (1973): Law and Social Welfare. Bombay: Lalvani Publishing House.

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper VI (4T4)**

#### **Specialization Group D : Criminology and Correctional**

# Administration

## Group 21- Human Rights

### Learner Objectives:

1. To be familiar with the history and evolution of human rights in India.
2. To gain insights about the instruments of human rights especially in the context of the criminal justice mechanisms.
3. To learn about statutory Institutions for protection of human rights in India.
4. To gain knowledge of the skills for advocacy in the context of criminal justice social work.

**1. Instruments of Human Rights ::** Conceptual clarity on Human Rights; Development of Human Rights in India – History of Indian Human Rights Movement, Freedom Struggle, Constitution of India and the Development of Human Rights; International Human Rights Law - Universal Declaration of Human Rights; Geneva Conventions; International Covenant of Civil and Political Rights with Optional Protocols and General Recommendations of the Human Rights Committee;

**2. Civil and Political Rights in India:** Custodial Torture and deaths in India; Police and human rights; Right to self determination; Right to protest and demonstration; Human Rights of Activists; Human Rights of Minorities; Human rights accountability of custodial and correctional staff; Issues concerning Democratic Rights Movements in India; Communal Riots and the Role of the State. RTI as a tool of advocacy

**4. Statutory Human Rights Institutions :** Statutory Institutions in India for protection of Human Rights – Role of Commissions (Human Rights Commission;

Women's Commission; Children for Protection of Child Rights; Minorities' Commission; SC/ST Commission; Protection of Human Rights Act and Lokayukt Act; Sachar Committee Report.

### Recommended Readings:



1. A panel of Legal commentators. (1998): Law Relating to Human Rights. 5th Ed. Hyderabad : Asia Law House.
2. Antoneita Alcalde Castro, M. & Cano Azcarraga, G. (2010): *Handbook for advocacy planning*. New York: International Planned Parenthood (IPPF), Western Hemisphere Region.
3. Das, Ashishkumar & Mohanty Prashant Kumar (2007): Human Rights In India. New Delhi: Sarup & Sons.
4. Dev, A. & Dev, I. (1996) : Human Rights: A Source Book. New Delhi: National Council of Education Research and Training.
5. CEDPA (2000). Advocacy: building skills for NGO leaders. Washington, D. C.: Center for Development Population Activities.
6. Chapman, J. & Wameyo, A. (2001): Monitoring and evaluating advocacy: a scoping study. London: ACTIONAID.
7. Douglas, W. A. & Payton, D. (2001): Enhancing NGO's policy advocacy skills: lessons learned.
8. Emerson, J. (2008) Visualizing information for advocacy: an introduction to information design . India: Backspace.
9. Jaswal, P. & Jaswal, N. (1996): Human Rights and the Law. New Delhi: APH Publishing.
10. Malajovich, L. (2010): Handbook for incorporating budget work into advocacy projects. New York: International Planned Parenthood, Western Hemisphere Region.
11. Mathur, K. M. (1996): Crime Human Rights and National Security. New Delhi: Gyan Publishing House.
12. Mohanty, J. (2000): Human Rights Education. New Delhi: Deep & Deep.
13. Murphy, F. & Ruane, B. (2003). "Amnesty International and human rights education ". Child Care in Practice Vol. 9 (No.4) Routledge.
14. National Human Rights Commission.
15. Reichert, E. (2003): Social work and Human Rights. New Delhi: Rawat

publications.

16. Sastry, T. S. N (2005): India and Human Rights Reflections. New Delhi: Concept Publishing Company.
17. Saksena, K. P (2003): Human Rights and the Constitution: Vision and the Reality. New Delhi: Gyan Publishers.
18. South Asia Human Rights Documentation Center (2006): Handbook of Human Rights and Criminal Justice in India: The System and Procedure. New Delhi: Oxford Press.
19. Sprechmann, S. & Pelton, E. (2001): Advocacy tools and guidelines: promoting policy change. Georgia: CARE.
20. Thompson, Neil (2003): Prompting Equality: Challenging Discrimination and Oppression. London: Sage.
21. Vadackumchery, J. (1996): Human Rights and the Police in India. New Delhi: APH Publishing.

### **General Readings:**

1. Devasia ,V. V. & Devasia, L. (1999): Human Rights and Victimology. Nagpur: Dattasons.
2. Naseema, C.(2003): Human Rights Education. New Delhi: Kanishka Publishres.
3. Parmar, L. (1998): Human Rights. New Delhi: Anmol Publication.
4. Gupta, J. (1999). Human Rights & Working Women. Publication Division Govt. of India.
5. Sharma, V. (2002): Human Rights Violation: A Global Phenomenon. New Delhi: A P H Publishing.
6. Shah, G. (2004): Human Rights Looking back & Forging Ahead. New Delhi: Himalaya Publishing.
7. Saksena, K P (1998): Human Rights Fifty years of India's Independence. New Delhi: Gyan Publishing.

