

# छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

## CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR



### **Department of Social Work**

### **Course Structure**

### **MASTER OF SOCIAL WORK**

**Ethics Gender Human Values Environment Sustainability**

The schedule of papers prescribed for various semesters and marks shall be as follows:

<b>Distribution of Papers and Marks</b>					
<b>Semester-1</b>					
<b>Paper Code</b>	<b>Title of Paper</b>	<b>End Sem. Exam</b>	<b>CIA</b>	<b>Total</b>	<b>Page No.</b>
<b>MSW101</b>	<b>History, Philosophy and Theories of Social Work</b>	75	25	100	<b>03</b>
MSW102	Social Case Work and Social Group Work	75	25	100	<b>05</b>
<b>MSW103</b>	<b>Social Science Concepts for Social Work</b>	75	25	100	<b>07</b>
MSW104	Social Work Research	75	25	100	<b>09</b>
	Field Work Practicum (Viva Voce)	100	---	100	
<b>Total Marks</b>		<b>400</b>	<b>100</b>	<b>500</b>	

<b>Semester-2</b>					
<b>Paper Code</b>	<b>Title of Paper</b>	<b>End Sem. Exam</b>	<b>CIA</b>	<b>Total</b>	<b>Page No.</b>
<b>MSW201</b>	<b>Community Organization and Community Development</b>	75	25	100	<b>11</b>
MSW202	Behavioral Science Concepts for Social Work	75	25	100	<b>13</b>
MSW203	Skills and Techniques of Field Work Practicum	75	25	100	<b>15</b>
MSW204	Social Surveys, Studies and Report Writing	75	25	100	<b>17</b>
	Field Work Practicum Viva-Voce (Field Work & Block Placement Report)	75+25		100	
<b>Total Marks</b>		<b>400</b>	<b>100</b>	<b>500</b>	

Semester-3						
Paper Code		Title of Paper	End Sem. Exam	CIA	Total	Page No
Compulsory Papers						
MSW301		Social Welfare Administration and Social Action	75	25	100	19
MSW302		Corporate Social Responsibility (CSR) and Managerial Skills	75	25	100	21
MSW303		Communication and Counselling	75	25	100	23
Elective Papers*						
A	MSW304	Industrial Relations and Human Resource Management-I	75	25	100	25
B	MSW305	Rural & Urban Community Development-I	75	25	100	27
C	MSW306	Medical and Psychiatric Social Work-I	75	25	100	29
D	MSW307	Family and Child Welfare-I	75	25	100	31
		Field Work Practicum (Viva-Voce)	100	---	100	
Total Marks			400	100	500	

Semester-4						
Paper Code		Title of Paper	End Sem. Exam	CIA	Total	Page No.
Compulsory Papers						
MSW401		Human Rights and Social Justice	75	25	100	33
MSW402		Social Policy Planning and Development	75	25	100	35
MSW403		Project Formation, Monitoring & Evaluation	75	25	100	37
Elective Papers*						
A	MSW404	Industrial Relations and Human Resource Management-II	75	25	100	39
B	MSW405	Rural & Urban Community Development-II	75	25	100	41
C	MSW406	Medical and Psychiatric Social Work-II	75	25	100	43
D	MSW407	Family and Child Welfare-II	75	25	100	45
		Field Work Practicum Viva-Voce (Field Work & Tour Report)	75+25	---	100	
		Project/Dissertation Work (Evaluation & Viva-Voce)	100		100	
Total Marks			600	100	600	

**\*Note: Each elective paper shall be offered/taught subject to availability of minimum number of 10 students.**

# **Department of Social Work**

## **Syllabus**

### **MASTER OF SOCIAL WORK**

<b>LEVEL</b>	<b>: Semester-1</b>
<b>PAPER CODE</b>	<b>: MSW- 101</b>
<b>TITLE OF PAPER</b>	<b>: History, Philosophy and Theories of Social Work</b>
<b>MARKS</b>	<b>: 75</b>

#### **Objectives:**

- Knowledge about concepts related to professional social work.
- Familiarize students with historical evolution of professional social work in India and global context.
- Knowledge about core values and philosophy of professional social work.
- Develop insights about and approaches to social work practice.

#### **Course Contents:**

##### **Unit -1: Professional Social Work: Conceptual Understanding**

Social Work and Related Concepts: Charity, Social Service, Social Reform, Social Welfare. Social Work and Related Processes: Social Change & Social Development, Empowerment.

Impact of globalization on social work education and practice.

##### **Unit -2: Professional Social Work: Historical Roots**

Roots of Professional Social Work in England and America.

Origin and Development of Professional Social Work in India.

Associations of Professional Social Work in India and abroad.

International Social Work.

##### **Unit -3: Professional Social Work: Philosophical Base**

Influence of Western Philosophy on the Development of Professional Social Work.

Gandhian Philosophy of Social Service.

Voluntarism and History of Social Work Profession in India

Professional Social Work: Objectives, Methods and Core Skills.

##### **Unit -4: Nature and Approaches**

Values and Generic Principles of Professional Social Work.

Code of Ethics to Professional Social Work Practice.

Approaches to Social Work Practice

Systems and Ecological Perspectives to Social Work Practice.

#### **Learning Outcomes:**

Thorough understanding of fundamental concepts of social work profession in order to develop an insight about professional attitude and attribute.

### **Suggested Readings:**

1. Allan, June; Pease, Bob; & Briskman, L., *Critical Social Work: An Introduction to Theories and Practice*, Jaipur: Allen & Unwin, NSW/Rawat Publications, 2003.
2. Bogo, Marion, *Social Work Practice: Concepts, Processes, and Interviewing*, Columbia University Press, 2006.
3. Compton, B. R., *Introduction to Social Welfare and Social Work: Structure, Function and Process*, The Dorsey Press, Irwin-Dorsey (Homewood, Ill, Georgetown, Ont.), 1980.
4. Coulshed, Veronica & Orme, Joan, *Social Work Practice* (4th Edn.), Palgrave Macmillan, 2006.
5. Derezotes, David S., *Advanced Generalist Social Work Practice*, Sage Pub., New Delhi, 2000.
6. Dubois, B. & Miley, K.K., *Social Work: An Empowering Profession*, Allyn and Bacon, London, 2005.
7. Higham, Patricia, *Social Work: Introducing Professional Practice*, SAGE, 2006.
8. Kulkarni, P.D., *The Indigenous Base of Social Work Profession in India*, IJSW, 54 (4), 2000.
9. Kumar, Hajira, *Social Work: An Experience and Experiment in India*, Gitanjali Publishing House, Delhi, 1994.
10. Lymbery, Mark; Postle, Karen, *Social Work: a Companion to Learning*, SAGE, 2007.
11. Midgeley, James, *Social Welfare in Global Context*, Sage Publications, New Delhi, 1997.
12. National Association of Professional Social Workers in India NAPS WI. (2015): Code of Ethics for Professional Social Workers in India. Available at: [www.napswi.org](http://www.napswi.org)
13. Parker, Jonathan; Bradley, Greta, *Social Work Practice: Assessment, Planning, Intervention and Review* (2nd Edn.), Learning Matters Ltd., 2007.
14. Pathak, S.H., *Social Welfare: An Evolutionary and Development Perspective*, MacMillan India Ltd., New Delhi, 1981.
15. Reamer, Frederic G., *Social Work Values and Ethics*, Columbia University Press, 2006.
16. Shastri, Raja Ram, *Social Service Tradition in India*, Welfare Forum & Research Organization, Varanasi, 1966.
17. Watson, Florence, *Integrating Theory and Practice in Social Work Education*, Jessica Kingsley Publishers Ltd., London, 2002.
18. Wilson, Kate; Ruch, Gillian; Lymbery, Mark; Cooper, Andrew, *Social Work: An Introduction to Contemporary Practice*, Pearson/Longman, 2008.
19. Wood, Gale Goldberg; Tully, Carol Thorpe (3rd Edn.), *The Structural Approach to Direct Practice in Social Work: A Social Constructionist Perspective*, Columbia University Press, 2006.

<b>LEVEL</b>	<b>: Semester-1</b>
<b>PAPER CODE</b>	<b>: MSW- 102</b>
<b>TITLE OF PAPER</b>	<b>: Social Case Work and Social Group Work</b>
<b>MARKS</b>	<b>: 75</b>

### **Objectives:**

- Introduction of historical background, nature, principles and components of Social Case Work and Group Work.
- Understanding of process involved in the application of these methods in diverse settings.
- Development of skills and attitudes to work with individuals and groups.
- Enhancement of competencies to critically analyze the problems related to individuals and groups.

### **Course Content:**

#### **Unit -1: Working with Individuals: An Introduction**

Development and Significance of Case Work in Social Work: Meaning, Objective, scope and Nature

Human Need, Problem Faced by Individuals and Families, Social Roles, Social Functioning.

Principles of Social Case Work.

Approaches to Social Case Work: Psycho-social, Problem Solving, Task Centered Case Work.

#### **Unit -2: Application of Social Case Work and Counseling**

Social Case Work Tools: Listening, Observation, Interview, Home Visits.

Skills for Effective Practice: Communication Skills, Rapport Building, Resource Mobilization,

Social Case Work Process

Components and Phases of Intervention in case work practice.

Social Case Work Recording, Relevance in Indian Context

#### **Unit -3: Understanding Group Behaviour**

Social Group Work: Meaning, Objective and Characteristics

Group Dynamics: Determinants, Indicators and Outcomes

Specific Situations in Group Functioning: Sub Group Formation, Alliances, Coalitions and Triangulations, Emergence of Conflict Situations

Decision Making, Group Discussion, Group Logistics and Problem Solving

#### **Unit -4: Working with Groups**

Historical Development, Principles of Group Work.

Skills and Techniques of Group Work

Social Group Work Process: Forming, Norming, Storming, Performing and Adjourning, Programme Planning, Development, Assessment.

Models of Social Group Work: Remedial, Developmental, Group Therapy, Transactional Analysis and Gestalt Therapy.

### **Learning Outcome:**

Understand the methodology, tools, techniques and skills of direct/primary methods required for working with individuals, families and groups.

