MASTER OF SOCIAL WORK

COURSE CURRICULUM AND STRUCTURE

(2020 – 2022)

Choice Based Credit System

MOHANLAL SUKHADIYA UNIVERSITY
Department of Sociology
University College of Social Sciences and Humanities

MOHANLAL SUKHADIYA UNIVERSITY

Schemes and Syllabus of Social Work

Master of Social Work (M.S.W.)

Title: The title of the course is 'Master of Social Work'

Objectives:

The objectives of the course are to impart knowledge, develop skills and create suitable attitudes and behavior patterns required for effective Provisions of welfare, development as well as empowerment services, the career in social work is all about giving and helping others in need. From various NGOs (non-government organisations) across the nation to social development, a master's in social work will provide a candidate an in-depth knowledge about the work put into the development of humanity and social welfare. after completed MSW degree candidate can work as social worker Project coordinator, counselor academics and HR compliances, labour welfare etc.

Duration:

The total duration of the course shall be of two years spread over in four semesters.

Seats:

The total number of students to be admitted to the course shall be 60 in a year.

Eligibility:

Any candidate with three years of graduation degree in any stream and with minimum 45% for General Candidates and 40 % for SC/ST/OBC candidates shall be eligible for admission to the course. Reservation rule follow as per university.

Reservation: As per university / State Government's norms

New Education Policy Benefits:

The MSW course will be implemented in MLSU as per India's New Education Policy. The course strictly put an emphasis on conceptual understanding and critical thinking to encourage logical decision-making and innovation. The MSW course encourages to develop life skills such as communication, cooperation, teamwork and resilience.

As per the New Education Policy, following are the benefits received by students over the period of two years:

1. If a student leaves the course in 6 months of time for some reason, then the student can obtain a certificate in Social Work from the University.
2. If a student leaves the course in one year for some reason, then the student will receive Post Graduation Diploma in Social Work.
3. If a student attends and complete entire course, then a Master Degree in Social Work will be provided from the University.

Pedagogy:

Class instruction, field instruction, individual conferences, group conferences, specific theme related camps, visits, group work, short surveys (individual or team), supervised non-credit courses, extension lectures by guest/ visiting faculty, individuals or group student support, exit/ follow-up meeting, informal investigations and reviews, seminars, use of information technology, special sessions on project formulation, assignments during holidays, functional English and career development will constitute the pedagogy of the course.

Orientation Programmes:

Orientation programmes will be organized in the beginning of the academic session for both MSW Previous and Final. The objective of the programme is to acquire students with the nature of professional social work education, practice settings in

social work, programme of academic institution, concurrent field work, practice skills and fields of social work. For the MSW Final Year students the orientation programme will be organized immediately when the university will reopen after summer vacation is with the objective to sharpen students/ awareness in integrated social work practice.

Course Contents: The curriculum will be divided into two parts:

(i)   Theory papers

(ii)   Field practicum

(iii)   Research Project report

(iv)   Skill Development

(v)   Aanandam (Social Work)

1. Theory Papers:

There shall be five theory papers in each of the four semesters. The students will be required to opt for two elective papers out of the specializations in semester-III and semester-IV.

2. Field Practicum:

Field education or practicum is the cornerstone of Social Work Education and allows social work students to put classroom learning into practice. The field practicum experience offers an opportunity to students to put into practice, the objectives of the programme. It is designed to create an environment where the student can grow professionally assisted by some experimental activity. Thus, individual growth and development in the work situation is what field practicum is all about. Students are provided with an opportunity for a planned learning experience or in a community and social service agency or in organization.

The entire field work practicum has been categorized in following major companies.

1. Concurrent field practicum
2. Observation visits
3. Rural/ Urban camp
4. Summer placement (Optional)
5. Study tours
6. Block placement

1. **Concurrent Field Work:** It is a compulsory component of all four semesters of the MSW Programme. This involves placement for a full academic year (Two Semesters) in an open community or in a selected structured social welfare/ development agency where students work twice a week under the supervision of faculty members of the educational institution.

   During concurrent field work, students are expected to perform the field practicum in intervals of 15 hours per week for entire semester. These 15 hours are spent by the students in writing of field work reports and in attending scheduled individual conferences at educational institution, which is taken into consideration in addition to the time spent in the agency/ open community.

2. **Observation Visits:** Students enrolled in the course often drawn from diverse disciplines with inadequate or negligible acquaintance of social work or social service organizations. So, students are provided an opportunity to visit and see various fields and agency settings of social welfare and social service. As also industrial selling's. Such visits are arranged in the first semester and few in third semester separately.

3. **Rural/ Urban Camp:** Education-cum-work camps may be organized in rural (including tribal)/ urban areas. The duration may range from five days to ten days and arrangements are made to organize the camp in collaboration with some NGO or environment agency so that project or programme-based experience can also be availed.

4. **Summer Placement (Optional):** At the end of second semester, students will have option to undergo summer placement training for a period of four/six weeks in an NGO or social welfare organization or government organization or open community or industrial setting of their choice. This is undertaken immediately on completion of the second semester examinations during the summer vocations. Though, summer placement is an optional component of MSW Programme, students are however normally encouraged to undergo this training.

5. **Study Tours:** Normally, students of second/ fourth semester are taken for study tour in order to get exposure to other schools of social work/nodal agencies/communities/ programmes.

6. **Block Placements:** At the end of two year post graduate programme i.e., after forth semester and immediately after fourth semester and examinations held during May-June] block placement is an integral and mandatory component of field practicum, it comprises six-week pre-employment training programme in different social welfare/ development agencies/ industrial and business establishment/ open community. It is conducted full time basis. The student will submit weekly report of the work done to the supervisor and on his/ her recommendation mark sheet/ degree will be released.

3. Research Project Report:

Each student shall be required to prepare and submit a project report on the theme (to be decided in consultation with the faculty) before the commencement of the examination for Semester IV.

4. Skill Development:

Candidate should be pass in Skill (English Communication) but not include in final mark sheet.

5. Aanandam:

The candidate needs to ensure social work of 30Hrs during the semester. for the same, candidate will produce photograph as evidence and also certificate from that ward parshad/ sarpanch/school principle/Medical officer etc. During the semester one teacher will be mentor for the students.

Viva-Voce Examinations:
There shall be two types of viva-voce.

a) **Field Practicum Viva-voce:** This viva-voce will be conducted at the end of each semester.

b) **General viva-Voce:** There will be a General Viva-voce examination of 100 marks to ascertain the comprehension of the subject and ability to communicate in face-to-face situations.

Programme Structure:

The MSW Programme is divided into two parts as under. Each part will consist of two semesters to be known as Semester-1 and Semester-2

Year	Semester-Odd	Semester-Even
First Year	Semester-1	Semester-2
Second Year	Semester-3	Semester-4

Mechanism for exit points and awards

Semester / Year	Credits	Awards
One Semester	30	Certificate
Two Semesters	60	P.G. Diploma
Four Semesters	123	P.G. Degree

Attendance:

Seventy five percent attendance of theory papers and ninety percent in field practicum shall be compulsory.

The Schedule of papers prescribed for various semesters shall be as follows.

Semester-I

Paper Code	Title of Paper	Credits	Per Week Interaction in Hrs	Semester Marks	Continuous Internal Assessment	Maximum Marks
SW101	Indian Society and Culture	4	4	80	20	100
SW102	Personality Development and Human Behaviour	4	4	80	20	100
SW103	Introduction to Social Work	4	4	80	20	100
SW104	Social Case Work	4	4	80	20	100
SW105	Social Group Work	4	4	80	20	100
SW106	Field work Practicum	6	6	100	50(viva)	150
SW107	Skills (English Communication)	2	2	40	10	50
SW 108	Anandam	2	30 Hrs in a semester	Needs to audit pass		
Total		**30**		**500**	**150**	**650**

Candidate should be passed in Skill (English Communication) but it will not be included in final mark sheet.