8. Battacharyya, A. and Ghosh, B. K. (2010): Historical Perspective and Challenges ahead : Human Rights in India. Kolkatta: Setu Prakasani.
9. Mishra, R. C. (2005): Human Rights & Policing. New Delhi: Authors Press.
10. Kohli A.S.( 2004): Human Rights & social work Issue, challenges and Response. New Delhi: Kanishka Publishers.
11. Rajan A. (2002): Sociology of Human Rights. Nagpur: Himalaya publisher
12. Bhatt U. (2005): Religious Fundamentalism Human Rights. New Delhi: Vista International Publishing.
13. Ghandhi, P. R. (2001): International Human Rights Documents. New: Universal Law Publishing.
14. Gupta, U. N. (2006): Human Rights. Vol. 1, 2, 3. New Delhi: Atlantic Publishers.
15. Parasher, M. R. (2006): Education and Human Rights. New Delhi: Mahaveer & Sons
16. South Asia Human Rights Documentation Center. (2007: Introducing Human Rights. New Delhi: Oxford University press.

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper IV (4T2)**

# Specialization Group E: Human Resource Management

## Group 20- Labour Legislation

### Learner Objectives:

1. To understand labour legislation & the areas of legislative intervention.
2. To gain knowledge about labour administration and mechanisms.
3. To develop skills to deal with legislative functions.

**1. Labour Legislation in India:** Historical perspective; Philosophy underlying labour legislation before and after independence. Review of labour administration in India. **Protective Labour Legislation:** The Factories Act 1948, The Apprentices Act 1961, The Contract Labour (Regulation and Abolition) Act 1970; The Mathadi Workers Act; The Mines Act 1952; The Plantation Labour Act 1951; The Bombay Shops and Establishment Act 1948.

**2. Employee Welfare, Social Security and Welfare Legislations:** Employee Welfare : Concept, Definition, Philosophy, Principles, Scope and Machinery; Role, Duties and Functions of Labour Welfare Officer in Industry: The Workmen's Compensation Act 1923; The Maternity Benefits Act 1961; The E S I Act 1948; The E P F Act 1952; Family Pension Scheme; The Payment of Gratuity Act 1972; The Maharashtra Labour Welfare Fund Act 1953.

**3. Industrial Relations Legislation & Wage Legislation:** Bombay Industrial Relations Act 1946; Industrial Employment Standing Order Act 1946; Model Standing Order; Trade Union Act 1926; MRTU& PULP Act 1971; The Payment of Wages Act 1936; The Minimum Wages Act 1948; The Payment of Bonus Act 1956.

**4. Environment Protection Related Legislation:** The Environment Protection Act 1986: Salient features; definition of environment and environment protection; Offences in handling of hazardous substances by companies and its penalties. Air

Pollution Act 1987 & Water Pollution Act 1974: Salient features, Power and functions of Central and State Pollution Control Boards; Type of offences by companies, procedures, and penalties.

### **Recommended Readings :**

1. Arora, R. (2000) Labour Laws, Mumbai : Himalaya Publishing House.
2. Balchandani, K. R. (1977) Labour & Industrial Laws, Mumbai : Jeevan Deep Prakashan.
3. Central Board of Workers Education (1976) Labour Legislation, Nagpur : CBWE Publications.
4. Chakrabarti, B. K. (1974) Labour Laws of India, Calcutta : International Law Book Centre.
5. Goswami, V. G. (1986) Labour & Industrial Law, Allahabad : Central Law Agency.
6. Jain, S. P. & Agrawal, Simmi (1997) Industrial & Labour Law, Delhi : Dhanpat Rai & Co.
7. Kumar, H. L. (1996) Employers rights under Labour Laws, Delhi : Universal Law Pub. Co.
8. Malik P. L. (1992) Industrial Law, Lucknow : Eastern Book Company.
9. Mehrotra, S. H. (1981) Labour Problems in India, New Delhi : S. Chand & Company.
10. Mongia, J. N. (1976) Readings in Indian Labour & Social Welfare, Delhi : Atma Ram & Sons.
11. Prakash, Anand et al, (Eds) (1987) Labour Law & Labour Relations : Cases & Materials, Bombay : N. M. Tripathi, Pvt. Ltd.
12. Saharay, H. K. (1987) Industrial & Labour Laws of India, New Delhi : Prentice Hall of India.