### **Suggested Readings:**

1. Amnesty International USA. The Casework Manual: A Toolbox for Coordinators of Action Files, Cases, Dossiers, and Long-Term Campaigns. Palo Alto, Calif: Amnesty International USA Group 19, 1994.
2. Aptekar, Herbert H. The Dynamics of Casework and Counseling. Boston: Houghton Mifflin, 1955.
3. Biestek, Felix P. The Casework Relationship. Chicago: Loyola University Press, 1957.
4. Hepworth, Dean H., Ronald H. Rooney, Glenda D. Rooney, and Kim Strom-Gottfried. Direct Social Work Practice: Theory and Skills. Belmont, CA: Brooks/Cole, 2011.
5. Mathew, Grace. An Introduction to Social Casework. Bombay: Tata Institute of Social Sciences, 1992.
6. Perlman, Helen Harris. Social Casework: A Problem-Solving Process. [Chicago]: University of Chicago Press, 1957.
7. Pincus, Allen, and Anne Minahan. Social Work Practice: Model and Method. Itasca, Ill: F.E. Peacock, 1983.
8. Upadhyay, R. K. Social Casework: A Therapeutic Approach. Jaipur: Rawat Publications, 2003.
9. Woods, Mary E., and Florence Hollis. Casework: A Psychosocial Therapy. Boston; Toronto: McGraw-Hill, 2000.
10. Douglas, Tom 1972, Group Processes in Social Work, Chisestar Wiley.
11. Garvin, C., 1997, Contemporary Group Work (3rdEd.), Boston: Allyn and Bacon.
12. Henry, S., 1992, Group Skills in Social Work: A Four-dimensional Approach (2nd Ed.), Brooks/Cole Publishing Company, Belmont, CA.
13. Joseph Lassner, Kathleen Powell, Elaine Finnegan, 1987, Social Group Work: Competence and Values in Practice, Haworth Press, New York.
14. Northen, H. and Kurland, R., 2001, Social Work with Groups (3rd edition), Columbia University Press, New York.
15. Shulman, L., 2006, The Skills of Helping Individuals, Families, Groups, and Communities (Fifth edition)., Thompson., Belmont, CA.
16. Siddiqui, H.Y., 2008, Group Work: Theories and Practices, Rawat Publications, Jaipur.
17. Toseland, R.W. and Rivas, R.F., 2005, Introduction to Group Work Practice (5th edition), Allyn & Bacon., New York.
18. Trecker, Harleigh B., 1990, Social Group Work: Principles and Practice, Association Press, New York.
19. Urania Glassman, 2008, Group Work: A Humanistic and Skills Building Approach, Second Edition, Sage Publications.
20. Singh Sandeep Kumar and Kushwaha Rajesh, 2016, Conceptual Framework of Social Group Work, Shree Publishers & Distributors, New Delhi.

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<b>LEVEL</b>	<b>: Semester-1</b>
<b>PAPER CODE</b>	<b>: MSW- 103</b>
<b>TITLE OF PAPER</b>	<b>: Social Science Concepts for Social Work</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Developing understanding about basic sociological concepts.
- Comprehension of the social processes
- Understand the problems of weaker sections and minorities
- Get acquainted with the concepts and causes of the social problems in India

**Course Contents:****Unit -1: Basic Concepts**

Meaning and characteristics of society, community, social groups

Social institutions – Marriage, family, religion, education

Culture, Traditions, Customs, Values and norms

**Unit -2: Social Processes**

Social stratification – Functionalist and Conflict theories,

Caste and Class

Social Processes – Social change and theories, Socialization- Meaning and theories

Social Disorganization and deviance – concepts and causes

**Unit -3: Weaker Section & Minorities**

Weaker section – Scheduled caste and scheduled tribes, their problems and prospects

Other Backward Classes and Caste, The Mandal Commission Report and its outcome

Women and gender discrimination

Minorities – Types and problems associated with them

**Unit -4: Social Problems & Intervention**

Social problems in India – Poverty, Unemployment, Corruption, Drug addiction - Concepts and causes

Governmental and Non-governmental intervention in social problems

Role of the social worker in identifying social problems and development of appropriate strategies

**Learning Outcomes:**

Know the society, its structure & institutions, various social processes, weaker sections and their problems and have an overview of the various social problems in India.

**Suggested Readings:**

1. Giddens, Anthony. (1999). Sociology. Cambridge: Policy Press.
2. Mclver, R.M., Charles H. Page. (1974) Society – An Introductory analysis, Macmillan India Limited, New Delhi
3. Mandelbaum, David G. (1995). Society in India. Bombay: Popular Prakashan, Bombay
4. Gisbert, Pascual, S.J. (2010) Fundamentals of Sociology, orient Blackowan Private Limited, New Delhi
5. Haralambos, M. with R. M. Heald (1980) Sociology – Themes and Perspectives, Oxford University Press, New Delhi
6. Ahuja, Ram (1993) Indian Social Systems, Rawat Publications, Jaipur
7. Ahuja Ram (2016) Social Problems in India, Rawat Publications, Jaipur

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<b>LEVEL</b>	<b>: Semester-1</b>
<b>PAPER CODE</b>	<b>: MSW- 104</b>
<b>TITLE OF PAPER</b>	<b>: Social Work Research</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Familiarize students with the nature of social science research and its application in social work.
- Learn the research process and develop abilities to prepare research design and strategies.
- Develop competency in conceptualizing, designing and implementing research.
- Learn the process of data collection, its processing, analysis& interpretation

**Course Contents:****Unit -1: Introduction to Research in Social Work**

Social Research: Meaning and Purpose, Scientific Method: Meaning, Characteristics, Steps. Objectivity

Social Work Research: Concept, Meaning, Definition, Nature, Purpose, Scope, Steps.

Qualitative Research and Quantitative Research

Role and Responsibilities of the researcher

**Unit -2: Planning for Research**

Hypothesis: Meaning, Types and Significance

Research Design: Meaning, Significance, and Types.

Sampling: Universe & Sample, Sampling importance, characteristics, types of Sampling, General Considerations in Determining a Sample Size, Limitations of Sampling.

**Unit -3: Data Collection, Its Management**

Sources of data: Primary and Secondary

Methods of Data Collection: Interview, Observation and Case Study.

Data Collection Tools: Interview & Observation Guide, Interview Schedule, Questionnaire.

Processing of Data, Analysis and Interpretation.

**Unit -4: Statistics and Computer application**

Statistics: Meaning, Concept, Importance and Scope

Measures of Central Tendency: Mean, Median and Mode.

Measures of Desperation: Mean Deviation and Standard Deviation

Correlation, Chi- Square Test,

Use and limitations of Statistics in Social Work.

Use and needs of computer in Research, Use of SPSS

**Learning Outcome:**

Understand the application of scientific methods of research in expanding knowledge base of social work.

### **Suggested Readings:**

1. Coolidge, Frederick L. 2000. *Statistics: A Gentle Introduction*. New Delhi: Sage Publications.
2. Foster, J.J. 1998. *Data Analysis Using SPSS for Windows: A Beginners Guide*. New Delhi: Sage Publications.
3. Goode, W. J. and Hatt, P.K. 1952. *Methods in Social Research*. New York: MacGraw Hill.
4. Grinnel, Richard M.; Unrau, Yvonne A. 2005. *Social Work Research and Evaluation: Quantitative and Qualitative Approaches*. New Delhi: Oxford University Press.
5. Gupta, S. P. 2006. *Statistical Methods*. New Delhi: Sultan Chand & Sons.
6. Hinton, Perry R. 2004. *Statistics Explained: A Guide for Social Science Students*, London: Routledge.
7. Hugh, Mc Laughlin. 2007. *Understanding Social Work Research*. New Delhi: Sage Publications.
8. Kerlinger, F. N. 1988. *Foundation of Behavioural Research*. Bombay: Himalayan Publication.
9. Kirk, Stuart A. 1999. *Social Work Research Methods: Building Knowledge for Practice*. Washington, D.C.: NASW Press.
10. Mukherjee, Ramkrishna. 1983. *Classification in Social Research*. Albany: State University of New York Press.
11. Polansky, Norman A. 1975. *Social Work Research: Methods for the Helping Professions*. Chicago: University of Chicago Press.
12. Ramachandran, P.; Naik, R. D. 1987. *Research in Social Work*, In *Encyclopedia of Social Work in India* (Vol. 2, pp. 386-394), New Delhi: Ministry of Social Welfare, Government of India.
13. Rubin, Allen; Babbie, Earl R. 2011. Belmont: Brooks/Cole Cengage.
14. Siegel, Sidney; Castellan, N. John. 1988. *Nonparametric Statistics for the Behavioural Sciences*. New York: McGraw Hill.
15. Kushwaha Rajesh and Singh Sandeep Kumar, 2016, *Samajik Shodh avam Samaj Karya Shodh*, University Publication, New Delhi.
16. Trochim, William; Donnelly, James P. 2008. *The Research Methods Knowledge Base*. Mason, Ohio: Atomic Dog/Cengage Learning.

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<b>LEVEL</b>	<b>: Semester-1</b>
<b>PAPER CODE</b>	<b>: MSW- 105</b>
<b>TITLE OF PAPER</b>	<b>: Development of Self &amp; Professional Competencies</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Develop an insight of self, factors affecting its development and significance of self.
- Knowing the various attributes of a professional personality and personality assessment techniques.
- Understanding professional knowledge, capacity building and team building as competencies of professional social work practice.

**Course Content:****Unit 1: Understanding Self**

Meaning and Concept of Self, Self Esteem, Self-Image and Self-Acceptance, Significance of Understanding Self.

Factors Affecting Self: Attitudes, Values, Experiences and Reactions of Self to Various Life Situations: Achievements, Frustrations, Failures, Crisis.

**Unit 2: Self-Development and Attitude**

Self-Development: Concept and Need, Differences between Real Self and Ideal Self, and Self as "being" and "becoming", Setting Goals for Self-Development

Attitudes: Honesty and Integrity, Sense of Responsibility and Commitment, Punctuality, Acceptance of Self and Others, Sensitivity and Respect, Life Long Learning.

**Unit 3: Techniques and Attributes of Professional Personality**

Transactional Analysis and SWOT Analysis Johari Window, Mirror Reflection Techniques, Six Thinking Hats Technique

Qualities and Traits: Ethical Values and Decision Making, Appropriate Professional Habits, Self-Control and Professional Behavior, Multi-Tasking Abilities

**Unit 4: Professional Knowledge and Skills**

Professional Knowledge Relevant to Practice: Creativity, Priority Setting and Time Management  
Public Speaking: Planning, Preparation and Presentation; Professional Ethics and Ethical Practices

Skills for Effective Interpersonal Relationships: Listening, Observation, Use of Appropriate Language, Facilitation, Responding, Written Communication Skills

**Learning Outcome:**

- Able to get a clear view of the self and the factors responsible in building it.
- Develop the professional practices and skills.
- Able to apply the professional competencies of social work in the field of practice.

### **Suggested Readings:**

- Aswathappa, K. (2001). Human Resource & Personal Management (Text & Cases). New Delhi: Tata McGraw Hill
- Beckett, C. (2002). Human Growth and Development. New Delhi: Sage Publication
- Crawford, Karen and Janet Walker. (2010). Social Work and Human Development, UK: Learning Matters Pvt Ltd. (3rd Edition)
- Davis, Martin (Ed.) (2002) Companion to Social Work, USA: Blackwell Publishers Ltd.
- Heun, Linda R., Heun, Richard E. (2001) Developing Skills for Human Interaction, London :Charles E. Merrill Co
- Hurlock, Elizabeth (1976) Personality Development, New Delhi :Tata McGraw Hill Publishing Co. Ltd
- O'Hagan, Kieran, et al (2003) Competence in Social Work Practice – A Practical Guide for Professionals, London
- Parth Sarathi. (2002). Planning, Auditing and Developing Human Resources. New Delhi: Manak Publications.
- Reamer & Fredric (2005) Social Work Values and Ethics, New Delhi: Rawat Publication

**LEVEL : Semester-2**  
**PAPER CODE : MSW- 201**  
**TITLE OF PAPER : Community Organization and Community Development**  
**MARKS : 75**

**Objectives:**

- Develop a conceptual understanding of community and community power dynamics.
- Develop understanding of community organization as a method of social work.
- Develop skills in the use of various techniques and models of community organization.
- Promote attitude conducive to participatory practice in practice of community organization.

**Course Contents:**

**Unit -1: Understanding Community Dynamics**

Concept of Community: Sociological and Practitioners' Perspectives, Elements and Functions.