Semester-II

Paper Code	Title of Paper	Credits	Per Week Interaction	Semester Marks	Continuous Internal Assessment	Maximum Marks
SW201	Community Organization and Community Development	4	4	80	20	100
SW202	Social Work Research Methods	4	4	80	20	100
SW203	Social Statistics and Computer Applications	4	4	80	20	100
SW204	Social Welfare Administration and Social Action	4	4	80	20	100
SW205	Social Disorganization and Social Problems	4	4	80	20	100
SW206	Field work Practicum	6	6	100	50(viva)	150
SW 207	Rural Camp	2		50		
SW208	Aanandam	2	30 Hrs in a semester	Needs to audit pass		
Total		30		500	150	**650**

Candidate should attend and pass the Rural Camp but the marks will not be included in final mark sheet.

Semester – III

Paper Code	Title of Paper	Credits	Per Week Interaction	Semester Marks	Continuous Internal Assessment	Maximum Marks
SW301	Social Policy, Planning and Development	4	4	80	20	100
SW302	Social Inclusion, Human Rights and Social Justice	4	4	80	20	100
SW303	Tribal Movement, Culture and Legislation	4	4	80	20	100
SW308	Field work Practicum	6	6	100	50(viva)	150
SW309	Aanandam	2	30 Hrs in a semester	Needs to audit pass		
Specialization (Elective two papers from Specialization) (select any one)						
Specialization (A) Human Resource Management						
SW304	Organizational Management	4	4	80	20	100
SW305	Labour Legislation in India	4	4	80	20	100
Specialization (B) Development Management						
SW306	Developmental Issues	4	4	80	20	100
SW307	Social Advocacy and Networking	4	4	80	20	100
Extra course						
Life Skill Education		**2**		**Need to Pass**		
Total		**30**		**500**	**150**	**650**

Candidate should be passed in Life Skill Education Subject but the score will not be included in final mark sheet.

Semester – IV

Paper Code	Title of Paper	Credits	Per Week Interaction	Semester Marks	Continuous Internal Assessment	Maximum Marks
SW401	Training and Development	4	4	80	20	100
SW402	Project Planning and Development	4	4	80	20	100
SW409	Field work Practicum	6	6	100	50(viva)	150
SW 410	Research Project (Dissertation)	5	60 Hrs in Specialization Period	80 (External)	20	200
	General Viva-Voice			100		
SW 411	Aanandam	2	30 Hrs in a semester	Needs to audit pass		
Specialization (Elective two papers from Specialization)						
Specialization (A) Human Resource Management						
SW403	Introduction to Human Resource Management	4	4	80	20	100
SW404	Trade Unions and Industrial Relations	4	4	80	20	100
SW405	Employee Welfare and Social Security	4	4	80	20	100
Specialization (B) Development Management						
SW406	Management of Human Service Organization	4	4	80	20	100
SW407	Development Support systems	4	4	80	20	100
SW408	Development Paradigms	4	4	80	20	100
Total		**33**		**680**	**170**	**850**

Total Marks – 650+650+650+850 = 2800

Elective papers:

In the beginning of the respective semesters, the elective papers in Semester III and Semester IV will be offered by students.

Elective papers can be chosen in two specialized areas:

1. Human Resource Management

Curriculum engages students on core areas of Human Resources Management related to acquisition, performance management, labour relations, compensation, management and development of human resources including areas such as employee empowerment and engagement, employee support and assistantship programmes, , work life balance and management, personal and laws related to family and children. A balanced mixture of both practical and theory will be provided in the course.

2. Development Management

Development Management is a specialized field which will provide students with an opportunity to enter in the development sector by working with several state, national and International level organizations. Students will also have opportunities to work in the field of Corporate Social Responsibility. Students during the specialization over the period of one year will study and under various developmental issues, support systems and paradigms, management of human service organization and will develop social advocacy and networking skills.

Scheme of Examinations:

(i) English/ Hindi shall be the medium of instruction of Examination.

(ii) Examinations shall be concluded at the end of each semester as per academic examination calendar of university.

(iii) Each theory paper will be valued for 100 marks, out of which 20 marks is for continuous internal assessment (CIA) and 80 marks will be for end semester written examination. In each semester, the field practicum will be assessed for 150 marks of which 100 marks are for the field practicum and 50 marks is for viva-voce examination to be evaluated by external examination. Project report will be evaluated by both

internal examiner in 20 marks and external examination in 80 marks. Lastly, these will be general viva-voce of 100 marks to be conducted by external examiner. In assessing students for continuous Internal Assessment.

(IA) in each paper the following method will be followed

Internal Test	10 marks
Attendance and Class presentation	(5+5)10 marks
Total	20 marks

- To pass a semester, a Student has to secure minimum 40 percent marks in aggregate and 36 percent marks in individual theory paper.

- Pass marks in concurrent field work in minimum 40 percent.

- Student is required to pass theory and field practicum separately. If he/she fails in field practicum, he/she will be declared as fail in semester.

- If student fails in aggregate or in concurrent field practicum or both, then he/she has to take re-admission in perspective semester when due.

- Promotion to next semester: a student should have cleared at least three theory papers in the preceding semester. A student who has failed to clear minimum three theory paper in a semester will be detained and will have to clear that semester for promotion to the next semester. Student failing in a paper or more in any semester will have the opportunity to clear the same when university holds examination for that semester. There will be no separate supplementary examination arrangement other than the regular examination arrangement other than the regular examination schedule.

- A student will be declared passed only if he/she has cleared all the

papers in all the semesters. Students will have to pass in all theory papers and field practicum separately to be declared passed.

In case of failure in field practicum, even if student clears all theory papers, the student has to repeat both practical and all theory papers of that semester for promotion to the next semester.

In case of failure in semester students will have to repeat all theory papers and field practicum of that semester by attending regular classes.

- The duration of examination for theory paper will be of three hours.
- As regards project report, the scheme of evaluation shall be
  - Project Report shall begin from the semester III and
  - Shall be evaluated by an external examination of 100 marks and 50 marks would be evaluated internally by the respective guide under whom the student is placed for the guidance of project report.

SEMESTER – I

SW101 – Indian Society and Culture

Objective:

- Orientation regarding basic sociological concepts.
- Development of Insight into social structure and social institutions.
- Understand control and change mechanism.
- Know about culture.

Course Contents:

Unit – I

- Society: Concept, Meaning, Man and Society Relationship,
  Theories of Society: Structuralism and Functionalism.
- Social values and Norms.

Unit – II

- Social System: Concept and Theories, Basic Social Institutions: Marriage,
  Family, Groups: Concept and Types.
- Basic Sociological Concepts: Caste, Religion, Community,
  Association.

Unit – III

- Socialization: Concept and Process
- Social Stratification: Concept and Theories
- Social Disorganization: Concept and Causes
- Social Control: Importance, Meaning, Levels, Institutions and Forms.

Unit – IV

- Social Change: Importance and Meaning, Factors and Theories.
- Concept, Causes and Implications of Communalism,
  Regionalism, Migration, Casteism and Dalit Assertion.

Unit – V

- Culture: Concept, Nature and Functions, Cultural Fusion - Cultural Values, Cross Cultural Contact, Cultural Conflict, Culture and Civilization, Cultural Lag – Meaning, Characteristics and Relevance in Social Work Practice.

Reference Books:

- King Sley Davis: Human Society.

- MacIver and Page: Society: An Introductory Analysis.

- Vidya Bhushan and D.R. Sachdeva: An Introduction to Sociology.