13. Saini, Debi S. Ed. (1994) Labour Judiciary Adjudication and Industrial Justice, New Delhi : Oxford & IBH Publishing Co.
14. Saiyed, I. A. (2001) Labour Laws, Mumbai : Himalaya Publishing House.
15. Saxena, R. C. (1974) Labour Problems and Social Welfare, Meerut : K. Nath & Co.
16. Sharma, A. M. (1996) Industrial Jurisprudence and Labour Legislation, Mumbai : Himalaya Publishing House.
17. Shintre, V. P. (1979) Hand Book on Labour Laws : Labour Law Agency, Bombay.
18. Sing and Singal (1966) Labour Problems, Delhi : Ratan Prakashan Mandir.
19. Singh, D. etc (2000) Commercial & Labour Laws, Chandigarh : Abhishek Publications.
20. Tietenben, T H: Environment and Natural Resources Economics.
21. Tripathi, P. C. & Gupta, C. B. (1990) Industrial Relations & Labour Laws, New Delhi : Sultan Chand & Sons.
22. Trivedi. P R: Pollution Management in Industries.
23. Trivedi. R K : Hand book on Environmental laws Guidelines Compliance of Standards: Vol 1 & 2.
24. Varghese, V. G. (1987) Industrial Jurisprudences, Mumbai : TISS.

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper V (4T3)**

# Specialization Group E: Human Resource Management

## Group 21- Human Resource Management

### Learner Objectives:

1. To understand the importance of human resources in industry and various applications of strategies of HRM.
2. To gain insights of various policies, practices, importance and relevance of HRM.
3. Develop knowledge and understanding about functions of PM/HRM.

**1. Human Resource Management:** Definition, objectives, goals, scope, principles; importance of HRM, changing concept of HRM, Human factor in Management, importance of Human Resource in industry, Human Relations Movement, evolution of HRM in India, Functions of HRM: Form and structure of HRM department, changing forms, specific functions and role of HR department in modern industrial organizations.

**2. Personnel Policies & Role of Personnel/ HR Manager:** Meaning, objectives & contents of personnel policies, principles & essentials of sound personnel policies, developing of personnel policies. Role & importance of personnel policies in managing human resource. Essential qualities, core competencies, role, Functions and importance of Personnel Managers/ H R managers in industrial organizations.

**3. Recruitment, Selection, Placement & Induction:** Meaning, objectives, types, internal & external sources of recruitment and process of recruitment. Selection process, criteria, steps & methods, importance of systematic and scientific selection procedures, modern practices of recruitment and selection adopted by various organization. Placement - basic principles, criteria & process of placement. Induction -meaning, objectives and importance of induction programme, new approaches. **Promotions and Transfer:** Meaning, goals, principles, policies, criteria/ parameters, types, essentials & salient features of sound promotion and transfer policies. Demotion, discharge, dismissal and lay-off policy and practices, reasons, terms & conditions.

**4. Wage and Salary Administration:** Various aspects of wage & salary administration, peculiarities and structure of ideal wage & salary policy, concept of dearness allowance, method of computing D A and Consumer Price Index, Fringe benefits and perquisites, Piece-rate and Time-rate wage system, modern criteria & methods of payment of wage and salaries/ pay package. Financial and non-financial Incentives, Incentive schemes and its impact on the employees' performance and the work.

### **Recommended Readings:**

1. Akhilesh, K. B. and Nagaraj, D. R. Edu. (1990) Human Resource Management 2000, New Delhi :Wiley Eastern Ltd.
2. Armstrong, Michael Baron, Angela (2006) Handbook of Strategic HRM, Mumbai :
3. Aswathappa, K (2001) Human Resource Management, Text & Cases, New Delhi : Tata McGraw- Hill
4. Bhagoliwel, T. N. (1990) Personnel Management and IR, Agra : Sahitya Bhavan.
5. Batia, S. K. (2006) Human Resource Management, New Delhi : Deep & Deep Publication.
6. Botton, Trevor (2001) An Introduction to Human Resource Management, New Delhi : Infinity Books.
7. Cursen Ron (1980) Personnel Management; New York : Hadder and Stoughton.
- 8 . Dale, B. G. et al. (2001) Managing Quality and Human Resources, New Delhi : Infinity Books
9. Flippo, Edwin B. (1971) Principles of Personnel Management Ed. 4, Tokyo : McGraw Hill Publication.
10. Ghosh, Subrathesh (1980) Personnel Management Text & Cares; New Delhi : Oxford and IBH Pub.
11. Gokhale, Shyamkant (1981) Personnel Management & Org. Behavior; Poona : Susheel Prakashan