**Dynamics of Community: Religion, Caste, Class and Gender Relations**; Power Structure, Conflict and Control.

Urban, Rural and Tribal Communities: Characteristics, Structure and Functions.

**Unit -2: Introducing Community Organization**

Concept of Community Organization: Meaning, Nature, Evolution, Characteristics, Principles.

Community Development: Concept, Aims & Objectives and Basic Elements.

Community Organization, Community Work and Community Development

**Unit-3: Processes of Community Practice**

Models: Locality Development, Social Planning, Social Action, Alinsky Model and Women Centered Model.

Indigenous Approaches to Community Work - Gandhi, Vinoba, Tagore.

Stages of Community Organization Process: Identification of Needs and Problems, Programme Planning, Resource Mobilization, Implementation of Programme, Networking, Evaluation and Follow-up.

Attitudes, Roles and Skills of a Community Worker.

**Unit -4: Participatory Techniques in Development**

People's Participation in Community Organization: Use of PRA, PLA, LFA, Problem Analysis, Stakeholder Analysis and Strategic Planning.

Limitations of Participatory Methods.

Empowerment and Capacity building of Communities

**Learning Outcome:**

Understand the methodology, tools, techniques and skills to work directly at macro level in the society.

### Suggested Readings:

1. Giddens, Anthony (1993): Sociology. Polity Press. London.
2. Bottommore, T.B. (1971): Sociology: A Guide to Problem and Literature, George Allen and Unwin, Bombay.
3. Dunham Arthur (1962): Community Welfare Organization: Principles and Practice. New York: Thomas Crowell.
4. Gangrade, K.D. (1971): Community Organization in India. Mumbai: Popular Prakashan.
5. Khinduka, S.K. & Coughlin, Bernard (1965): Social Work in India. New Delhi: KitabMahal.
6. Kumar, Somesh (2002): Methods for Community Participation: A Complete Guide for Practitioners. New Delhi: Sage Publication (Vistaar).
7. Lee, Judith (2001): The Empowerment Approach to Social Work Practice: Building the Beloved Community. Columbia Press.
8. Ross, M.G. (1967): Community Organization. Theory, Principles and Practice. New York: Harper & Row.
9. Siddiqui, H.Y. (1997): Community Organization in India. New Delhi: Harman.
10. Verma, R.B.S. & Singh, Atul Pratap (2015): Samudayik Sangathan Evam Abhyaas. Lucknow: New Royal Book Company (Hindi).
11. Verma, R.B.S., Singh, Atul Pratap & Verma, Jitendra Kumar. (Eds.) (2016): Community Engagement, Social Responsibility and Social Work Profession: Emerging Scope and Prospects. New Delhi: AlterNotes Press.
12. Weil, Merie (2005): Handbook of Community Practice. New Delhi: Sage.

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<b>LEVEL</b>	<b>: Semester-2</b>
<b>PAPER CODE</b>	<b>: MSW- 202</b>
<b>TITLE OF PAPER</b>	<b>: Behavioral Science Concepts for Social Work</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Learning about the major concepts and theoretical perspectives in psychology.
- Understanding the nature and development of human behavior in socio-culture concept.
- Enabling Students to understand the different theories.
- Imparting concepts related to social psychology.

**Course Contents:****Unit -1: Human Growth and Development**

Human Growth and Development: Concept, Meaning and Characteristics

Life Span perspective: Stages of Development-from Conception to Old age

Factors of human Development: Heredity & Environment

Determinants of human development

**Unit -2: Human Personality and Behavioral Problems**

Personality: Concept, Definition, Characteristics and Theories

Problems, Types and Determinants of personality

Normal & Abnormal Behavior: Meaning & Characteristics

Behavioral problems: Coping Mechanism, Defense Mechanism, Stress & Frustration

Behavioral Disorder: Pain Disorder, Sleep Disorder & Psycho-Sexual Disorders etc.

**Unit-3: Social Psychology**

Social Psychology: Nature, Scope Methods of studying Social Behavior

Motivation, Learning, Perception

Attitude: Nature, Formation and Measurement.

Leadership

**Unit-4: Therapeutic Approaches**

Psycho-Sexual Development Theory: Sigmund Freud

Psycho-Social Development Theory: Erick Erickson

Psycho analytic Therapy, Client-Centered Therapy

Cognitive Development Theory: Jene Piagets

**Learning Outcomes:**

Understanding of psychological concepts, and their application in order to deal with dynamics of human behavior.

### **Suggested Readings:**

1. Baron, R.A. & Byrne, D., Social Psychology (8th Edition), Prentice Hall, New Delhi, 1998.
2. Bron, Rober A.; Byrne, Donn, Social Psychology, Allyn and Bacon, Boston, 1997.
3. Hall, C.S.; Lindsay, G. & Campbell, J.B., Theories of Personality, John Willey & Sons, Inc. New York, 1998.
4. Hilgard Ernest R., Atkinson, Rital, Introduction to Psychology, Harcourt Brace Jovanovich Inc. New York, 1979.
5. Hurlock, E.A., Developmental Psychology, Lifespan Approach, Tata McGraw Hill, New Delhi, 1994.
6. Hurock, Elizabeth B., Child Development, McGraw Hill Book Company, London, 1978.
7. Loid, Dodge Farnald, Psychology - Six Perspectives, Sage Publication, New Delhi, 2007.
8. Maluccio, A.N., Pine, B.A. & Tracy, E.M., Social Work Practice with Families and Children, Columbia University Press, New York, 2002.
9. Mansead, A.S.R.; Strobe W. (Ed.), The Blackwell Reader in Social Psychology, Oxford: Blackwell, 1997.
10. Morgan, C.T.; King, R.A.; Welsz, J.R. & Schopler, J., Introduction to Psychology (7th Ed.), Tata McGraw Hill Publication Company Limited, New Delhi, 2003.
11. Myers, David G., Psychology, W H Freeman & Co., 2006.
12. Nevid Jeffrey S., Psychology: Concepts and Applications, Houghton Mifflin Co., 2007.
13. Rathus Spencer A., Psychology: Concepts and Connections, Wadsworth Publishing Company, 2006.
14. Robinson, Lena, Psychology for Social Workers, Routledge, London, 1995.
15. Sharma, Rajendra K. & Sharma, Rachna, Social Psychology, Atlantic Publishers, 2007.
16. William, James, Principles of Psychology, Cosimo Inc., New York, 2007.

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<b>LEVEL</b>	<b>: Semester-2</b>
<b>PAPER CODE</b>	<b>: MSW- 203</b>
<b>TITLE OF PAPER</b>	<b>: Skills and Techniques of Field Work Practicum</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Add value in strengthening knowledge and skills, bringing uniformity and high quality standards in practice learning.
- Build confidence and develop aptitude and attitudinal base of the students.
- Develop sensitivity towards self-awareness, self-development, goal setting and time management.

**Course Contents:**

**Unit 1: Field Work Practicum**

Social Work Practicum: Concept, Meaning, Nature, Importance and Scope Roles and Expectations in Social Work Practicum

Understanding perception, self-awareness and sensitivity

Goal setting and time management

Ethical concerns: Sense of responsibility, professional commitment and good conduct at field work

**Unit 2: Planning for Field Work Practice**

Field work learning plan and strategic planning for specific programmes,

Components of Field Work Practice

Thematic learning modules for targeted populations

Social & resource mapping and use of participative techniques

**Unit 3: Documentation of Various Components of Field Work**

Orientation, concurrent and block field work records

Group/Student conference paper: Preparation and presentation records, field based assignments and records of rural camps

**Unit 4: Essential Skills and Techniques and Guidelines for direct practice**

Social Assessment report, Mapping client conditions,

Identifying client strengths, assessing clients coping strategies and ego defence.

Field work practice in Corporate Sector, Donor Agencies and NGOs, Individuals, Family and Community, Medical, Psychiatry and Child Care

**Learning Outcomes:**

Conceptual clarity about various skills and techniques of field work practice in order to utilize them more effectively in real life situation during practice.

### **Suggested Readings:**

1. CIDT. (2001). Participation, Learning and Action. Walsall: University of Wolverhampton.
2. Dave, Indu. (1983). The Basic Essentials of Counselling. New Delhi: Sterling Publishers Pvt. Ltd.
3. Hastakshep: Advocacy Manual. (2007). New Delhi: Pairvi (Hindi).
4. Jackson, Adrian J. (1995). Leadership Circles from Participatory Learning and Action (PLA). London: IIED.
5. Kumar, S. (2002). Methods for Community Participation: A Complete Guide for Practitioners. London: ITDG Publishing.
6. Narayana Rao, S. (2002). Counselling and Guidance. Tata McGraw-Hill Publishing Company Ltd.
7. Sudha Datar, et al. (2010). Skill Training for Social Workers: A Manual. New Delhi: Sage.
8. Verma, R.B.S. & Singh, Atul Pratap. (2010). Handbook of Field Work Practice Learning in Social Work. Lucknow: New Royal Book Company.
9. Verma, R.B.S. & Singh, Atul Pratap. (2013). Standard Manual for Field Work Practicum in Social Work. Lucknow: New Royal Book Company.

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<b>LEVEL</b>	<b>: Semester-2</b>
<b>PAPER CODE</b>	<b>: MSW- 204</b>
<b>TITLE OF PAPER</b>	<b>: Survey Research Method and Report Writing</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Familiarize students with the nature of survey research method and its application in social work.
- Learn the process and develop abilities to data collection.
- Develop competency in report writing, review of literature.
- Learn the process of tables & figures and result analysis.

**Course Contents:****Unit 1: Survey Method and Survey Design**

Concept of survey method

Survey research tools

Advantages and weaknesses of survey method

Stages in survey research, formulation of research questions

Sampling design in survey method (sampling elements, population, sampling ratio, sampling frame etc.)

**Unit 2: Techniques of data collection and Issues in Survey Research**

Techniques – self-administered questionnaire, face-to-face interview, telephonic interview, internet survey, structured observation etc.

Issues in data survey instruments – reliability and validity

Problems and issues in executing survey research

Ethical issues in survey research

**Unit 3: Report Writing**

Report writing – concept and purpose

Major section in report – title, authors' name, institutional affiliation, running head etc.

Abstract, introduction to research report, general guidance to write introduction

Review of literature – purpose and sources, types of literature, writing process

Methodology – purpose and procedure

**Unit 4: Result Analysis, Discussion and Summary**

Definition, description of results, Tables and figures, Discussion

Summary and Conclusion – guidelines for writing a summary, process for paraphrasing and summarizing, strategies for writing effective conclusion

References in research reports – format, process of writing, electronic sources

Footnote, general guidelines to write references

**Learning Outcomes:**

Conceptual clarity about various skills and techniques of survey methods and report writing in practice.