- Ramnath Sharma: Introductory Sociology.

- Nadeem Hasnain: Indian Society and Culture: Continuity and Change.

- दोशी, एम.एल ईवम जैन, पी.सी.: भारतीय समाज

- रवींद्र कुमार मुखर्जी : भारत वर्श में सामाजिक परिवर्तन

- मनोज कुमार सिंह: भारत वर्श में सामाजिक परिवर्तन

- अरुण कुमार सिंह: समाजशास्त्र की मूलभूत अवधारणाएं

SW102 – Personality Development and Human Behaviour

Objectives:

- Impart Knowledge about personality.
- Know about different dimensions of human behaviour.
- Understand about concepts of normalcy and abnormally
- Know about basic psychological process.

Course Contents:

Unit – I

- Personality: Concept, Stages of Development with Special Reference to Indian Concept of life Span, Types, Determinants, Heredity and Environment.

Unit – II

- Theories of Personality: Sigmund Freud, Carl Jung, Alfred Adler, Careen Harney, Sullivan and Otto Rank.

Unit – III

- Basic Socio-Psychological processes: Sensation, Perception, Attribution, Learning, Socialization, Motivation, Attitudes, Beliefs, Prejudices and Stereotypes.

Unit – IV

- Human Behavior: Concept, Determinants and Reflectors, Behavioral Problems in Different Stages of Personality
- Development.
- Adjustment: Concept, Characteristics and Factors.
- Leadership: Concept, Types and Functions.

Unit – V

- Concept of Normalcy and Abnormally, Defense Mechanism.
- Etiology of Abnormal Behavior, Types of Abnormal Behavior: Psychosis and Psychoneurosis
- Management of Mental Disorders.

Reference Books:

- Baron and Byrne: Social Psychology.

- Hall, Lindsay and Campbell: Theories of Personality.

- Allen, B.P.: Personality Theories.

- Sharma Rajendra K. and Sharma, Rachna: Social Psychology.

- Mayers: Psychology.

- Hilgard Esnest and Alkinson: Introduction to Psychology.

- Robinson, Lena: Psychology for Social Workers.

- William James: Principles of Psychology.

- संजीव महाजन: सामाजिक मनोविज्ञान

- लवानिया, एल. एम: सामाजिक मनोविज्ञान

SW103 – Introduction to Social Work

Objectives:

- Understand conceptual framework and development of Social Work.
- Know about philosophical foundation of Social Work.
- Acquaint with different models of Social Work practice.
- Understand fields of Social Work Practice.

Course Contents:

Unit – I

- Social Work: Misconceptions, Definitions, Related concepts – Social Welfare, Social Service, Social Reform, Social.
- Development and Empowerment, Social work as a Profession.

Unit – II

- Development of Social Work in U.K., USA and India.
- Contribution of Social Sciences Theory and Research to Social Work and Visa-Versa.
- Social Work: Assumptions, Principles and Goals (ameliorative, remedial, rehabilitative, promotional, developmental and transformational).

Unit – III

- Philosophy and Values of Social Work.
- Perspectives in Social Work Practice: Ecological, Feminist, Existential, Rational Emotive, System, Gandhian, Marxian.
- Rights Perspective and Integrated.

Unit – IV

- Approaches to Social Work Practice: Psycho-Social, Functional, Problem Solving, Crisis Intervention, Family therapy.
- Socialization, Behavior Modification, Task Centered, Evidence Based and Approach.

- Social Work Settings: Institutional and Non-institutional.
- Fields of Social Work: Family and Child Welfare, Labour Welfare, Medical and psychiatric Social Work, School Social Work, Correctional Social Work, Community Development, Roles of Social Worker.

Reference Books:

- Friedlander: Concepts and Methods of Social Work.

- Desai, Murli: Ideologies and Social Work.

- Pincus and Minaham: Social Work Practice, Models and Methods.

- Khinduka, S.K. – Social Work in India.

- Jacob, K.K. (Ed.): Social Work Education in India: Retrospect and Prospect.

- Goldsiein: Social Work Practice – Unitary Approach.

- Dubois and Miley: Social Work – An Empowering Profession.

- Surendra Singh Soodan K.S.: Horizon of social Work.

- Adams, Robert: The Short Guide to Social Work.

- Soodan, K.s.: social Work: Theory and Practice.

- Nitesh Dawan: Social Work Prospective – Philosophy and Methods.

- Singh, D.K. and Bhatiya, A.K.: Social Work –Concepts and Methods.

- Misra, P.D. : Social Work Profession in India.

- Pathak, Shanker: Social Work and Social Welfare.

- Turner,F.J. (Ed.): Social Work Treatment: Interlocking Theoretical Approaches.

- मिर्जा अहमद: समाजकार्य, दर्शन एवम प्रणालियाँ

- सुरेंद्र सिंह एवं आर. बी. एस. वर्मा: समाजकार्य के क्षेत्र

- किरपाल सिंह सूडान: समाजकार्य - सिद्धांत एवं व्यवहार

SW104 – Social Case Work

Objectives:

- Understand Social Casework as method of Social Work.
- Orientation of students regarding individualized approach to problem solving.
- Acquire knowledge of different models of treatment and enhancing problem solving skills.
- Develop Skills in motivational interviewing, counseling, recording and therapeutic intervention.

Course Contents:

Unit – I

- Social Casework: Concepts, Objectives, Components, Basic Assumptions, Phases, Principles and Development of Social Casework in USA and India.
- Social Case Work Practice in Different Settings.

Unit – II

- Social Case Work Process: Intake, Study, Diagnosis, Treatment, Termination and Evaluation.
- Social Case Work Practice: Use of Relationship, Concepts of Transference and Counter Transference and Their Significance, Use of Authority, Transactional Analysis.
- Schools of Social Casework: Functional and Diagnostic.

Unit – III

- Counselling: Introduction, Meaning, Need, Goals, Scope, Models and Process of Counselling
- Techniques of Counselling: Supportive, Behavioural, Cognitive and Psychoanalytical
- Issues involved in Counselling

Unit – IV

- Techniques and Skills of Social Case Work: Observation, Questioning, Interviewing, Home Visit, Resource Mobilization,
- Referral, Environmental Modification, Supportive Technique,
- Collateral Contacts, Casework Relationship and Communication, Counseling and Psychotherapy.
- Recording and Evaluation in Social Case Work.

Unit – V

- Models of Case Work Practice: Social Diagnostic (Richmond), Supportive and Modificatory (Hamilton), Problem Solving (Pearlman), Crisis Intervention (Rappaport), Classified Treatment Method (Florence Hollies) and Competency Based Approach (Elleen Grabrle)

Reference Books:
- Aptekar, H.H.: Dynamics of Casework and Counselling.

- Biestek: Case Work Relationship.

- Hamilton, Gordon: Theory and Practice of Social Casework.

- Perlman, H.H.: Social Casework – A Problem Solving Process.

- Pincus and Minahan: Social Work Practice – Models and Methods.

- Richmond, M.E.: What is Social Casework – An Introductory Description.

- Richmand, M.E. : Social Diagnosis.

- Roboerts, R.W. and Nee, R.H.: Theories of Social Casework.

- Upadyay, R.K.: Social Casework – A Therapeutic Approach.

- Timms, N. : Social Case Work – Principles and Practice.

- पी. डी. मिश्रा: वैयक्तिक सेवा कार्य

SW105 – Social Group Work

Objectives:

- Acquire knowledge about social group work as method of social work.
- Understand group formation and group leadership.
- Understand group process and effective use of programme media.
- Know about social group process.

Course Contents:

Unit – I

- Social Group Work: Meaning, Definition, Objectives, Principles, Skills and Values.
- Development of Social Group Work in US and India.