12. Gupta, R. M. Ed. et al (1976) Personnel Management in India; Personnel Management Mumbai : Asia Publication House.
13. Jucius, Michel (1997) Personnel Management; Mumbai : Oxford University Press
14. Kumar, Prem & Ghosh, Asit, K. (Eds.) (1991) Personnel Management and IR, New Delhi : Anmol Publications.
15. Mamoria, C. B. (1994) Personnel Management. Mumbai : Himalaya Pub. House.
16. Monappa, Arun & Saiyadain, Mirza, S. (1999) Personnel Management; New Delhi : Tata McGraw Hill.
17. Moorthy, M. V. (1992) Human Resource Management, Bangalore : R & M Associates.
18. Pattanayak, B. & Verma, Harish C. (1998) : Human Resource Management, New Delhi : Wheeler Publications.
19. Pattanayak, Biswajeet (2002) Human Resource Management, New Delhi : Prentice- Hall of India.
20. Rao, P. Subba (1999) Essentials of Human Resource Management & I. R; Mumbai : Himalaya Pub.
21. Saiyadain, Mirza S. (1988) Human Resource Management; New Delhi : Tata McGraw Hill Publications.
22. Scott, Walter Dill, et al. (1977) Personnel Management. New Delhi : Tata McGraw Hill Publication.
23. Sarma, A. M. (1998) Personnel & Human Resource Management; Mumbai : Himalaya Publication House.
24. Sehgal, Seema (2006) Handbook on Competency Mapping, New Delhi : Sage Publications.
25. Singh, M. K. & Bhattacharya, A. (Eds.) (1990) Personnel Management, New Delhi : Discovery Publishing House.

26. Tripathi, P. C. (1978) Personnel Management; Theory & Practice; New Delhi : Sultan Chand & Sons.

**Master of Social Work (MSW) Semester – IV**

**Specialization Paper -VI (4T4)**

## Group 22 – Trade Unionism & Industrial Relations

### Learner Objectives:

1. To gain knowledge about trade unionism and industrial relations perspectives.
2. To understand the intervention strategies and role of government.
3. To develop an understanding about the various factors influencing the industrial relations.

**1. Concept, Philosophy & History of Trade Unionism:** Growth & Development of Trade Unionism in India – Historical Retrospect. Labour Movement in India and abroad: Philosophy & ideology of labour movement, phases, trends and growth of labour movement in India and abroad.

**Trade Unionism:** Meaning, types, structure and functions of Trade Unions, Associations, Federations & Confederation; Local, Regional, National and International Level Unions; Growth & Development of Central organization of workers in India, their membership strategies and policies. Union's Role in – Job Security, Wage Determination, Labour Welfare, Workers education, Productivity, and Economic Development; Social Responsibility under taken by Trade Unions. ILO & Indian labour movement: ILO - its structure, functions & role in labour movements and industrial development, future of labour movement

**2. Industrial Relations & Workers Participation in Management:** Concept of industrial relations; its philosophy, evolution, principles, key elements, scope, nature and importance in industrial development in India. Role of Government, Trade Unions and Employees in developing harmonious relationships in industries; I R and policies related to employers and employees. Workers Participation in management: Meaning, objectives, need, principles, various forms and levels, critical evaluation of WPM/ participative management schemes in India.

**3. Industrial Discipline, Disciplinary Action & Enquiry Procedures:** Meaning, principles, goals, tools of industrial discipline; Causes of indiscipline; Principles and procedure of disciplinary action; Drafting disciplinary action letters, Show Cause Notices, Charge sheets; domestic enquiry; Principle of natural Justice; Code of discipline and its implementation. Grievance handling procedures and practices in Industries: Meaning, goals, principles, process, methods, model grievance handling procedures.

**4. Mechanisms of Industrial Relations :** Negotiation and Collective bargaining, productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship – process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations.

**Recommended Readings :**

1. Ahuja, K. K. (1988) Industrial relations - Theory & Practice. New Delhi : Kalyani Publications.
2. Ahuja, K. K. (1990):Personnel Management & Industrial Relations. New Delhi : Kalyani Publications.
3. Chand, K. V. (1989) Industrial Relations. New Delhi : Ashish Publishing House.
4. Chatterjee N. N. (1984) : Industrial relations in India's developing economy; Allied book Agency.
5. Davar R. S. (1990):Personnel Management and Industrial relations in India; Vikas PublicationHouse Pvt. Ltd. New Delhi.
6. Dhingra O. P. and Chellappa, H V. V. Ed. Cases in Industrial relations; Shri. Ram Centre for Industrial Relations.
7. Ghosh, B. (2001) Industrial Relations of Developing Economy; Mumbai : Himalaya Publications.
8. Kautman, B. E. (2006) Industrial relations; New Delhi : International Labour Office.
9. Kale D. G. (1971) :Trade Unions in Maharashtra, Labour Research Cell, Mumbai.
10. Moappa, Arun (1989) : Industrial relations; Tata McGraw-Hill publishing Com. Ltd, New Delhi.
11. Mamoria, C. B. (1990) Dynamics of Industrial relations in India; Mumbai : Himalaya PublicationHouse.
12. Parida, S. C. (1990) Management of Conflict in Industrial relations, Delhi : D. P. House, Geeta Colony.
13. Punekar S. D. et al. (1994) : Labour Welfare, Trade Unionism and IR; Ed. 5. Mumbai: HimalayaPublications.