### **Suggested Readings:**

1. **Moser, C. A. and G. Kalton 1973. Survey Methods in Social Investigation.** The English Language Book Society: London.
2. **de Vaus, D.A. 1986. Surveys in Social Research.** George Allen and Unwin: London.
3. **Young, P. V. 1988. Scientific Social Surveys and Research.** New Delhi: Prentice Hall.
4. Aldridge, Alan. And Levine, Ken. 2001. **Surveying the Social World - Principles and Practice in Survey Research.** open University Press: Buckingham.
5. Fink, Arlene. 1995. **The Survey Hand Book.** Sage Publications: Thousand Oaks.
6. Cohen, Louis and Manion, Lawrence. 1994. **Research Methods in Education.** Routledge: London and New York.
7. Madan, T. N. 2004. In Pursuit of Anthropology. IN V. K. Srivastava (ed) **Methodology and Fieldwork.** Oxford University Press: New Delhi.
8. Mukherji, P. N. 2000. **Methodology in Social Research; Dilemmas and Perspectives.** Sage Publications: New Delhi.
9. Murdock, G.P. 1940. **The Cross-Cultural Survey.** American Sociological Review.
10. Singh, AK. (2009). **Test Measurements and Research Methods in Behavioural Sciences (Fifth Edition).** Bharti Bhawan Publishers & Distributors.
11. **Publication Manual of the American Psychological Association (6th edition, 2009).** American Psychological Association. Washington, DC.

<b>LEVEL</b>	<b>: Semester-3</b>
<b>PAPER CODE</b>	<b>: MSW- 301</b>
<b>TITLE OF PAPER</b>	<b>: Social Welfare Administration and Social Action</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Understand administration as method of social work
- Acquire knowledge about the basic principles and processes of administration
- Develop an understanding of social action as a method of social work.
- Impart knowledge about approaches and techniques of social action.

**Course Contents:****Unit -1: An Introduction to Social Welfare Administration**

Social welfare administration: Concept, Nature, Principles and Changing Context

Social Welfare Administration and Related Concepts: Social Administration, Social-Service Administration, Social Security Administration, Social Agency Administration, Public Administration.

Welfare and Development Organizations: Nature, and Forms, Roles, Types of Welfare and Development Services Rendered

Registration of Welfare and Development Organizations, Laws Relating to Societies, Trusts and Non-profit Organizations.

**Unit -2: Elements of Administration**

Planning & Organizing; Directing, Coordination; Decision-Making; Staff Recruitment, Training and Development; Record Keeping & Documentation; Budgeting; Communication; Public Relations; Monitoring and Evaluation.

**Unit -3: Structures and Processes of Social Welfare Administration**

Service Providers-NGOs/GO

Administrative Structures (GO): Central, State and Local Levels.

Administrative Structures of NGOs Engaged in Welfare and Development Service

Recent Trends in Welfare Administration: Parallel structures like - USAID-SIFSA, DSACS.

Sustainability of Welfare and Development Programmes: Phasing-out, Transferring Ownership and Informed & scheduled Termination.

Fund Raising, Grants-in-Aid, Resource Mobilization, Social Marketing

**Unit -4: Social Action**

Concept, Meaning, Models, Strategies.

Relationship between Social Action, Social Movement and Social Change

Advocacy and Public Interest Litigation (PIL): Steps and Processes

Approaches of Social Action: Paulo Freire, Saul Alinsky's, Gandhian Approach; Radical Practice; Critical Awareness.

**Learning Outcome:**

Understanding of social welfare administration in order to get an insight about service delivery system and fundamental concepts for application of social action in addressing to the contemporary social issues and challenges.

### **Suggested Readings:**

1. Lawler, J & Bilson, A social work Management and Leadership: Managing Complexity with Creativity, Routledge, London, 2010.
2. Atwater, Pierce, Problems of Administration in Social Work, University of Minnesota Press, 2009.
3. Bhattacharya, Sanjai, Social Work Administration and Development, Rawat Publications, Jaipur, 2006.
4. Goel, S.L. & Jain, R.K., Social Welfare Administration Organization and Working, Vol-I & II, Deep and Deep Publication Pvt. Limited, New Delhi, 1998.
5. Kohli, A. S., Administration of Social Welfare, Anmol Publication Pvt. Ltd., 1997.
6. Pandey, S. K., Social Welfare Administration, Mahaveer and Sons, New Delhi, 2007.
7. Patti, Rino, J., Social Welfare Administration: Managing Social Programmes in a Development Context, Prentice Hall, 1983.
8. Skidmore, Rex Awtin, Social Work Administration: Dynamics Management and Human Relationship, Prentice Hall, 1990.
9. Gandhi, P.K., Social Action through Law: Partnership Through Law, Concept, 1985.
10. Kothari, M., Development and Social Action, Routledge and Kegan Paul, London, 2005.
11. Siddiqui, H.Y., Social Work and Social Action, Hanam, New Delhi, 1984.
12. Freire, P., Pedagogy of the Oppressed, Penguin Books, New Delhi, 1997.
13. Mooorthy, M.V., Social Action, Asia Publishing House, Bombay, 1966.
14. Rao, M.S.A., Social Movements in India, Manohar Publications, New Delhi, 1984.
15. Scott, A.C., Ideology and New Social Movements, Unwin Hyman, London, 1991.
16. Verma R. B. S. Introduction to Social Administration, Shipra Publications, New Delhi, 2015.
17. Verma R. B. S., Samajik Prashashan Ka Parichay, Rapid Book Co., Lucknow, 2016.

**LEVEL : Semester-3**  
**PAPER CODE : MSW- 302**  
**TITLE OF PAPER : Corporate Social Responsibility (CSR) and Managerial Skills**  
**MARKS : 75**

**Objectives:**

- To develop understanding on Corporate Social Responsibility
- To create better understating about New CSR Law under Company Act, 2013.
- To acquire the skills and competencies required to undertake effective planning and implementation of the CSR Agenda
- Develop an understanding of Basics of Management Skills
- Understand Managerial Qualities and Management Problems

**Course Contents:**

**Unit – 1: Corporate Social Responsibility**

Origins and Levels of Corporate Social Responsibility

What is CSR, Classification of CSR

Models of CSR

**Business Ethics: Corporate Social Responsibility**

**Unit – 2: Corporate Social Responsibility Law 2013**

The new CSR law under Company Act 2013

Formation of Committee, Selection of Directors, Annual Reporting of CSR spend

Various Guidelines including Department of Public Enterprises (DPE Guideline)

CSR Project Planning, Strategy, Budgeting, Need Analysis

NGO Partnership for CSR Project implementation

**CSR & MDGs: Health, Education, Empowerment, Environment, Livelihood Generation**

**Unit – 3: Basics of Management Process & Skills**

Management Process

Models of effective Management

Manager's Rules

Management Skills: Development of Self Awareness, managing personal stress, improving employee performance through Motivation, Delegating & Making decisions, Managing Conflict, Managing Communication

**Unit – 4: Managing Organizational Change**

Organizational Issues in developing countries

Common Management problems

Problems faced by Managers in developing countries

Finding solution, Managerial qualities & characteristics

**Learning Outcome:**

Understanding of new CSR law's service delivery system and fundamental concepts in addressing to the contemporary social issues and challenges. And better understanding basic managerial skills.

### **Suggested Readings:**

1. Griffin, J.; Mahon, J., "The Corporate Social Performance and Corporate Financial Performance Debate", *Business and Society* 36, 1997.
2. Bansal, P.; Roth, R., "Why Companies Go Green: A model of Ecological Responsiveness", *The Academy of Management Journal* 43, 2000.
3. Mishra, R.K. (2002). *Restructuring of State Level Public Enterprise*. Institute of Public Enterprise.
4. *Corporate Governance Putting Investors First*: Scott C. Newquist with Max B. Russel, Jaico books.
5. Drucker, Peter F. (1981) *Management Tasks, Responsibilities and Practices*, Allied Publishers Private Limited: New Delhi.
6. Hersey P. and Blanchard K.H. (1980) *Management of Organizational Behaviour: Utilizing Human Resources*, Third Edition, Prentice Hall of India (Pvt.) Ltd.: New Delhi.
7. Newman, William H. Summer, Charles E. and Warren, E. Kirby (1974) *The Process of Management Concepts, Behaviour and Practice*, Prentice Hall of India: New Delhi.
8. Lanzarus, R.S., & Folkman, S. *Stress, Appraisal and Coping*. New York: Springer, 1984.
9. Lehrer; Paul M.; David H. (FRW) Barlow, Robert L. Woolfolk, Wesley E. Sime (2037). *Principles and Practice of Stress Management*, Third Edition.
10. Gouri Srivastava and Mona Yadav, (2002): *Module on Integrating Life Skills with Education at Elementary Stage*, NCERT, New Delhi.
11. Pareek 11. (1982). *Managing conflict and collaboration*. New Delhi: Oxford IBH/
12. Robbins, S.P. (2001). *Organizational behaviour*. New Delhi: Pearson Education/



<b>LEVEL</b>	<b>: Semester-3</b>
<b>PAPER CODE</b>	<b>: MSW- 303</b>
<b>TITLE OF PAPER</b>	<b>: Communication and Counselling</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Acquire knowledge about the basic principles and processes of communication
- Understand communication skills for social workers
- Develop an understanding of counselling
- Impart knowledge about approaches and types of counselling

**UNIT -1: Communication for Development**

Communication: Concept, Meaning, Definitions, Nature & Characteristics  
 Communication Process, Components Significance and Steps  
 Methods, Channels & Principles of Communication  
 Barriers of Communication, Types of Communication

**UNIT -2: Communication Skills for Social Workers**

Generic Skills of a Communicator  
 Verbal Skills-Presentation at Seminars, workshop, Conferences & Public Speaking,  
 Interviews, Memories, Letters and C.V. Writing  
 Interface with the Media  
 Social Networks and Blogs  
 Role of Social Media in Education

**UNIT-3: Introduction to Counselling**

Counselling: Concept, Meaning, Definitions & Characteristics  
 Counselling Process, Needs, Stages, Goals, & Techniques  
 Generic Skills of a Counsellor  
 Counselling: Theories and Methods  
 Ethical Principles for Counsellors  
 Problems of Counsellors

**UNIT-4: Types of Counselling**

Individual and Group Counselling  
 Couple and family Counselling  
 Psychotherapeutic Counselling  
 Clinical Counselling  
 Telephonic and helpline Counselling

**Learning Outcome:**

Understanding on the basic principles and processes of communication and develop an understanding of counselling.

### **Suggested Readings:**

1. Rao, V.S.P. and P.S. Narayana, 1987. Principles and Practice of Management, Konark Publishers Private Limited; New Delhi.
2. Keval J.Kumar (1981), Mass Communication in India, Jaico Publishing House, Bombay.
3. Gary Dessler, Communication, Prentice-Hall of India Private Limited, New Delhi, 2005.
4. Srinivas R. Kandula, Human Resource Management - Communication in Practice – with 300 Model, Techniques and Tools, Prentice-Hall of India Private Limited, New Delhi, 2003.
5. Koonta, H. and Weihrich, H., Management, McGraw-Hill Book Company, New York, 1988.
6. Gibson, R. L. & Mitchell, M. H. (2005). Introduction to Counseling and Guidance. Sixth edition. Prentice Hall of India, New Delhi.
7. Nelson, Jones. R. (2009). Introduction to Counselling Skills. Third edition, Sage Publications.
8. Corey, G. (2001). Theory and Practice of Counseling and Psychotherapy. Sixth edition. Thomson Brooks.
9. Sanders, D. & Wills, F. (2005). Cognitive Therapy, An Introduction. Second Edition. Sage Publications.
10. Geldard, K. & Geldard, D. (2003) Counselling Skills in Everyday Life. Palgrave publications.
11. MacLeod, J. (2005). An Introduction to Counselling. Sage Publications.
12. Sharma, Ramnath and Sharma, Rachna (2010). Guidance and Counselling in India. Atlantic publishers, New Delhi.
13. Ray Woolfe, Shjeelagh Strawbridge, Barbara Douglas and Windy Dryden (2010) (Eds). Handbook of Counselling Psychology. Sage Publications, NY.
14. Stuart, R.B. (1980). Helping Couples Change: A Social Learning Approach to Marital Therapy. Guildford press, New York.