Unit – II

- Social Group Work Process: Intake, Study, Objectives, Goal Setting, Assessment, Stages of Group Development,
- Termination, Programme Planning and Development, Use of Programme.

Unit – III

- Models of Social Group Work Practice: Remedial, Mediating or Reciprocal, Developmental and Social Goal Model.
- Techniques of Group Work: Acceptance, Recognition, Loving, Sharing, Playing, Helping and Limiting.

Unit – IV

- Group Process: Meaning, Group Dynamics, Member's Behavior, Leadership, Decision Making and Problem Solving.

Unit – V

- Social Group Work Practices, Agencies, Different Settings in Indian Perspective, Recording and Evaluation in Social Group Work.

Reference Books:

- Siddiqui, H.Y.: Group work – Theories and Practices.

- Trecker, H.B. : Social Group Work – Principles and Practice.

- Konopka, G. : Social Group Work : A Helping Process.

- Wilson and Ryland: Social Group Work Practice. The Creative Use of Social Process.

- Toseland, R.W. and Rivas, R.F. : Introduction to Group Work Practice.

- Northern H. and Kurland: Social Work with Groups.

- Balgopal and Vasseil: Groups in Social Work –An Ecological Perspective.

- Shulman, L: The Skills of Helping Individuals, Families, Group and Communities.

- Misra, P.D. : Social Group Work.

- वनमाला शास्त्री: सामाजिक सामूहिक कार्य

SW107 – Skills English Communication

Unit - I

- **Listening Section**-I These include questions which test student's ability to understand main ideas and detailed factual information, ability to understand the opinions and attitudes of speakers, ability to understand the purpose of an utterance and ability to follow the development of ideas.
- A conversation between two people on an everyday, social topic. this means that student will listen to two people talking to each other about arranging a trip. Organizing an event, etc.
- This is a talk by one speaker on a general topic. this means that student listens to one person given information about a public event, a service provided, etc.

Unit -II

Listening Section-II:

- This is a conversation between two to four people in an educational or training context. This means that student listens to up to four people talking to each other about an assignment for a course. an academic subject in seminar, etc.
- This is a monologue on an academic or study-related topic. this means student will listen a person given lecture or talk, which is focused academically.

UNIT-III

Reading section-III:

These including reading for gist, reading for main ideas, reading for detail, skimming, understanding logical argument, recognizing writers' opinions, attitudes and purpose.

UNIT-IV

Writing section-IV:

The student needs to know the rules or writing and structure of writing. how does one write reflect how one process one's thoughts? to develop students writing style, students need to stick to the rules and practice writing a lot. Here teacher needs to explain to writing section of the IELTS in Detail.

UNIT-V

Speaking section-IV:

It involves a one-to-one interaction between the student and an examiner.
This section includes three parts, which give student the examiners a chance to check the student's range of different speaking skills.

Reference book: Cambridge English for IELTS

SEMESTER – II

SW201 – Community Organization and Community Development

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 Conductive to participatory practice in community development.

Course Contents:

Unit –I

- Community: Concept, Types- Rural, Urban, Tribal, Slum, Migrant and Marginalized, Community Power Structure and Dynamics.

Unit –II

- Community Organization: Concept, Principles, Techniques, Skills, Assumptions, Models, Strategies and Process.
- Indigenous Approaches to Community Organization: Sarvodaya, Gandhian Re-construction Programme, Bhoodan and Gramdan.

Unit – III

- Role of social worker/ External Agent in the Process of Community Organization.
- Community Leader: Traditional Vs. Modern, Formal Vs. Informal, Qualities of a Community Leader and Leadership Development.
- Recording in Community Organization.

Unit – IV

- Community Development Programmes in India: Concept, Approaches, Policies, Programmes and Critical Assessment of Rural Community Development and Urban Community Development People's Participation.

Unit – V

- Participatory Techniques in Development: Concept, RRA, PRA and PLA and limitation of Participatory Methods.

Reference Books:

- Ross, M.G.: Community Organisation.

- Durham, Arthur: Community Welfare Organisation.

- Murphy, G.G: Community Organisation Practice.

- Gandrade, K.D.: Community Organisation in India.

- Siddique, H.Y.: Working with Communities: An Introduction to Community Work.

- Peter Baldock: Community Work and Social Work.

- Mukharjee, N.: Participatory Rural Appraisal: Methodology and Application

- Arthur Hillman: Community Organisation and Planning.

- Marie Weill: Handbook of Community Practice.

- वर्मा, आर. बी. ए. एवं अतुल प्रताप सिंहः सामूदायिक संगठन व्यवहार

SW202 – Social Work Research Methods

Objectives:

- Understand Scientific method and its application in Social Work Research.
- Learn about research designs, sampling, and processing and research report.
- Know different tools of data collection.
- Inculcate attitude of scientific enquiry and objectivity.

Course Contents:

Unit – I

- Scientific Method: Meaning, Assumptions and Steps, Ethics in Research
- Social Research: Concept, Nature and Scope.
- Social Work Research: Concept, Scope and Difference with Social Research.
- Participatory Research: Concept and Application.

Unit – II

- Planning and Execution of Research Project: Formulation, Literature Review, Conceptualization, Determination of Objectives, Hypothesis, Methodology, Methods and Tools of Data Collection, Processing of Data, Analysis and Interpretation, Reporting.
- Hypothesis Formulation: Need, Meaning, Sources, Types and Characteristics of a Good Hypothesis.

Unit – III

- Research Design: Concept, Need, Types – Exploratory, Descriptive, Evaluative, Diagnostic, Experimental and Action Research, Cross-Sectional, Ex-post Facto.
- Qualitative and Quantitative Research Design.
- Sampling Methods: Need and Meaning of Sampling, Types – Stratified and Non-Stratified.

Unit – IV

- Data Collection: Sources, Methods and Techniques: Observation, Interview, Questionnaire, Interview Schedule, Case Study, Measurement and Scaling.

- **Research Report Writing:** Objectives, Contents and Qualities of Good Research Report.

Reference Books:

- Jahoda, D. and Cook: Research Methods in Social Relations.

- Polansky, N.A.: Social Work Research.

- Bailey, Kenneth: Methods of Social Research.

- Blalock and Blalock: Methodology in Social Research.

- बी. एम. जैन: रिसर्च मेथोडोलॉजी

- रामनाथ शर्मा एवं राजेंद्र कुमार शर्मा: सामाजिक सर्वेक्षण एवं अनुसन्धान में विधियां एवं प्रविधियां

- सुनील गोयल एवं संगीत गोयल : सामाजिक अनुसन्धान के मूल तत्व

- विजय हज़ारे: शोध प्रणाली

- संजीव महाजन: सामाजिक अनुसंधान, सर्वेक्षण एवं सांख्यिकी

SW203 – Social Statistics and Computer Applications.

Objectives:

- Understand Scope and use of Statistics in Social Work.
- Develop Capacities for application of Statistical methods in social work.
- Develop basic computer skills.
- Learn Microsoft office software.

Course Contents:

Unit – I

- Statistics: Meaning, Uses, Limitations in Social Work Research, Diagrammatic Representation of Data, Measures of Central Tendency.

Unit – II

- Measures of Dispersion, Co-efficient of Correlation, Chi-Square Test, T-Test

Unit – III

- Fundamentals of Computer: History of Computers, Components, Generation of Computer, Language, Applications of Computers, Operating System.

Unit – IV

- MS-DOS, MS-Windows, and Internet
- MS-Office: MS Word, MS Excel, Power Point.

Unit – V

- Internet Fundamentals: Scope and Application of Management Information System, FoxPro and Role of Internet Application in Social Work.