4. Pylee, M. V. & George (1995) Industrial Relations & Personnel Management; New Delhi : Vikas Publications.
15. Ramaswamy, E. A. (1978) Industrial relations in India; Bombay : Macmillan Co.
16. Reddy, R. Ram (1990) Industrial relations in India; New Delhi : Mittal Publications.
17. Shejwalkar P. C. (1994) : Personnel Management & Industrial Relations; Malegaonkar S Ameya Prakashan, Pune.
18. Singh, H (1977) Personnel Management and Industrial Relations; New Delhi : Verma Brothers.
19. Singh, Hirmal and Bhatia (2005): Industrial relations and collective Bargaining; New Delhi : Deep & Deep Publications.
20. Verma, P (1979) Impact of economic development on Industrial relations; Ahmadabad : Academic Book Centre.
21. Yoder, Dale (1975) : Personnel Management and Industrial relations. Prentice Hall of India, New Delhi.

**Recommended Readings (Trade Unions) :**

1. Dayal, Ishwar and (1976) Management Trade Unions; New Delhi : Shri. Ram Centre for IR & HR.
2. Masihi, Edwin J. (1985) Trade Union leadership in India; New Delhi : Ajantha Publications.
3. Mccarthy W. E. Year Trade Unions; Penguin Education.
4. Srivastava, K. D. (1982) Law relating to trade unions in India, Ed. 2, Lucknow : Eastern Book Co.
5. Vaed, K. H. (1962) Growth and Prazctice of Trade Unionism; Delhi : Delhi School of Social Work.
6. Verma, Pramod & Mookherjee (1982) Trade Unionism in India, New Delhi : Oxford & IBH Publications.

# Master of Social Work (MSW) Semester – IV

## Specialization Paper- IV (4T2)

### Specialization Group F: Youth and Development

#### Group 20 - Student Youth : Policies, Training & Development

1. To understand the situation of Student youth in India
  2. To understand the development programmes for youth in India
  3. To understand the national & international efforts for youth development
1. **Programmes** : Programmes for Student Youth; Education; Sports & Recreation; Counseling; Vocational Guidance; Leadership training; Bharat Scouts & Guides, National Service Scheme, National Cadet Corps; Youth Festivals; Youth Camps; Planning Forum.
  2. **Youth Policies & Movements**: National sports policy; Youth welfare organization; Youth hostels and youth clubs; Leadership training for youth; Promotion of national integration;counselling services; Training youth in community development programmes; Youth exchange programmes; Youth Movements - Historical overview of youth movement in pre and post independent India; Major youth movements abroad; Youth and politics in India.
  3. **Youth and Entrepreneurship** : Meaning self employment and Entrepreneurship; Areas of self employment for urban and rural youth; Developing entrepreneurial capabilities among youth; Preparing project proposal; Role of NGOs.
  4. **Youth Training**: Meaning and nature of training for youth; Development of youth leadership; Family life and sex education for youth; Coping with stress and strain; TRYSEM.

#### References:

1. Golpelwar Manohar, Project Work: A Method of Training Youth Workers, Vishwa Yuvak Kendra, 1974
2. Indian Council of Youth in India Social Welfare, Indian Council of Social Welfare,1985

3. Kuriakose P.T., Approach to Youth Work in India, Young Asia Pub., New Delhi,1972
4. Reddy N.Y., Values and Attitudes of Indian Youth: a psychological study of rural and urban students, Light and life Publishers, New Delhi, 1980.
5. Saraswathi S., Youth in India, ICSSR, 1988.
6. Simhadri Yedla, youth in the Contemporary World, Mittal Pub., Delhi, 1989.
7. Simhadri Yedla, Campling Programme for youth, Training, Orientation and Research Centres NSS, New Delhi, 1994.
8. Simhadri Yedla, International Youth Year 1985, Gandhiji University, Kottayam,1985.