## ELECTIVE PAPERS - A

**LEVEL : Semester- 3**  
**PAPER CODE : MSW 304**  
**TITLE OF PAPER : Industrial Relations and Human Resource Management – I**  
**MARKS : 75**

### Objectives:

- Impart knowledge about concept, principles and functions of HRM.
- Develop competence among students regarding human resource management.
- Knowledge about concept and importance of labour welfare.
- Give working knowledge about social security laws.
- Explain the importance and concept of social security.

### Course Contents:

#### Unit -1: Introduction to HRM

Definition, Significance, Evolution, Objectives, Scope, Principles.

HRM and the Related Concepts: Personnel Management, Human Resource Development (HRD)

Qualities of HR Manager

Forecasting Requirement, Sources of Manpower Supply, Job Analysis, Recruitment and Selection, Induction and Placement, Transfer, Promotion, Training and Development.

#### Unit -2: Functions of HRM

Motivation and Morale of Employees: Concept, Significance, Advantages, Theories of Motivation.

Job Evaluation: Meaning, Significance, process.

Performance Appraisal: Objectives, Methods, Performance Counseling and Potential Appraisal.

#### Unit -3: Labour Welfare and Legal Framework Related to Labour Welfare

Concept, Objectives, Scope, Importance, Historical Development of Labour Welfare in India. Approaches to Labour Welfare, Status and Duties of Labour Welfare Officer (LWO) in India.

Legal Framework: Constitutional Provisions, Factories Act, 1948; Plantations Labour Act, 1951; and Mines Act, 1952.

#### Unit -4: Social Security and Laws

Concept, Importance and Forms, Policies, Programmes.

Legal Perspectives of Social Security in India.

The Employees State Insurance Act, 1948; The Employees Provident Fund and Miscellaneous Provisions Act, 1952; The Unorganized Workers Social Security Act, 2008; The Workmen Compensation Act, 1923; and Payment of Gratuity Act, 1972.

### Learning Outcome:

Gaining knowledge about labour welfare and social security and the existing systems in India. Understanding of fundamental concepts& functions of HRM and their application.

### Suggested Readings:

1. Kohli, A.S. & S.R. Sharma, labour welfare and social security, Anmol publications PVT LTD, New Delhi.
2. Agrawal, S.L., Labour Relations Law in India, Macmillan Company, Indian Limited, Delhi, 1978.
3. Bhatanagar, Deepak, Labour Welfare and Social Security Legislation in India, Deep and Deep Publication, 1984.
4. Gangrade, K.D., Social Legislation in India (Vol, I and II), Concept Publication, New Delhi, 1978.
5. Giri V.V., Labour Problems in Indian Industry, Asia Publishing House, London, 1972.
6. Mamoria S. & Mamoria C.B., Labour Welfare, Social Security and Industrial Peace in India, Kitab Mahel, Allahabad, 1983.
7. Mathur, J.S., Indian Working Class Movement, Central Book Depot, Allahabad, 1984.
8. Moorth, M.V., Principle of Labour Welfare, Gupta Brothers, Vishkapattanam, 1968.
9. Bunkre, S.D., Devedhar, S. B. & Shankaran, S., Labour Welfare, Trade Unionism and Industrial Relations, Himalaya Publishing House, Bombay, 1996.
10. Watson, Tony, Sociology, Work in Industry, Fifth Edition, Routledge, 2008.
11. Singh, Surendra, Swades Evam Videsh Main Samajik Suraksha (Three Vol.), U.P. Hindi Granth Academy, Lucknow, 1976. (Hindi)
12. Sharma, A.M., Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Bombay, 1991.
13. Gokale, Jagdish, Social Security: A Fresh Look at Policy Alternative, University of Chicago, 2010.
14. Jagdeesan, G., Workforce Welfare and Social Security in India, ICFAI University Press, 2009.
15. Subramanya, R.K.A., Evolution and Status of Social Security Systems in India, Social Security Association of India, 1995.
16. Midgley, James & Mitsuhiko, Hosaka, Grassroots Social Security in Asia: Mutual Aid, Micro-Insurance and Social Welfare, Routledge Research on Public and social Policy in Asia, Routledge, 2011.
17. Verma, R.B.S. & Singh. Atul Pratap. (2013). Shram Kalyan Evam Samajik Suraksha. Lucknow: New Royal Book Company (Hindi).
18. Filippo, Adwin B; Personnel Management, Mcgraw Hill, New Delhi, 1987.
19. Frank, Wendal, Human Resource Management, Third Edition, All India Publishers and Distributors, Chennai, 1997.
20. Yodar, Dale et al., Handbook of Personnel Management and Labour Relations, Mcgraw Hill Book Company, New York, 1958.
21. Choloofsky, Neal E. & Reinhart, Carlene, Effective Human Resource Management, Jossey Bass, London, 1988.
22. Verma, R.B.S, and Atul Pratap Singh, Manav Sansadhan Vikas Aur Prabandhn Ki Ruprekha, New Royal Book Company, 2005 (Hindi).

## ELECTIVE PAPERS - B

<b>LEVEL</b>	<b>: Semester- 3</b>
<b>PAPER CODE</b>	<b>: MSW 305</b>
<b>TITLE OF PAPER</b>	<b>: Rural &amp; Urban Community Development – I</b>
<b>MARKS</b>	<b>: 75</b>

### Objectives:

- Develop an understanding about rural communities.
- Gain knowledge about Panchayati Raj institutions.
- Develop an understanding to relate the role of Panchayati Raj institutions with rural reconstruction.
- Overview of the concept of livelihood and related issues.
- Understand the role of professional for sustainable livelihoods.

### Course Contents:

#### Unit -1: Rural Community & Panchayat Raj Institutions

Indian Rural Community: Concept, Characteristics, Nature & Significance

Panchayati Raj Institutions: Evolutions, Concept and Significance (73<sup>rd</sup> and 74<sup>th</sup> amendment of PRI)

Functional Aspect of Panchayati Raj Institutions: Financial, Political and Administrative.

Problems faced by Panchayati Raj Institutions in Rajasthan.

#### Unit -2: Panchayat Raj Systems

Gram Sabha: Concept, Significance, Structure, functions and powers of Gram Sabha.

Village Panchayat: Kshetra Panchayat and Zila Panchayat

#### Unit-3: Livelihood

Concept, Meaning & Indicators, Livelihood Resources;

Micro-Finance, Micro-Credit, Micro-Enterprise, Self Help Group, Livelihood and Gender Mainstreaming, Impact of Globalization and Climate Change on Livelihood.

#### Unit-4: Governance Issues

Planning and Implementation of Programs and Projects.

Social Audit, Micro Level Development Planning, Social Work Practice & Sustainable Livelihood.

### Learning Outcome:

Knowledge about structure and functioning of Panchayati Raj Institutions. Development of knowledge about livelihood conception, processes and governance.

### Suggested Readings:

1. Acharya, S. S. Sustainable Agriculture and Rural Livelihoods, New Delhi: Indian Council of Social Science Research, 2006.
2. Ashley, Carolina, Daniel Start, and Rachel Slater. Understanding Livelihoods in Rural India: Diversity, Change and Exclusion. [London, England]: Overseas Development Institute, 2003.
3. Baumann, Pari, and Subir Sinha. Linking Development with Democratic Processes in India: Political Capital and Sustainable Livelihoods Analysis. London: Overseas Development Institute, 2001.
4. Das, S. K., Watershed Development and Livelihoods: People's Action in India. New Delhi: Routledge, 2008.
5. Datta, Sankar, & Vipin Sharma. State of India's Livelihood: The 4 P Report. Thousand Oaks, Calif: SAGE, 2010.
6. Deshingkar, Priya, & Daniel Start. Seasonal Migration for Livelihoods in India: Coping, Accumulation and Exclusion. London: Overseas Development Institute, 2003.
7. Deshingkar, Priya, & John Farrington. Circular Migration and Multi locational Livelihood Strategies in Rural India. New Delhi: Oxford University Press, 2009.
8. Farrington, John. Policy Windows and Livelihood Futures: Prospects for Poverty Reduction in Rural India. New Delhi: Oxford University Press, 2006.
9. Menon, Ajit, Singh, Praveen, Shah, Esha, Lele, Sharachchandra & Suhas Paranjape. Community-Based Natural Resource Management Issues and Cases in South Asia. New Delhi: SAGE India, 2007.
10. Sinha, F. Microfinance Self-Help Groups in India - Living up to Their Promise? Jaipur: Rawat Publications, 2009.
11. Institute of Social Sciences, Status of Panchayat Raj in the States and Union Territories in India, Concept Publishing, New Delhi, 2001.
12. Dantawal, M.L. (Eds.), Social Change through Voluntary Action, Sage, New Delhi, 1998.
13. Maheshwari, S., Rural Development in India: A Public Policy Approach, Sage, Delhi, 1995.
14. Singh, H, Administration of Rural Development in India, Sterling Publishers, New Delhi.
15. Desai, A.R. (ed) Rural Sociology in India, Popular Prakashan, Bombay, 1978.
16. Desai, V. Rural Development (VOL.I), Himalaya Publishing House, Mumbai, 1988.
17. Jacob, K.K. Social Development Perspectives.
18. Kulkarni, P.D. Social Policy and Social Development in India, Association of Schools of Social in India, Madras, 1973.
19. Hebsur, R.K. (ed) Social Intervention for Justice, Tiss, Bombay.

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## ELECTIVE PAPERS - C

<b>LEVEL</b>	<b>: Semester- 3</b>
<b>PAPER CODE</b>	<b>: MSW 306</b>
<b>TITLE OF PAPER</b>	<b>: Medical and Psychiatric Social Work – I</b>
<b>MARKS</b>	<b>: 75</b>

### Objectives:

- Understand concept of health as important aspect of social and human development.
- Develop understanding of health care services and programmes in the country.
- Gain knowledge about community health interventions.
- Familiarize about relevance, domain and nature of social work practice in different health settings.
- Know about importance of national health programs.

### Course Contents:

#### Unit-1: Medical Social Work

Importance of Social Work in Medicare and Public Health: Functions.

Role of Social Workers in Institutional Health Care Team

Social Skills Training: Activities of daily Living, Vocational Skills Training, Therapeutic Community. Psychiatric Rehabilitation.

#### Unit-2: Health, Diseases and Programmes

Health: Concept, Meaning and Definitions, Determinants, Dimension and Indicators of Health

Diseases: Communicable & Non Communicable: Concept, Symptoms, Causes & Prevention

National Health Programme in India: Malaria Eradication Programme, T.B., STD, HIV/AIDS and Immunization programme.

Health Vision 2020

#### Unit-3: Health Service and System in India

Health Services in India: Structure and functions

Health system at the Central Level

Health Management at the State Level

Health Management at the District Level

Health Care System in Rural Sector

#### Unit-4: Community Health

Community Health: Concept, Definition, Scope and Programmes

Community Medicine and Community Needs Assessment

Community Primary healthcare: concept, issues of availability, affordability and accessibility to health care services in India.