Reference Books:

- Cohen, Lilian: Statistical Methods for Social Sciences.
- Macmillan: Statistical Methods of Social Work.
- Gupta, S.P.: An Introduction Statistical Method.
- Gupta, U.P.: Fundamental of Statistics.
- रविंद्रनाथ मुख़र्जी: सामाजिक शोध एवं सांख्यिकी
- संजीव महाजन: सामाजिक अनुसंधान, सर्वेक्षण एवं सांख्यिकी

SW204 – Social Welfare Administration and Social Action

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 – I

- Social Welfare Administration: Meaning, Definition, Scope, Process and Skills.
- Social Welfare Administration in Government and Non- government Organizations
- Social Welfare Administration and Related Concepts: Social Administration, Social Service Administration, Social Security Administration, Welfare Administration, Social Work Administration, Social Agency Administration and Public Administration.

Unit – II

- Elements of Administration: Policy Making, Planning, Organising, Staffing, Directing, Coordination, Reporting, Budgeting, Communication, Reporting, Cost Benefit Analysis.

Unit – III

- Policies and Programmes regarding Welfare and Development of Weaker and Vulnerable Sections of Society. Administration of Social Welfare Dept. at Central and State Levels. Central Social Welfare Board.

- Fund Raising and Problems of Voluntary Organisation.

Unit –IV

- Social Action: Concept, Objectives, Principles and Strategies
- Models of Social Action: Concept and Types - Gandhian and Marxist, Legislative action model, Economic sanction model, Dialectical model, Physical action model, Conscientisation model, Institutional State, State Institutional, Populist Model of Social Action.

Unit –V

Process and Techniques of Social Action, Social Action as a method of Social Work, Social Action and Social Reform, Skills Involved in Social Action, Social Action in India

Reference Books:

- Goel, S.L. and Jain, R.K.: Social Welfare Administration (Vol. I and II)

- Chaudhary, D. Paul: Social Welfare Administration.

- Dubey, S.N.: Administration of Social Welfare Programmes in India.

- Kohli, A.S. : Administration of Social Welfare.

- Pathak, S.: Social Work and Social Welfare.

- Patti, Rino, J.: Social Welfare Administration: Managing Social Programmes in a Developmental Context.

- Sachdeva, D.R.: Social Welfare Administration.

- Skidmore: Social Work Administration.

- Siddique, H.Y. (Ed.): Social Work and Social Action.

- Moorthy, M.V.: Social Action.

- Verma, R.B.S.: An Introduction to Social Administration.

SW205 –Social Disorganization and Social Problems

Objectives:

- Understand Concepts of Social Disorganization and Social Problem.
- Know about approaches and interventions to study of social disorganization and social problems.
- Develop Understanding of Contemporary National Problems.
- Develop Capacity to analyze social problems.

Course Contents:

Unit – I

- Social Disorganization: Concept, Forms, Causes and Approaches.
- Concept of Social Organisation and its Difference with Social Disorganization.

Unit – II

- Juvenile Delinquency and Crime: Concepts, Theories, Prevention and Control.
- Changing Facets of Crime –White Collar Crime and Organized Crime, Social Deviance.

Unit – III

- Social Problem: Concept, Causes and Effects. Contemporary Problems in India: Corruption, Beggary, Prostitution, Substance Abuse, Poverty, Unemployment, Casteism, Communalism.

Unit – IV

- Violence: Forms, Theories and Control Strategies
- Atrocities against Weaker Sections: Women, Schedule Castes and Scheduled Tribes, Domestic Violence, Child Abuse.

Unit – V

- Problem of HIA/AIDS, Inter-Generation Conflict, Terrorism, Violation of Human Rights, Problem Related to Environment.
- Role of Social Workers and NGO in Redressal of Social Problems.

Reference Books:

- Elliot and Merrill: Social Disorganisation.

- Memoria, C.B.: Social Problems and Social Disorganization.

- Mowrer: Disorganization: Personal and Social.

- Ahuja, R.: Social Problems in India.

- Daniel and Ronrethi: Social Problems.

- Pandey, Rajendra: Social Problems of Contemporary India.

- संजीव महाजन: भारत में सामाजिक विघटन|

- रामजी यादव: सामाजिक समस्याएं

- मंजुलता छिल्लर : सामाजिक समस्याएं

- जी. आर. मदन : भारतीय सामाजिक समस्याएं

- तोमर, आर. बी. : सामाजिक संगठन

SEMESTER – III

SW301 –Social Policy, Planning and Development

Objectives:

- Understand nature and sources of social policy.
- Develop appreciation of relevance of social planning and social development to social work practice.
- Under development and social development.
- Know about sustainable development.

Course Contents:

Unit – I

- Social Policy: Concept, Scope, Objectives, Sources, Models and Process of Formulation of Social Policy.
- Social Policy and Indian Constitution.

Unit – II

- Social Planning: 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 – III

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

Unit – IV

- Development and Under Development: Meaning Criteria, Factors of Development, Economic, Social, Cultural,
- Psychological and Political Models of Development –Capitalism, Socialism, Mixed Economy.
- Strategies of Development.

Unit – V

- Social Development: Concept, Dimensions, Strategies, Indicators and Values.
- Participatory Approach to Social Development, Sustainable Development: Concept, Evaluation, Components, Factors.
- Millennium Development Goals, Gandhian Approach to Development.

Reference Books:

- Blakemere Ken, Blakemore, Kenneth and Griggs, E.: Social Policy: An Introduction.

- Hill, M.J.: Understanding Social Policy.

- Midgley, James and Livermore, M.: The Handbook of Social Policy.

- Titmus, R.M.: Social Policy.

- Chakraborty, S: Development Planning: Indian Experience.

- Sharma, P.N. and Shastri, C.: Social Planning, Concepts and Techniques.

- Gore, M.S.: Social Aspects of Development.

- Jacob, K.K.: Social Development Prospective.

- Rogers, P.P., Jalal K.F. and Boyd, J.A.: An Introduction to Sustainable Development.

- Kulkarni, P.D. and Nanavaty, M.C.: Social Issues in Development.

- Singh, R.R. (Ed.): Whither Social Development.

- Srivastava, S.P. (Ed.): The Development Debate: Critical Perspectives.

- Varma, R.B.S. and Singh, Atul Pratap: Inclusive Development in India.

- Singh, Atul Pratap and Singh, Arun Kumar: Social and Human Development.

- सिंह, सुरेंद्र पी डी मिश्र एवं ए. एन. सिंह : भारत में सामाजिक नीति, नियोजन एवं विकास

SW302 – Social Inclusion, Human Rights and Social Justice

Objectives:

- Understand Concepts of social inclusion, human rights and social justice.
- Examination of institutional mechanism available for different vulnerable groups.
- Develop Knowledge and Skills for the just and inclusive social order.
- Develop appropriate attitudes and commitments required to work for a Just and equitable society.

Course Contents:

Unit – I

- Social Exclusion: Concept, Dimensions, Mechanisms and Factors.
- Social Inclusion: Meaning and Measures. Government and Civil Society Initiatives for Social Inclusion.

Unit – II

- Vulnerability: Meaning, Forms, Problems and Issues faced by Dalits, Tribal's, OBC, Minorities, Woman, Differently Abled Persons, Unorganised Workers, Child Workers and Displaced Persons.

Unit – III

- Human Rights: Concept, Theories and Principles, 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 – IV

- Social Justice: Concept, Philosophy, Features and Forms.
- Instruments of Social Justice: Constitutional Base of Social Justice, Positive and Protective Discrimination, Public Interest Litigation, Legal Literacy, Free Legal Aid, Right to Information.

Unit – V

- Statutory Bodies/ Organs for Justice: National and State Commissions for

Women, Minorities, SCs & STs.