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper -V (4T3)**

#### **Specialization Group F: Youth and Development**

#### **Group 21- Youth Development**

#### **Learner Objectives:**

1. Understand the developmental stages of youth in the society.
  2. Understand the policies and programmes envisaged for youth welfare.
  3. Acquire skills in organizing programmes for youth.
- 1. Concept of Development:** Factors influencing youth development; Constraints in youth development; Approaches to youth development; Youth as partners in development; Involving youth in constructive activities.
  - 2. Policies :** National Policy for Youth; National Commission for Youth; Needs & Problems of Youth in Rural and Urban settings; Youth Welfare Programmes; Educated Unemployed Youth in India; Youth Unrest; Youth crime; Policies for mitigating alcohol and substance abuse.
  - 3. Developmental Programmes and Organisation :** Developmental Programmes for Youth: Nehru Yuva Kendra, NCC, NSS; Employment & Career Guidance Services; Youth

Counselling; Involvement in youth in activities for social development; Youth and social movements. : Role of youth in nation development; Organizations for Youth Development - National, International, Government and Voluntary.

**4. Youth welfare Administration:** Role, function and structure of youth welfare Administration at Central level, State level and district level; Schemes and programmes for youth development, Five year plans & youth Development; Schemes for Non-Student youth - Non-formal Education; Nehru Yuvak Kendra; Schemes and Programmes by various Ministries, government departments and voluntary organizations.

### **References:**

1. Golpelwar Manohar, Project Work: A Method of Training Youth Workers, Vishwa Yuvak Kendra, 1974
2. Gore M.S., Indian Youth Processes of Socialization, Vishwa Yuvak Kendra, 1977.
3. Indian Council of Youth in India Social Welfare, Indian Council of Social Welfare, 1985
4. Kuriakose P.T., Approach to Youth Work in India, Young Asia Pub., New Delhi, 1972
5. Saraswathi S., Youth in India, ICSSR, 1988.
6. Simhadri Yedla, youth in the Contemporary World, Mittal Pub., Delhi, 1989.
7. Simhadri Yedla, Campling Programme for youth, Training, Orientation and Research Centres NSS, New Delhi, 1994.
8. Simhadri Yedla, International Youth Year 1985, Gandhiji University, Kottayam, 1985.

## **Master of Social Work (MSW) Semester – IV**

### **Specialization Paper -VI (4T4)**



## Specialization Group F: Youth and Development

### Group 22 - Youth Development: Issues and Challenges

#### Learner Objectives:

1. To understand the situation of Student youth in India
  2. To understand the development programmes for youth in India
  3. To understand the national & international efforts for youth development
1. **Issues & Challenges in the field of youth Development:** Youth Action; Religion and Youth; Youth and Media; Youth and culture in the context of globalization; Research in the field of Youth.
  2. **Problems of Urban and Rural Youth:** Absence of facilities for healthy recreation; Unemployment, Alcoholism and drug dependency among youth; Youth and pornography; Youth and migration. Challenges before youth with disabilities; Youth as agents of social change. Exploitation of youth for communalism, terrorism and naxalism; Trafficking of girl youth; Role of youth against the social evils.
  3. **Family and Community:** Importance of family and community in the context of youth development; Strategies for strengthening family bonds; Community participation for youth development – concept and strategies.
  4. **Life skills & Youth Development-** Concept, need and importance. Core life skills: problem solving, critical thinking, effective communication skills, decisionmaking, creative thinking, interpersonal relationship skills, self-awareness building skills, empathy, coping with stress and coping with emotions.. Use of Life skills for personal effectiveness of youth.

#### Recommended Readings:

1. Ahuja ram, Youth and Crime Indian Youth in Perspective, Rawat Publications; New Delhi, 1996.
2. Golpelwar Manohar, Project Work: A Method of Training Youth Workers, Vishwa Yuvak Kendra, 1974
3. Gore M.S., Indian Youth Processes of Socialization, Vishwa Yuvak Kendra, 1977.