### Learning Outcome:

Develop competencies to work within health and medical social work setting.

### Suggested Readings:

1. Dhooper, S. Social Work in Health Care in the 21<sup>st</sup> Century, Sage, New Delhi, 1997.
2. Park, K., Textbook of Preventive and Social Medicine, Ms Banarasidas Bharat, New Delhi, 1995.
3. Bhasin, U., People Health and Diseases: The Indian Scenario, Kamala Raj Enterprise, New Delhi, 1994.
4. German, C.B., Social Work Practice in Health Care: An Ecological Perspective, The Free Press, New York, 1993.
5. Mclead, E. & Bywaless, P., Social Work, Health and Equity, Routledge, London, 2000.
6. Goldstein, D., Readings in Theory and Practice in Medical Social work.
7. Goldstein, D. Expanding Horizons in Medical Social work.
8. Singh, Surendra & Misra, P.D., Health and Disease: Dynamics and Dimensions, New Royal Book Company, Lucknow, 2001.
9. Pathak, S. H., Medical Social Work, Chapter 25 in Vadia, AR, (ed.), History and Philosophy of Social Work in India, Allied Publisher, Bombay, 1968.
10. Bajpai, P. K. (Ed.), Social Work Perspectives on Health, Roawat Publication, Jaipur, 1998.
11. Mshine, Judith (ed.), Psychotherapy and Training in Clinical Social Work, Gardner Press, New York, 1980.
12. Jordon, William. The Social Worker in Family Situation, Routledge and Kagan Paul, London, 1972.
13. Humble, Stephen and Unell Judith (Ed.), Self Help in Health and Social Welfare, Routledge, London, 1989.
14. Butrym, Zofia and Horder, John, Health, Doctors and Social Workers, Routledge and Kagan Paul, London, 1981.

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## ELECTIVE PAPERS - D

<b>LEVEL</b>	<b>: Semester- 3</b>
<b>PAPER CODE</b>	<b>: MSW 307</b>
<b>TITLE OF PAPER</b>	<b>: Family and Child Welfare – I</b>
<b>MARKS</b>	<b>: 75</b>

### Objectives:

- Understand gender as a social construct and its application to understand various Social Phenomena.
- Develop familiarity with Social problem related to gender.
- Develop social work practice skills of working with family and gender related problems.
- Understand constitutional and legal safeguards available to women.
- Know the legislations pertaining to women empowerment.

### Course Contents:

#### Unit -3: Family Types and Problems

Family: Meaning, Concept, Nature, Types, Functions and Patterns.

Family Problems: Types, Causes and Consequences.

Family as a Client System and Family Counseling.

Family Court Act.

#### Unit -2: Gender Disparity and Violence

Basic Concepts: Sex and Gender

Gender Disparity: Education, Health, Property, Employment and Livelihood.

Gender Based Violence: Domestic Violence, Female Feticide & Infanticide, Sexual Exploitation.

Gender Based Crime: Women Trafficking, Rape, Child Marriage, Dowry Death.

#### Unit-1: Women Empowerment and Legislative Provisions

Women Empowerment: Meaning, Concept, Status and Role of Women in India.

Legislation Pertaining to Women: Dowry Prohibition Act, 1961; Immoral Traffic (Prevention) Act, 1956; Medical Termination of Pregnancy Act, 1971; The Protection of Women from Domestic Violence Act, 2005; and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. 2013.

#### Unit -4: Intervention and Social Work Practice

Intervention: Legal Measures, Social Welfare Services and Government and Non-Government Initiatives.

Family in Social Work Practice.

Relevance of Gender Studies in Social Work.

### Learning Outcome:

Gaining knowledge to response to gender and family related problems as per prescribed social work interventions. Knowing the concept of legislative provisions & policies related to women.

### Suggested Readings:

1. Desai, Murli. 1994. Family and Intervention: A Course Compendium. Mumbai: TISS.
2. Joshi, S. 1996. Child Survival, Health and Social Work Intervention. New Delhi: Concept Publishing.
3. Krishna, S. 2004. Livelihood and Gender. New Delhi: Sage Publications.
4. Maluccio, Anthony N. & Pine, Barbara A.; Tracy, Elizabeth M. 2002. Social Work Practice with Families and Children. New York: Columbia University Press.
5. Mathur, K. 2004. Countering Gender Violence. New Delhi: Sage Publications.
6. McKenry, Patrick C. & Price, Sharon J. 2005. Families and Change Coping with Stressful Events and Transitions. Thousand Oaks: Sage Publications.
7. Petr, Christopher G. 1998. Social Work with Children and Their Families: Pragmatic Foundations. New York: Oxford University Press.
8. Pilcher, J.; Whelehan, I. 2004. 50 key Concepts in Gender Studies. New Delhi: Sage Publications.
9. Singh, Awadhesh Kumar & Singh, Atul Pratap. (2016). Domestic Violence in India: Perspectives, Nature and Impact. New Delhi: Serials Publications.
10. TISS. 1994. Enhancing the Role of Family as an Agency for Social and Economic Development. Mumbai: Unit for Family Studies, TISS.
11. Desia, N. and Krishanaraj, M., Women and Society in India, Ajanta Publishers, Delhi, 1987.
12. Dubey, Leela & Palkiwala, J. (Eds.), Structure and Strategies: Women, Work and Family, Sage Publication, New Delhi, 1990.
13. Govt. of India, Report of the Committee on the Status of Women in India Towards Equality, Ministry of Education and Welfare, 1974.
14. Srivastva, Sushma, Women Empowerment, Commonwealth Publishers, New Delhi, 2008.
15. Verma, R.B.S., H.S. Verma and Nadeem Husnain, Study of Women's Problematic in India, Sereals Publications, New Delhi, 2009.
16. Kalyani, Menon Sen, A-K-Shiv Kumar, Women in India- How Free? How Equal? Report Commissioned by the Office of Resident Coordinator in India, U.N., 2001.
17. Purushothaman, S. The Empowerment of Women in India- Grass Roots Women's Networks and the State, Sage Publications, New Delhi, 1998.
18. Krishna, S. (Ed.) Livelihood and Gender, Sage Publication, New Delhi, 2004.

<b>LEVEL</b>	<b>: Semester-4</b>
<b>PAPER CODE</b>	<b>: MSW- 401</b>
<b>TITLE OF PAPER</b>	<b>: Human Rights and Social Justice</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Understand concept of human rights and theories
- Know about instruments of human rights
- Know the concept of social justice
- Familiarize with instruments of social justices

**Unit -1: Human Rights: Theoretical Introduction**

Human Rights: Concept, Theories, Principles and Need & Significance.

**Unit -2: Instruments of Human Rights**

UN Declaration of Human Rights, Human Rights and Indian Constitution, Human Rights Act-1993, National Human Rights Commission and State Human Rights, Commission. Social Work and Human Rights.

**Unit - 3: Social Justice: Conceptual Introduction and Instrument**

Social Justice: Concept, Philosophy, Features and Forms

Instruments of Social Justice: Constitutional Base of Social Justice, Positive and Protective Discrimination, Public Interest Litigation and Rights to Information.

**Unit-4: Legislation & Social Work Intervention**

Child, Elderly, Women Empowerment, Disability, SC/STC, Minorities and Weaker Section.

**Learning Outcome:**

Knowledge about concept and instruments of human rights and social justice.

### Suggested Readings:

1. Amnesty International. 1993. Human Rights in India. New Delhi: Vistaar Publications.
2. Baxi, U. 2002. The Future of Human Rights, New Delhi: Oxford University press.
3. Chandra, A. 2000. Human Rights Activism and Role of NGO's, Delhi: Rajat Publications.
4. International Federation of Social Workers. 1994. Human Rights and Social Work: A Manual for Schools of Social Work and the Social Work Profession, Berne: International Federation of Social Workers.
5. Iyer, V.R.K. 1980. Some Half Hidden Aspects of Indian Social Justice. Lucknow: Eastern Book Company.
6. Mahajan, G. (ed.). 1998. Democracy, Difference and Social Justice. New Delhi: Cambridge University Press.
7. Naseema, C. 2002. Human Rights Education: Conceptual and Pedagogical aspects, New Delhi: Kanishka Publishing House.
8. Nirmal, C.J. 1999. Human Rights in India – Historical, Social and Political Perspectives, Delhi: Oxford University Press.
9. Saraf, D.N. (Eds.). 1984: Social Policy, Law and Protection of Weaker Sections of Society. Lucknow: Eastern Book Company.
10. Singh, A.K., Singh, Atul Pratap & Krishna, G.R. 2011. Towards Inclusive Development: Perspectives, Approaches and Strategies for India. New Delhi: Serials Publications.
11. Verma, R.B.S. & Singh, Atul Pratap. 2012: Inclusive Development in India, New Royal Book Company, Lucknow.
12. Basu, D.D. Introduction to the constitution of India, New Delhi: Prentice Hall, 2008, 18<sup>th</sup> Edition.

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<b>LEVEL</b>	<b>: Semester-4</b>
<b>PAPER CODE</b>	<b>: MSW- 402</b>
<b>TITLE OF PAPER</b>	<b>: Social Policy Planning and Development</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Develop critical understanding of nature and sources of social policy and planning.
- Study of social policies, plans and programmes so as to be able to interpret, enforce and challenge them.
- Gain Knowledge of policy analysis and the policy formulation process.
- Develop insight into and appreciation of the reliance of social policy and social development to social work practical as also sustainable development.

**Course Contents:****Unit-1: Social Policy**

Concept, Meaning, Objectives, Scope and Models.  
 Process of Social Policy Formulation.  
 Social Policy and Constitution.

**Unit-2: Social Planning**

Meaning, Concept, Objectives, Scope and Models.  
 Inter-Relationship between Policy Planning and Development.  
 Social Planning under Five Year Plans.  
 Machinery and Process of Social Planning in India.

**Unit-3: Important Social Policies**

Social Policy Related to Women, Children, Youth, Aged, Education, Health, Housing and Family Welfare in India.  
 Social Planning and Social Change, Major Pit-Falls in Social Planning in India.

**Unit-4: Social Development**

Concept, Meaning, Criteria.  
 Factors of Development: Economic, Social, Cultural and Political.  
 Models of Development: Capitalism, Socialism and Mixed Economy.  
 Social Development: Concept: Dimensions, Strategies & Indicators.  
 Millennium Development Goals (MDGs) Sustainable Development Goals (SDGs)

**Learning Outcome:**

Familiarizing with the concepts and processes of social policy, planning & development and their significance for social work practice.