- Approaches of Interventions for Social Justice: Policy Initiatives, Legislative Programmes and Schemes.

- Role of Social Workers in Promoting Social Justice and Social Inclusion.

Reference Books:

- Bryne, David: Social Exclusion.

- De Hasan, Arjan: Social Exclusion: Towards a Holistic Understanding of Deprivation.

- Verma, H.S. (Ed.): The OBCs and The Dynamics of Social Exclusion in India.

- Sen, Amartya: Social Exclusion: Concept, Application and Scrutiny.

- Stoer, Stephen R., Theories of Social Exclusion, European Social Inclusion Series.

- Smonides, J.: Human Rights: Concept and Standards.

- Gupta, U.N.: The Human Rights: Converts and Indian Law.

- श्रीवास्तव, सुधारानी : भारत में मानव अधिकारी की अवधारणा

SW303 –Tribal Movement, Culture & Legislation

Objectives:

Orientation to Student about Social Movements. Understanding about issue of tribal movement in India. Orientation to student about constitutional and legislative safeguards available for Schedule Tribes. Orientation about the traditional Customary laws of STs.

Course Contents:

Unit - I

- Social Movement, Concept, Definition, Characteristic, Types, Theories, Stages, Differentiation between old and new Social Movement.

Unit - II

- Tribal Movement in India: Movements related to Land, Water and Forest, Tribal Agrarian Movement, Right based Movement, Tribal Movements before the Independence and after the Independence.

Unit - III

- Constitutional Safeguards for Tribes: Article 15(4), Article19(5), Article 23, Article 29, Article 164, Articles 330,332 and 334, 335, Article 338, Article 339(1), Article 341, Article 342, Article 366, Article 371 (ABC) Provisions, Practices &Problems.

Unit - IV

- Legislations for Tribes in India: Panchayat Raj System (Extension to Scheduled Tribe Area), Forest Right Act., The Schedule Caste and The Schedule Tribes (Prevention of Atrocities) Act 1989

Unit - V

- Tribal Customary Laws Nata Pratha, Bride price, Customs related to Marriage, Traditional Panchayat Systems, Justice System, Moutana Pratha.

Reference Books:

- Singh, Rejendra: Old and New Social Movement.

- Tilly Charles: Social Movement.

- Toch: The Social Psychology of Social Movements.

- जैन, पी सी : सामाजिक आंदोलनों का समाजशास्त्र, नेशनल पब्लिशर्स

- Tourinn: An Introduction to the Study of Social Movements.

- चौधरी, सुनील: पुरातन एवं नवीन जनजातीय आंदोलन

- सिंह, जन्मेजय सिंह, वी, एन: भारत में सामाजिक आंदोलन

- Verma, RBS, Choudhary Sunil, Jat Lalaram: Panchayat System in Scheduled Tribal Areas.

Specialization (Elective) Papers.

Human Resource Management

SW304 – ORGANIZATIONAL MANAGEMENT

Objectives –
- To develop understanding about concept of management and its application in different organizations.
- To develop understanding and basic skill of different managerial functions.
- To develop understanding, skills and insight of environmental and situational analysis.
- To develop understanding and basic skills of office management.
- To develop understanding of application of electronic media in organizational communication system and their role in decision making.

Course Contents

UNIT – I

Management: Concept, Definition, Theory and Principles, Professionalization of Management in India: Management as a Science and as an Art; Ethical Responsibilities of Management Towards Society: Role of Managers. Basic Managerial Functions – POSDCORB; Difference between Management and Administration.

UNIT – II

Planning and Organizing: In Business Organization and NGOs; SWOT– Analysis; Objectives and Policy Formulation; Strategic Planning; Decision Making: Strategic Planning - Steps; Implementation and Evaluation; Basic Issues in Organizing, Techniques and Approaches to Organizing.

UNIT – III

Staffing & Directing: H.R. Planning – Definition, Objectives, Steps; Recruitment & Selection; Scope of H. R. Planning in NGOs; Directing– Definition, and Principles, Different Techniques and Approaches in Directing; Informal Communication –Its Scope and importance in Management.

UNIT – IV

Office Management & MIS: Concept, Definition and Principles of Office Management: Factors Influencing Office Management, Record Keeping and Documentation; Public Relation.

MIS: Definition, Objectives, Scope; Decision-Making; Financial Information System; Personnel Information System; Application of INTERNET and E-MAIL etc.; MIS as a Communication System.

UNIT – V

Controlling: Concept, Definition, Steps, Behavioral and Economic Aspects of Controlling, Control Areas; Budgetary Control; H.R. Audit: Management of Aids and Donation.

Reference Books:

- Ashwathapa, K. 2005: Human Resource and Personnel, Tata.

- Kumbhat, J. R. and Mittal, S.K. 1982: Management and Industrial

  Relations (Hindi), Allahabad: Kitab Mahal.

- Memoria CB 1996: Personnel Management Bombay: Himalaya Publishing

  House.

- Monappa, Arun and Saiyadain, Mirza S. 1994: Personnel

  Management New Delhi: Tata McGraw Hill Publishing Company

  Limited.

- Tripathi, P.C. 2006: Human Resource Development, New Delhi:

  Sultan Chand and Sons

SW305 – Labour Legislation in India

Objectives:

- Providing working knowledge of labour laws.
- Explaining Concept and need for labour legislation.
- Discuss main provisions of important Acts related to labour.
- Know about international labour organisation.

Course Contents:

Unit – I

- Labour legislation: Need, Concept and Sources International Labour Organisation: Structure and Functioning.
- Impact of ILO on Indian Labour Legislation.

Unit – II

- The Factories Act, 1948, Mines Act, 1952, The Plantations Labour Act, 1951.

Unit – III

- The Payment of Wages Act, 1936, The Minimum Wages Act, 1948, The Payment of Bonus Act, 1965.

Unit – IV

- The Industrial Employment (Standing Orders) Act, 1946
- Inter-State Migrant Workman (Regulation of Employment and Conditions of Services) Act, 1979
- The Child Labour (Prohibition and Regulation) Act, 1986

Unit – V

- Building and Other Constitution Workers (Regulation of Employment and Conditions of Service) Act, 1996, The Equal Remuneration Act, 1948, The Contract Labour (Regulation and Abolition) Act, 1970.

Reference Books:

- Malik, P.L.: Industrial Law
- Concerned Bare Acts.

Development Management

COURSE 306 – DEVELOPMENT ISSUES

(Specialized Elective Course-DM)

OBJECTIVES

•To impart knowledge about the concept, strategies and the latest trends of development.
•To make the trainee aware of the determinants of poverty and the policies of poverty alleviation.
•To impart knowledge about the problems and the challenges faced by different types of communities in the context of globalization, privatization and structural adjustment programmes.

Course Contents

UNIT – I

Introduction to Development: Concepts and theories of Development, Models, Principles and pre-requisites of development, Approaches and facets of development, Social change and modernization, sustainable development.

Social Development: Models, Strategies and major areas, People's participation in development, Development through five year plan, current development concern, Partners in Social Development – Government, NGOs, Panchayat etc.

Human Rights and Development: Empowerment – Concept, methods and importance. Human Rights – Concepts, Principles and theories of human rights, Human rights approach to development, Human rights activism and role of NGOs.

UNIT – II

Poverty: Concept structural determinants of poverty, Poverty theories, Different Facets of poverty, Approaches and policies for poverty alleviation, Poverty and New World order.

New Economic Policy and Restructuring: Globalization, Structural adjustment and new economic policy, their impact on society in general and socially disadvantaged group in particular, need for social safety net.