4. Indian Council of Youth in India Social Welfare, Indian Council of Social Welfare,1985
5. Kuriakose P.T., Approach to Youth Work in India, Young Asia Pub., New Delhi,1972
6. Patil Keshao Shankar & Robin D. Tribhuwan(2014) Social Problems and Developmental issues of Youth, New Delhi , Discovery Publications
7. Nair.V.Rajasenana, (2010), Life Skills, Personality and Leadership, RGNIYD, Tamil Nadu
8. Radakrishnan Nair and Sunitha Rajan (2012), Life Skill Education: Evidences form the field, RGNIYD publication, Sriperumbudur
8. Reddy N.Y., Values and Attitudes of Indian Youth: a psychological study of rural and urban students, Light and life Publishers, New Delhi, 1980.
10. Sandhan (2005), Life Skilss Education, Training Module, Society for education and development, Jaipur.
11. Saraswathi S., Youth in India, ICSSR, 1988.
12. Simhadri Yedla, youth in the Contemporary World, Mittal Pub., Delhi, 1989.
13. Simhadri Yedla, Campling Programme for youth, Training, Orientation and Research Centres NSS, New Delhi, 1994.
14. Simhadri Yedla, International Youth Year 1985, Gandhiji University, Kottayam,1985.
15. Singh. Madhu (2003), Understanding Life Skills, background paper prepared for education for all: The leap to equality, Government of India report, New Delhi. Page 54 Syllabus, M.A in Social Work (Youth and Community Development)
16. UNESCO and Indian national Commission for Co-operation with UNESCO (2001): Life skills-a non-formal education: A Review. UNESCO publication, New Delhi

## **Group 23**

**1. Foundation Course from Other 42  
Departments**

OR

**2. Elective Course -II  
(Social Work –any one paper from Two)  
Disaster Management**

OR

## **LIVELIHOOD PROMOTION**

**Master of Social Work (MSW) Semester – IV**

**Elective Course -II(4T5)**

**Group 23 : Disaster Management**

### **OBJECTIVES**

1. To develop an understanding of Disasters and Disaster Management
2. To gain knowledge of various disaster management strategies
3. To learn the international and national policies, institutional mechanisms in disaster services
4. To introduce various disasters that has occurred in India and their management
5. To study the role of Social Work practice in Disaster management

**UNIT 1 : Disaster:** Meaning - Concept of Hazard, Risk, Vulnerability and Disaster – Impact of disasters: Physical, economic, political, psychosocial, ecological, and others; developmental aspects of disasters - Types and classification of Disasters,

**UNIT 2: Disaster Management Cycle:** Mitigation and prevention, preparedness, Prediction and Early warning, Rescue and Relief, Impact assessment, Response, Recovery, Reconstruction; Disaster Risk reduction; Community Based Disaster Management (CBDRM); Gate Keeping, advocacy and Networking; Levels of Intervention –Individual, Community and Societal - National Disaster Profile

**UNIT 3: Global issues and initiatives** - World Conference on Disaster Risk Reduction (2005), Hyogo ,Framework for Action (2005-15), Sphere standards –2012, Disaster Management Act 2005; National Disaster Management Policy2009;Standard Operating Procedures (SOP“ s); National

Disaster Management Framework 2005; Administrative and Institutional structures for disaster management, Trauma counselling and care of various groups in disaster situations.

**UNIT 4: Institutions, organisations in Disaster Management:** UNFCC, IPCC, UNDP, UNISDR, SAARC, ADPC, WORLD BANK, UNICEF, Role of the Central and the State Governments, Local bodies, Community, Media, International and National Non-Governmental Organisations, Charitable trusts, Educational Institutions, Voluntary organisations, Community Based Organisations, Youth groups, Others, Role of Social Workers in Disaster Management.

## REFERENCES

1. Abarquez I. & Murshed Z. Community Based Disaster Risk management . (2004). Field Practitioner“ sHandbook, ADPC, Bangkok, Asian Disaster Preparedness Center Bangkok.
2. Anderson M and Woodrow P. (1998). Rising from the Ashes: Development Strategies in Times of Disaster. London: ITDG Publishing, [www.itdgpublishing.org.uk](http://www.itdgpublishing.org.uk) .
3. B.K.Khanna.(2005). Disasters: All You Wanted to Know About, Delhi: New India Publishing Agency, Delhi.
4. Blaikie P, Cannon T, Davis I and Wisner B. (2004). At risk: Natural hazards, people“ s Vulnerability and Disaster. London: Routledge.
5. Maheswari, Sudha Disaster damage estimation models: Data needs vs. ground reality: By Sudha Maheshwari, Rutgers The State University of New Jersey -New Brunswick.
6. Disaster Management Act. (2005). Ministry of Home Affairs, Delhi: Government of India.
7. Hyogo Framework for Action 2005 –2015: building the resilience of aations and communities to disasters <http://www.unisdr.org/we/coordinate/hfa>
8. Kapur, A. (2005). Disasters in India: Studies of Grim Reality, Jaipur: Rawat Publications.
9. Manual on Natural Disaster Management in India.(2001). New Delhi: NCDM.