**Suggested Readings:**

1. Baldock, John. Social Policy. Oxford: Oxford University Press, 2012.
2. Blakemore, Kenneth, and Edwin Griggs. Social Policy An Introduction. Maidenhead: Open University Press, 2007.
3. Blau, Joel, and Mimi Abramovitz. The Dynamics of Social Welfare Policy. New York: Oxford University Press, 2010.
4. Gore, M. S. Social Aspects of Development. Jaipur: Rawat Publications, 1985.
5. Hill, Michael James, and Zoe Irving. Understanding Social Policy. Chichester: Wiley-Blackwell, 2009.
6. Jacob, K. K. Social Development Perspectives. Udaipur: Himanshu Publications, 1992.
7. Kulkarni, P. D., and Meher C. Nanavatty. Social Issues in Development. New Delhi: Uppal, 1997.
8. Lavalette, Michael, and Alan Pratt. Social Policy: A Conceptual and Theoretical Introduction. London: SAGE, 2004.
9. Meadows, Donella H., Jørgen Randers, and Dennis L. Meadows. The Limits to Growth: The 30-Year Update. White River Junction, Vt: Chelsea Green Pub. Co, 2004.
10. Midgley, James. Social Development: The Developmental Perspective in Social Welfare. London: Sage, 1999.
11. Midgley, James, and Michelle Livermore. The Handbook of Social Policy. Los Angeles: Sage, 2009.
12. Mullard, Maurice, and Paul Spicker. Social Policy in a Changing Society. London [u.a.]: Routledge, 1998.
13. Pathak, Shankar. Social Welfare: An Evolutionary and Developmental Perspective. Delhi: Macmillan, 1981.
14. Patton, Carl V., and David S. Sawicki. Basic Methods of Policy Analysis and Planning. Englewood Cliffs, NJ: Prentice Hall, 1993.
15. Poon, Jessie P. H., Kenneth Button, and Peter Nijkamp. Social Planning. Cheltenham, UK: Edward Elgar Pub, 2006.
16. Rogers, Peter P., Kazi F. Jalal, and John Arthur Boyd. An Introduction to Sustainable Development. London: Earthscan, 2009.
17. Sharma, P. N., and C. Shastri. Social Planning Concepts and Techniques. Lucknow: Print House (India), 1984.
18. Singha, Roy & Debal, K. Social Development and the Empowerment of Marginalised Groups: Perspectives and Strategies. Thousand Oaks, CA: Sage Publications, 2001.
19. Singh, Mohinder. Social Policy and Administration in India. New Delhi: M D Publications, 1996.
20. Singh, Rishi Ram. Whither Social Development? Delhi: Association of Schools of Social Work in India, 1995.
21. Titmus, R.M. Social Policy: An Introduction. London: Taylor & Francis. 1974.
22. Singh, Awadhesh Kumar & Singh, Atul Pratap. Social Development: Perspective, Issues and Dimensions for India, New Delhi: Global Research Publications, 2012.
23. Singh, Atul Pratap & Arun Kumar Singh. Social and Human Development. Lucknow: New Royal Book Company, 2010.

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<b>LEVEL</b>	<b>: Semester-4</b>
<b>PAPER CODE</b>	<b>: MSW- 403</b>
<b>TITLE OF PAPER</b>	<b>: Project Formation, Monitoring &amp; Evaluation</b>
<b>MARKS</b>	<b>: 75</b>

**Objectives:**

- Develop understanding on project formulation and their concept & objectives.
- Study of planning and organizing, accountability in projects.
- Gain Knowledge of monitoring and checking the project progress.
- Develop insight into evaluation and process.

**Course Contents:****Unit – 1: Project Formulation**

Project - concept, aims, Characteristics and Principles.  
 Development Projects - Steps in the process  
 Making Plans and the planning process, Project Cycle  
 Basic Elements of Project's Strategy of Intervention  
 Techniques - Action Research and P.R.A.

**Unit – 2: Planning and Organizing**

Writing the proposal.  
 Project Impact and Developing Action steps.  
 Identifying support and resource needs  
 Organizing - Need, Objective and process  
 Group structure and linking with external agencies.

**Unit – 3: Monitoring**

Checking the projects progress and Meaning  
 Main domains of information required in monitoring system.  
 Barriers to effective follow up, Problem solving approaches.  
 Monitoring Indicators, Effective follow-up process.  
 Monitoring at different Phases.

**Unit – 4: Evaluation**

Concept, Purpose, Types of Evaluation  
 Difference between Monitoring and Evaluation  
 Stages, methods and Techniques of evaluation  
 Aspects of Evaluation, The Evaluation process.  
 Logical Framework Approach in Evaluation

**Learning Outcome:**

Familiarizing with the concepts and processes of project formulation, monitoring and evaluation and their implication for social work practice.

## Suggested Readings:

1. Choudhary, S. (1988) **Project Management**, New Delhi: Tata McGraw Hill.
2. Harrison, EL. (1992), **Advance Project Management, Metropolitan**, New Delhi.
3. Prasanna Chandra (1988), Projects, Preparation, Appraisal, Budgeting and Implementation, Tata McGraw Hill, New Delhi.
4. United Nations Industrial Development Organization (1998), Manual for Evaluation of Industrial Projects, Oxford and IBH New York.
5. Casley, D.J., & Lury, D.A (1987), Monitoring and evaluation of agriculture and rural development projects, Johns Hopkins University Press (published for the World Bank), Baltimore and London.
6. Reider Dale, (2004), Evaluation Development Programmes and Projects, Sage Publication, Delhi.
7. Chaimers, James (2002), How to managing projects, Jaico Publishing House, Mumbai.
8. Davis-Case, D. and P Grove (1990), The Community Tool Box: The Idea, Methods, and Tools for Participatory Assessment, Monitoring and Evaluation in Community Forestry, FAO, Rome.
9. Gosling, Louisa and Mike Edwards (1995), Toolkits: A Practical Guide to Assessment, Monitoring, Review and Evaluation. Save the Children, London.
10. Jody Zall Kusek and Ray C. Rist (2004), Ten steps to a results-based monitoring and evaluation system: a handbook for development practitioners, D.C: World Bank, Washington.
11. World Bank (2004), Monitoring & Evaluation: Some Tools, Methods and Approaches, Washington, DC: World Bank.
12. Mukherjee, Amitava, (2004), Participatory learning and action: monitoring and evaluation and participatory monitoring and evaluation: essays in Honour of Robert Chambers, Concept Publishing Company, New Delhi.
13. Anees, Arul (2000), Process Evaluation of Rural Development Programmes, Authors Press, Delhi.
14. Venkateswarlu, K and Raman, K.V. 1993. Project Management Techniques for R&D in Agriculture. Sterling Publishers Pvt.Ltd., New Delhi.
15. International Tropical Timber Organization (2009), Manual for Project Formulation, Third Edition; GI Series 13.



## ELECTIVE PAPERS - A

**LEVEL : Semester- 4**  
**PAPER CODE : MSW 404**  
**TITLE OF PAPER : Industrial Relations and Human Resource Management – II**  
**MARKS : 75**

### Objectives:

- Know about the concept trade union and its role in industrial organization.
- Provide knowledge about collective bargaining and redressal of industrial conflict.
- Give knowledge about concept and importance of industrial relations.
- Understand the concept and need for labour legislation.
- Provide working knowledge of labour laws.

### Course Contents:

#### **Unit -1: Trade Union and Collective Bargaining**

Concept, Objectives, Functions.

History of Trade Union Movement in India, Legal Provisions and Organization, Trade Unions Act, 1926;

Collective Bargaining: Definition, Objectives, Principles, Forms.

#### **Unit -2: Industrial Relations and Industrial Conflict**

Concept, Objectives, Scope, Approaches

Industrial Employment Standing Order Act, 1946; Industrial Disputes Act, 1947.

Industrial Conflict: Meaning, Approaches and Style of Managing Industrial Conflict.

Grievance: Meaning, Grievance Redressal Procedure, Workers' Participation in Management: Concept and Practices.

#### **Unit -3: Labour Legislation and Labour Laws**

Labour Legislations: International Labour Organization, Structure and Functioning, Impact of ILO on Indian Labour Legislations.

Wage and Salary Administration.

Payment of Wages Act, 1936; Minimum Wages Act, 1948; Payment of Bonus Act, 1965.

#### **Unit -4: Laws Related to Deprived and Disadvantaged Sections of the Society**

Maternity Benefit Act, 1961; Equal Remuneration Act, 1976; Child Labour (Prohibition & Regulation) Act, 1986, Contract Labour (Regulation and Abolition) Act, 1970.

### Learning Outcome:

Acquaintance with trade unions, industrial relations, collective bargaining, industrial conflict and working knowledge of labour laws.

### Suggested Readings:

1. Frank, Wandel, L., Organisational Development, California Management Review, Winter, 1962.
2. Davis, Keith, The Essence of Personnel Management and Industrial Relations, prentice Hall of India Pvt. Lim., New Delhi, 1983.
3. Fisher, Cynthia, Schoenfeldt, Human Behaviour at Work, Tata McGraw Hill, New Delhi.
4. Jaygopal, R., Human Resource Development; Conceptual Analysis and Strategies, Sterling Publishers Pvt. Ltd., New Delhi, 1990.
5. Norman, M., Psychology in Industry, Harper and Company, London, 1960.
6. Prasad, L. M., Organisational Behaviour, S. Chand and Company, New Delhi, 1996.
7. Rudrabasavalag, M.N., Human Factors in Administration, Himalaya Publication, Bomaby, 1984.
8. Shani, P. and Sharma K.K., Organisational Behavior, Deep and Deep Publication, New Delhi, 1988.
9. Broom, V.H. and Grant L., Organisational Behaviour and Human Performance, Wiley, New York, 1969.
10. Veid, K.N., Labour Welfare in India, Sri Ram Center for Industrial Relations, New Delhi, 1970.
11. Sharma, A.M., Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Bombay, 1991.
12. Tyagi, B.P., Labour Economics and Social Welfare, Jay Prakash and Company, Meerth, 1976.
13. Tripath, P.C., Personnel Management and Industrial Relations, S. Chand and Company, 1989.
14. Mamoria, C.B. and Mamoria S., Dynamics of Industrial Relations in India, Himalaya Publishing House, Bombay, 1989.
15. Verma, R.B.S. & Singh, Atul Pratap (2006). Udyogon Mein Anushasnatmak Prakriya. Lucknow: New Royal Book Company (Hindi).

## ELECTIVE PAPERS - B

<b>LEVEL</b>	<b>: Semester- 4</b>
<b>PAPER CODE</b>	<b>: MSW 405</b>
<b>TITLE OF PAPER</b>	<b>: Rural &amp; Urban Community Development – II</b>
<b>MARKS</b>	<b>: 75</b>

### Course Objectives:

- Know about issues related to urbanization.
- Understand about concept, objectives and approaches to community development.
- Acquaint with urban growth, management and urban poor.
- Acquire knowledge of local self-governance.

### Course Contents:

#### Unit-1: Urbanization

Concept, Causes and Consequences of Urban Poverty and Livelihood Issues.

Migration: Concept, causes and Consequences.

Slums and Housing: Conditions, issues & concerns.

Natural Resource Management in Urban Communities.

Urban Growth Management: Meaning, Approaches, Strategies of Local Economic Development

#### Unit-3: Urban Local Self Governance

Local Self Governance (74<sup>th</sup> Amendment): Concept and Significance, Constitutional and Legal Status, Structure and Functions of Nagar Nigam, Nagar Palika, Nagar Mahapalika, Town Area and Cantonment Board.

#### Unit 4: Urban Poor and Social Work Intervention

Urban Poor: Present status and characteristics, challenges for the urban poor: food security, housing, health, education and social security, Impact globalization and urbanization on the urban poor. Role of social workers & Social Work Intervention

#### Unit-1: Urban Planning and Development

Concept, Need, Approaches and Problems.

Master Plan: Contents, Methods and Techniques.

National Urban Renewal Mission: Vision, Scope and Status.

District Urban Development Authority (DUDA): Structure, Functions, Status.

Urban Development Programmes in Uttar Pradesh.

### Learning Outcome:

Develop the ability to address the issues and concerns related to urban people. Know the aspects and dimensions related to urban policy, planning and development.