UNIT – III

Tribal Development: Status of tribal in India, Demographic and spatial distribution, Economic, Cultural and ethnic construct of tribal identity, Impact of urbanization and intercultural contacts, Tribal rights related to land, water and forest. Land and Forest legislation created to tribal.

UNIT – IV

Rural Development: Perspectives and Problems of rural development, Land reforms, Agrarian development and related issues, Policies and Programmes of rural development.

UNIT – V

Urban Development: Urbanization in India, Demographic, occupational and economic aspects, problems of urbanization and slums, Urban community – development in India, Urban Municipal administration, 74th amendment and urban planning.

Reference Books:

- Sharma, P.D. : Ecology and Environment.

- Sapru, P.K. (Ed.) : Environment Management in India.

- Policy Related to Development, Displacement and Rehabilitation.

- Sharma, S.L.: Development: Socio-Cultural Dimension.

- Subramaniam, S. : Human Rights: International Challenges.

- Saksena, K.P.: Human Rights Perspective and Challenges.

- Rao, R.B.: World Summit for Social Development.

- Nayak, R.K. and Siddique, H.Y. (Eds.): Social Work and Social Development.

- Midgle, J.: Social Development: The Development Perspective in Social Welfare.
- Verma, R.B.S., Sunil Choudhary, Lal Ram Joy (Eds.): Panchayat System in Scheduled Tribal Areas

SW307 – SOCIAL ADVOCACY AND NETWORKING

(Specialized Elective Course-DM)

Objectives:

- Providing knowledge about the concept and issues related to social advocacy.
- Generating awareness among students regarding legal and administrative machinery related to issues of social advocacy.
- Know about different systems related to advocacy.
- Getting Knowledge about mass communication.

Course Contents:

Unit – I

- Social Advocacy: Concept, Importance, Steps, Principles and Means.
- Advocacy Issues: Related to Children, Women, Differently Abled Persons, Displaced Persons, Unorganised Workers, Human Rights and Right to Information.
- Legal and Administrative Machinery related to Issues of Social Advocacy.

Unit – II

- Constitutional Provisions: Preamble, Fundamental Rights, Directive Principle of State Policy, Mechanism of Introduction, Amendment and Replacement of Laws.

Unit – III

- Different Systems: Executive, Judiciary, Police Administration.
- Legal Support Mechanism: Public Interest, Litigation, Legal Aid System, Procedural and Practical Aspects of Dealing with Police and Local Administration.

Unit – IV

- Lobbying and Propaganda: Political System and Social Advocacy, Public Opinion, Political Parties, Interest Groups and Pressure groups.
- Strategic Alliance/ Networking: Inter-relationships and Alliances with Administration, Government Organisations, NGOs, Funding Agencies, Corporate, Educational Institutions.
- Generic and Issue Based Networking, State Networking and National and International Scenario.

Unit – V

- Mass Communication and Media Relations: Importance, Concept, Strategies and Techniques (Traditional and Modern).
- Use of Information Technology and Social Advocacy.
- Types of Mass Media, Strategic Choice of Media, Media Relations, Sensitizing Media and Media Documentation (Writing News, Features, Stories etc.)

Reference Books:

- Kohnke, M.F. : Advocacy : Risks and Relatives.

- Hyam Mcehael: Advocacy Skills.

- Keith Evans : Golden Rules and Advocacy.

- Munkano, J.H.: Techniques of Advocacy.

- Indian Constitution

- Indian Penal Code.

- Deshta, Sunil: Lok Adalats in India

COURSE 401 – TRAINING AND DEVELOPMENT

Objectives-

•To develop a understand about the concept & importance of training & development & its scope in social work practice.

•Sensitized about the training needs, management & execution of training programme, concept of fearing, choosing of training methods & techniques during the training programme.

•To develop skills in formulation of training programme for different kind of Beneficiaries & sectors.

Course Contents

UNIT – I

Training – Meaning, Objectives & Importance. Different between Training, Education & Development. Roles & Responsibilities of State Organization & Ministry in Formulating Training Policies & Programmes.

Roles and Responsibility: Training Department & Training Manager.

UNIT – II

Types of Training: Within organization and by outside agencies by Management Institute, Productivity Council, and Professional Bodies & Consultants.

Learning: Concept & Principles of Learning Training at various levels for different functionaries.

UNIT – III

Process of Training: Designing and its Steps.

Roles & Responsibilities & Competency of Training Manager Pre, During & after the training.

UNIT – IV

Training Needs: Objectives, Significance, Methods of Determining Training Needs.

Training Methods and Techniques: Selection of Appropriate Training Methods, Types of Training Methods, Enhancing Knowledge, Attitude & Skills.

Training Modules & Training of Trainers, It's Needs.

Important of Communication in Training Programme, Meaning, Types.

UNIT – V

Implementation and Evaluation:

Implementation: Objectives, Training Policy, Training Schedule, Implementing Strategies, Preparation of Sessions, Implementation Skills, Monitoring and Evaluation.

Evaluation: Need, Objectives, Trainers, Skills & Knowledge for Evaluation, Steps of Evaluation.

Reference Books:

➢The Training Managers (A Hand Book) 2003, Eddie Davies Crest, Publishing House, New Delhi. ➢Deva Vasu "Training & Development", Ajay Verma, New Delhi – 110002

➢Soni Shyam Sunder "Training & Development, Indian Society for Training & Development, New Delhi – 110016

➢Vohra Munish "Management Training & Development 2006", Anmol Publications Pvt. Ltd; New Delhi – 110002 (India)

➢Devendra Agochya "Every Trainers Handbook" 2001, Sage Publications India Pvt. Ltd.

➢Martyn Sloman "A Handbook for Training Strategy" (1998) Third Edition, Jaico Publishing House, Mumbai.

➢S. Kapur "Planning & Conducting A Training Programme, 2002, Infinity Books, New Delhi.

➢Ralf P Lynton, Udai Pareek "Training & Development," Part-I & II for policy makers & change managers, Sage Publications, New Delhi.

SW402 – Project Planning &Development

Objectives:

- Orientation of Student regarding development projects.
- Imparting Knowledge to Student regarding formulation of project.
- Imparting basic knowledge regarding man-power planning in project.
- Understanding the monitoring and evaluation of project and project funding in India.

Course Contents:

Unit – I

- Project: Concept, Definition, Nature Characteristics, Importance and Scope, Types and Differentiation between Programme, Project and Activities.

Unit – II

- Project Planning and Formulation: Identification of Project Idea, Screening of Project Idea, Feasibility Study, Project Proposal, Components of the Project Proposals – Research Project, Action Project.

Unit – III

- Manpower Planning in Project: Types of Manpower in Project, Manpower Requirement Analysis, Recruitment, Selection Training & Development, Project Team Formulation, Project

- Leadership – Skills & Qualities of Project Leader.

Unit – IV

- Monitoring and Evaluation: Evaluation Objectives, Types and Methodology Monitoring Tools, Performance Evaluation. logical Framework Analysis.

Unit – V

- Project Funding in India: Government Agencies, Health Dept., Panchayat Raj & Rural Development Dept., UN Agencies: UNICEF, UNDP, UNFPA etc.

Reference Books:

- Vasant Desai: Project Management.

- Prasoonn Chandra: Project Planning & Analysis.

- Sharma and Agrawal : Project Management.

- Gray Lerson: Project Management – The Managerial Areas.

Specialization (Elective) Papers.

Human Resource Management

SW403 – Introduction to Human Resource Management

(Specialized Elective Course-HR)

Objectives:

- Impart knowledge about, concept, principles and functions of HRM.
- Develop competence among students regarding human resource management Issues.
- Providing Knowledge regarding wage and salary administration.
- Impart knowledge about the disciplinary procedure of organization.