10. Narayana R.L., SrinivasaMurthy,R., Daz P.(2003).Disaster mental health in India: Monograph. New Delhi: American Red Cross. Indian Redross.
11. National Policy on Disaster Management.(2009). New Delhi:NDMA.
12. Patil K. S.; Disaster Management in Higher Education (2014) BSPK Book Publishing Company, Nagpur
12. Singh, R.B. (2009). NaturalHazards and Disaster Management, Jaipur: Rawat Publications.
13. Parasuraman. S.,andUnnikrishnan. P.V. (Eds).(1999).India Disasters report: Towards Policy Initiative, New Delhi: Oxford University Press.
14. Sahni, Pardeep et.al. (eds.) 2002.Disaster Mitigation Experiences and reflections, New Delhi: Prentice Hall of India.
15. The Sphere Handbook: Humanitarian Charter and minimum Standards in Humanitarian Response <http://www.sphereproject.org/handbook/>

**OR**

## **Master of Social Work (MSW) Semester – IV**

### **Elective Course -II(4T5)**

#### **Group 23 : LIVELIHOOD PROMOTION**

##### **Learner Objectives**

1. To understand the concept of livelihood and livelihood promotion
2. To develop understanding about the livelihood frameworks.
3. To acquire skills in developing livelihood interventions.

**UNIT 1: Introduction:** Concept, Meaning, Principles, Need, History and Importance of Livelihood Promotion .Understanding Livelihood Frame Work – Assets/Capitals –Natural, Physical, Financial, Human and Social. Vulnerability context, Policies and Process, livelihood Strategies, Livelihood Outcomes

**UNIT 2: Livelihood Frame Work Analysis** –Different models –IFAD, DIFD, CARE, BASIX, IMM. Objectives of livelihood promotion –Enhancing Income, Increasing Food Security, Reducing Risk, Reducing variances in income, Reducing migration, Organizing Producers, enhancing money circulation

**UNIT 3: Steps and Tools in designing livelihood intervention.** Internal and External context –Creating livelihood profile, Mapping of Community Assets, Profiling the local markets –Understanding Viability, Range of goods, Clustering, Internal & External Economies, Backward & Forward Linkages

**UNIT 4: Markets and Livelihoods**–Importance of Sector, Sub sector, Value chain analysis in selecting an intervention –understanding Rural & Urban Livelihood Linkages –Methods of Interventions –Technology, Training, Marketing, Policy Advocacy, Asserting Rights, Developing Local Economy, Credit, Infrastructure and Institution Building –ownership and Management; Case Studies on -Watershed, Animal Husbandry, Micro enterprises, Micro Finance, Business and Services. Government, Non Profit & Corporate Initiatives in livelihood promotion

- Baumgartner, Ruedi. 2004. In search of sustainable livelihood systems. Sage publications, New Delhi.
- Dagoon, Jesse D. 2003. Teaching strategies in livelihood and vocational education today. Rex Books store inc. Manila.
- Ellis, Frank. 2000. Rural livelihoods and diversity in developing countries. Oxford university press. New York.
- Lont, Hotze and Otto Hospes. 2004. Livelihood and microfinance. Eburon academic publishers. Delft, Netherlands.
- Niehof, Anke and Lisa Price. 2001. Rural livelihood systems: a conceptual framework. Upward Publisher. Wageningen, Netherlands.
- Rakodi, Carole and Tony Lloyd-Jones. 2002. Urban livelihoods: A people-centered approach to reducing poverty. Earthscan publications limited. London.

## **Master of Social Work (MSW) Semester – IV**

### **Paper VI (4P1)**

## Group 24- Research Dissertation

S.N.	Components	Hours	Marks
<b>1</b>	<b>Research Dissertation based on Specialization</b>	<b>180</b>	<b>50</b>
<b>2</b>	<b>Class Room Presentations</b>	<b>02</b>	<b>10</b>
<b>3</b>	<b>Internal viva voce</b>	<b>--</b>	<b>15</b>
<b>4</b>	<b>External viva voce - Research Dissertation</b>	<b>--</b>	<b>25</b>

For details please refer the Research Dissertation given in Course Details)

## Master of Social Work (MSW) Semester – IV

### Paper –VII (4P2)

### Group 25: Social Work Practicum

S.N.	Social Work Practicum -256 Hours	Hours	Marks
<b>1</b>	<b>Concurrent Field Work Practicum (based on Specialization) -18 Days /Visits (2 days in a week)-12 Hours per week</b>	<b>216</b>	<b>50</b>
<b>2</b>	<b>Educational Tour (5 days duration )</b>	<b>50</b>	<b>15</b>
<b>3</b>	<b>Internal viva voce</b>	<b>--</b>	<b>15</b>
<b>4</b>	<b>External viva voce</b>	<b>--</b>	<b>20</b>

For details please refer the Social Work Practicum Manual