### **Suggested Readings:**

1. Kasambi, M., Urbanization and Urban Development in India, ICSSR, New Delhi, 1994.
2. Roy, P. & Das Gupta, S, Urbanization and Slums, Har Anand Publication, New Delhi, 1995.
3. Thakur, B. (Ed.), Urban and Regional Development in India, Vol-1, Concept Publishing Company, New Delhi, 2005.
4. Kundu, A, In the Name of Urban Poor, Sage Publication, New Delhi, 1993.
5. Misra, G.K. & Narain, K. (Eds.), Development Programmes for Urban Poor Indian Institute of Public Administration, New Delhi, 1989.
6. Prakasa, Rao, V.L.S., Urbanisation in India; Spatial Dimensions, Concept Publishing Company, Delhi, 1983.
7. Ramcharan, R., Urbanisation and Urban Systems in India, Delhi Qxford University Press, Bombay, 1989.
8. Aziz, Abdul, Poverty Alleviation in India, Ashish Publishing House, New Delhi, 1994.
9. Turner, Roy (Ed.), India's Urban Future, Oxford University Press, Bombay, 1962
10. Verma, S.S., Urbanization and Regional Development in India, Chugh Publications, Allahabad, 1994.
11. Didee, Jaymala & Rainaswami, Vamla (Eds.), Urbanisation; Trends, Perspectives and Challenges, Rawat Publications, Jaipur, 1993.
12. Kusambi, M., Urbanization and Urban development in India, ICSSR, New Delhi, 1994.
13. Thakur, B. (Ed.), Urban and Regional Development in India, Vol-I, Concept Publishing Company, New Delhi, 2005.
14. Narain, K., (Eds.), Development Programms for Urban Poor, Indian Institute of Public Administration, New Delhi.
15. Bharadwaj, R.K., Urban Development in India, National Book Trust, New Delhi, 1962
16. Singh, Rani Sundra, Urban Planning in India, Ashish Publishing House, New Delhi, 1979.
17. Culling Worth, I.B., Problems of Urban Society, Vol-I, The Social Frame Work of Planning, George Allen and Unwin Ltd, London, 1973.
18. D'souza, Victor S, Urban Development in India, in Encyclopedia of Social Work in India, Ministry of Welfare, Govt. of India, 1987.
19. Ghosh, A, Planning in India: The Challenge for the Nineties, Sage Publications, New Delhi, 1992.
20. Lindblom, C.E., The Policy Making Process, Prentice Hall, New Jersey, 1980.
21. Yadav, C.S. (Ed), Urban Planning and Policies- Part A, Concept Publishing Co, New Delhi, 1986.
22. Upadhyay, S.B., Urban Planning, Printwell, Jaipur, 1992.

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## ELECTIVE PAPERS - C

<b>LEVEL</b>	<b>: Semester- 4</b>
<b>PAPER CODE</b>	<b>: MSW 406</b>
<b>TITLE OF PAPER</b>	<b>: Medical and Psychiatric Social Work – II</b>
<b>MARKS</b>	<b>: 75</b>

### Objectives:

- Develop skills and attitudes required for the practice of Psychiatric Social Work.
- Understand concept and dimensions of mental health.
- Understand the relevance of social work interventions in mental health.
- Gain Knowledge about different types of psychotic and psycho-neurotic disorders.

### Unit-1: Psychiatric Social Work

Psychiatry: Meaning, Nature, Scope, Significance, Social Psychiatry and Community Psychiatric Social Work: Concept and Historical Development.

Social work Intervention as Psychiatric Social Work.

Practice of Psychiatric Social Work: Role and Functions.

### Unit -2: Mental Health

Mental Health: Concept, Meaning, Definitions & Characteristics

Mental Health Problems in India

Mental Health Services in India

Mental Health Act-2016

### Unit -3: Psycho-Neurotic Disorders

Psychoneurotic Disorders: Anxiety, neurosis, fatigue syndromes, hysterical reactions, phobia reaction, obsessive-compulsive reaction and neurotic depression, And role of psychiatric social worker.

### Unit-4: Psychotic Disorders

Psychotic Disorders: Classification and symptoms of psychosis, Schizophrenic reaction, Paranoid reaction, manic-defensive reaction, Evolutional Melancholia reaction and other psychotic reactions,

And role of psychiatric social worker.

### Learning Outcome:

Gain knowledge about mental health as well as social work intervention in psychiatric problems.

### **Suggested Readings:**

1. Dube, S. Mental Health Problems of Social Disadvantaged, Tata Mcgraw Hill Publishing company, New Delhi, 1983.
2. Horwitz A.M.& Scheilt, T.L.(Eds.), A Handbook for the Study of Mental Health Social Contexts Theories and Systems, Cambridge University Press, cambridge, 1999.
3. Sadock, B.J and Sadock , V.A. (Eds.), Comprehensive Textbook of Psychiatry, Eibesh Edvon Lippincott William And Wilkens Philadelphia, 2005.
4. 6. Gottlieb, B.H., Social Support Strategies, Guidelines for Mental Health Practice, Sage Publications, New Delhi, 1983.
5. 7. Sahni, A., Mental Health Care in India. Diagnosis, Treatment and Rehabilitation Indian Society of Health Administrators, Bangalore, 1999.
6. 8. Mane, P. & Gandevia, K.Y., (Eds.), Mental Health in India: Issues and Concerns Tata Institute of Social Sciences, Bombay, 1993.
7. Callicut, J.W. & Lecca, P.J. (Eds.), Social Work and Mental Health, The Free Press, New York, 1983.
8. Verma, Ratna, Psychiatric Social Work in India, Sage publications, New Delhi, 1991.
9. World Health Organization (WHO), The ICD-10 Classification of Mental and Behavioural: Clinical Descriptions and Diagnostic Guidelines, World Health Organization, 1992.
10. Friedlander, W.A., Introduction to Social Welfare (Chapter 12: Social Work in Medical and Psychiatric Settings), Prentice-Hall of India, New Delhi, 1967.
11. Stroup, H. H., Social Work: An Introduction to the Field (Chapter 9: Psychiatric Social Work), Eurasia Publishing House, New Delhi, 1960.
12. Todd, F., Joan, Social Work with Mentally Subnormal, Routledge and Kegan Paul, New York, 1967.
13. Mishne, Judith, Psychotherapy and Training in Clinical Social Work, Gardner Press, New York, 1980.
14. Stream, Herber, S., Psychoanalytic Theory and Social Work Practice, Free Press: New York, 1979.
15. Maner, Joshua, The Therapeutic Community with Chronic Mental Patients, S. Kargar, 1971.
16. Towle, Chorlotte, Social Case Records form Psychiatric Clinics with discussion notes, University of Chicago Press, Chicago, Illinois 1941.
17. Varma, R.B.S. (Ed.) Teaching Material in Social Work, New Royal Book Company, Lucknow, 2010.

## ELECTIVE PAPERS - D

<b>LEVEL</b>	<b>: Semester- 4</b>
<b>PAPER CODE</b>	<b>: MSW 407</b>
<b>TITLE OF PAPER</b>	<b>: Family and Child Welfare – II</b>
<b>MARKS</b>	<b>: 75</b>

### Objectives:

- Understand the significance of child development and right of children.
- Gain knowledge about legal safeguards related to children.
- Familiarize with policies, programmes and services related to children.
- Develop skills of working with children.
- Develop an understanding of aged and sensitization about issues related to aged.
- Develop concern and Interest in working with aged.

### Course Contents:

#### **Unit -1: Child Welfare and Development**

Child Welfare: Concept, Need, Significance, Philosophy and Issues.

Needs of Children: Physical, Psychological, Social and Emotional Problems in the Fulfillment of Different Needs.

Child Development: Meaning and Significance

Children in Vulnerable Situation: Children with Disabilities, Trafficking of children, Street and Working Children and Child Prostitution.

#### **Unit-2: Legislative Framework Rights of the Children**

United Nations Convention on the Rights of Children.

Constitutional Provisions Regarding Children.

Juvenile Justice Act, Child Labour Act (Prohibition and Regulation) Act, POSCO Act, Child Development and Protection Policies and Programmes in India.

#### **Unit-3: Children and Social Work Practice**

Social Work Intervention in the Field of Child Welfare Development and Protection Role of Social Worker in Different Settings of Child Welfare Development and Protection.

#### **Unit -4: Policy and Legal Perspective Related to Aged**

Aged: Concept, Problems of the Aged - Social, Emotional, Physical and Adjustment.

New Perspectives on the Care of the Aged.

National Policy and Legislative Provisions for the Aged.

Maintenance and Welfare of Parents and Senior Citizens Act, 2007.

### **Learning Outcome:**

Gain knowledge about child welfare, development and protection as well as social work intervention in this area and understanding of concepts, problems, policies and programmes related to aged.

### **Suggested Readings:**

1. Berry, Juliet, Social work with Children, Routeledge and Kegan Paul, London, 1972.
2. Kapur, Arun, Transforming Schools and Empowering Children, Sage, London, 2007.
3. Berk, Laura E, Child Development (3rd Ed), Prentice Hall of India, New Delhi, 1999.
4. Kumar, Ram. (Ed.), Child Development in India, Vol.I and II, Ashish Publishing House, New Delhi, 1988.
5. Goonesekere, Savitiri, Children Law and Justice, UNICEF, Sage Publication, New Delhi, 1998.
6. Mandal, B.B., Child and Action Plan for Development, Mittal Publication, New Delhi, 1990.
7. Singh, Dolly, Child Rights and Social Wrongs; An Analysis of Contemporary Realities, Vol-I, II & III, Kanishka Publishers, and Distributors, New Delhi.
8. Pachaury, S.K. Children and Human Rights, A.B.H. Publishing Corporation, New Delhi, 1999.
9. Bajpai, A., Child Rights in India- Law Policy and Practice, Qxford Univerisity Press, Delhi, 2003.
10. Enakshi, G.T. (Ed.) Children in Globlising India- Challenging out Conscience, HAQ Center for Child Rights, New Delhi, 2002.
13. Peter, G.G., Social Work with Children and their Families, Pragmatic Foundations (2nd Ed.), Oxford University Press, New York, 2004.
11. Maluccio, A.N. Pine, B.A. and Tracy, E.M, Social Work Practice with Families and Children, Columbia University Press, New York, 2002.
12. Kumari, V. & Brooks, S.L., Creative Child Advocacy- Global Perspectives, Sage Publications, New Delhi, 2004.
13. Greene, Roberia, Rubin, Social Work with Aged and their families, Aldine Transaction, 2000.
14. Hinller, Susan, Basow, Georgia, M. Aging the Individual and Society, Wads Worth Publishing 1998.
15. Moody, Hary, R, Aging; Concepts and Controversies, Pine Forge Press, 2006.
16. Robin, Mears & Smita, Randall, The development of Welfare Services for Elderly People, Routhledge, 1985.
17. Madrid, Paulhing, The New Logic of Social Security Reform, Politics and Pension Privatization in Latin America, Stanford University, 1999.
18. World Bank, Avesting The Old Age Crisis, Policies to Protect the old and promote Growth, World Bank Publications, 1994.
19. Singh, Atul Pratap. Role of Senior Citizens in the Developmental Process: A Plan of Action. (pp. 5-11), Social Welfare, Vol. 57 No. 7, October, 2010.