Course Contents:

Unit – I

- Human Resource Management: Definition, Significance, Evolution, Philosophy, Objectives, Scope, Principles and Functions.

- Qualities of HRM Functionary.

Unit – II

- Human Resource Planning, Forecasting Requirement, Sources of Manpower Supply, Recruitment and Selection, Induction and Placement, Transfer, Promotion, Training and Development.

Unit – III

- Job Analysis, Job Evaluation, Performance Appraisal: Objectives, Methods, Performance Counselling and Potential Appraisal.

Unit – IV

- Wage and Salary Administration: Factors Influencing Wage and Salary, Methods of Wage Fixation in India, Incentive Wages.

Unit – V

- Discipline: Concept and Purpose, Employee Discipline and Disciplinary Procedure, Workers' Participation in Management, Industrial Social Work.

- Emerging Perspective on Human Resource Management.

Reference Books:

- Flippo : Personnel Management.

- Memoria, C.B.: Personnel Management.

- Storey, John: Managing Human Resource.

- Tripathi, P.C.: Human Resource Management.

- Monappa and Saiyadan: Personnel Management.

- Ashwathapa K.: Human Resource and Personnel.

- वर्मा, आर. बी. एस एवं अतुल प्रताप सिंह: मानव संसाधन विकास एवं प्रबंधन की रूपरेखा

- नौमा, बी. पी: औद्योगिक संबंध एवं सामाजिक सुरक्षा

- वर्मा, आर. बी. एस. एवं अतुल प्रताप सिंह: उद्योगों में अनुशासनात्मक प्रक्रिया

SW 404 - Trade Unions and Industrial Relations

(Specialized Elective Course-HR)

Objectives:

- Know about the concept of trade union and its role in industrial organisation.
- Acquaint to trade union leadership.
- Give knowledge about concept and importance of industrial relations.
- Provide knowledge about collective bargaining and redressal of industrial conflict.

Course Contents:

Unit – I

- Trade Union: Concept, Objectives, Functions. History of Trade Union Movement in India.
- Trade Union Leadership.

Unit – II

- Theories of Trade Union.
- Central Labour Organizations.
- Political Affiliation of Trade Union.
- Trade Union Rivalry – Intra and Inter.
- The Indian Trade Union Act, 1926

Unit – III

- Industrial Relations: Concept, Objectives, Scope, Approaches, Determinants and Reflectors.
- The Industrial Disputes Act, 1947

Unit – IV

- Collective Bargaining: Definition, Objectives, Principles, Forms, Methods and Theories.
- Legal Framework of Collective Bargaining.

Unit – V

- Industrial Conflict: Meaning, Approaches and Style of Managing Industrial Conflicts.
- Grievance: Meaning, Grievance Procedure
- Workers' Participation: Concept and Practices.

- Trusteeship: Concept and its Influence on Industrial Relations in India.
- Changing Socio-Economic Scenario and Industrial Relations in India.

Reference Books:

- Pramod Verma and Mukerjee, S. : Trade Union in India.

- Khare, H.P.: Current Trends in Indian Trade Union Movement.

- Punekar : Labour Welfare, Trade Union and Industrial Relations.

- Venkata Ratnam C.S. : Industrial Relations.

- Tripathi, P.C. : Industrial Relations.

- Malik, P.K.: Industrial Laws Vol.1 and Vol.2

- Goswami, B.G.: Labour and Industrial Laws.

- Singh, B.P. and Chhabra, T.N.: Personnel Management and Industrial Relations.

- वर्मा, आर. बी. एस. एवं अतुल प्रताप सिंह: उद्योगों में अनुशासनात्मक प्रक्रिया

SW405 – Employee Welfare and Social Security

(Specialized Elective Course-HR)

Objectives:

- Knowledge about concept and importance of labour welfare.
- Acquaint to various agencies of labour welfare.
- Explain the importance and concept of Social Security.
- Give working knowledge about social security laws.

Course Contents:

Unit – I

- Labour Welfare: Concept, Importance, Objectives, Scope, Philosophy and Principles.

Unit – II

- Approaches to labour welfare.
- Historical Development of Labour Welfare in India.
- Status and Duties of Labour Welfare Officers in Industrial Organisation.

Unit – III

- Constitution and Legal Framework regarding Labour Welfare.
- Agencies of Labour Welfare: Roles of State Employer and Trade Union in Promotion of Labour welfare.
- Programmes and Policies of Labour Welfare in India.

Unit – IV

- Social Security: Concept, Importance and Forms.
- Policies, Programmes and Perspectives of Social Security in India.
- The Workers Compensation Act, 1973

Unit – V

- The Employees State Insurance Act, 1948.

- The Employees Provident fund and Miscellaneous Provisions Act, 1952.
- The Maternity Benefit Act, 1961.
- The Unorganised Workers' Social Security Act, 2008

Reference Books:

- Punekar, et.al.: Labour Welfare, Trade Unionism and Industrial Relations.
- Vaid, K.N.: Labour Welfare in India.
- Sharma, A.M.: Aspects of Labour Welfare and Social Security.
- Moorthy, M.V.: Principle sof Labour Welfare.
- Malik, P.K.: Industrial Laws Vol.I and Vol.II.
- Misra, B.N.: Dynamics of Social Security Administration.
- Concerned Bare Acts.
- सुरेंद्र सिंह: स्वदेश एवं विदेश में सामाजिक सुरक्षा (वॉल. १ एवं वॉल ३)
- वर्मा, आर. बी. एस. एवं अतुल प्रताप सिंह: श्रम कल्याण एवं सामाजिक सुरक्षा

Development Management

SW406 – Management of Human Service Organisation

(Specialized Elective Course-DM)

Objectives:
- Knowledge about legal framework about human service organisation.
- Awareness about staffing pattern of human service organisation.
- Knowledge about financial management of human service organisation.
- Understand, need and importance of social security measures of human service organisation.

Course Contents:

Unit – I

- Legal Provisions regarding Human Service Society, Trust, Charitable and Endowment Organisation, Cooperative Societies and Charitable Company.

Unit – II

- Human Resources for Human Service Organisation: Policy, Planning, Functions, Office Management, Record Keeping.

Unit – III

- Fundamentals of Financial Management, Budgeting, Fund Raising, FCRA.
- Monitory and Evaluation Techniques related to Human Service Organisation.

Unit – IV

- Institutional growth and Development: Organisation Development, Team Building, Accountability, Transparency,
- Organisation Culture.
- NGO Networking and Alliances of Different levels.

Unit – V

- Social Security Measures for Employees of Human Service Organisation.
- Policy related of Human Service Organisations.

- Role of NGOs in Development and Nation Building.
- Recent Trends.

Reference Books:

- Sharma, K.K. : Modern Office Management.

- Den. Yer J.C. : Office Management.

- Aswathappa K.: Human Resource and Personnel

  Management.

- Monoppa, Arun et.al.: Personnel Management

- Chaudhary, D. Paul: Social Welfare Administration in India.

- Verma, R.B.S.: Social Administration.

SW407 – Development Support Systems

(Specialized Elective Course-DM)

Objectives:

- Knowledge about development administration and related machinery.
- Generation of awareness about organisations related to development.
- Know about social networking.
- Acquaint about micro credit system.

Course Contents:

Unit – I

- Public Systems: Concept of State and Civil Society, Constitution and Government Systems. Division of Subjects and Devaluation of Functions among Union, State and Local Government.

- Administrative System and Machinery in Districts.
- Panchayat Raj System: District, Block and Village Level and their Role in Development.

Unit – II

- Structure of Development Administration of Centre and State: Central Ministers and Their Programmes: Human Resource Development, Social Justice and Empowerment, Rural Development, Urban Development, Labour, Tribal etc.

Unit – III

- Organisations related to Development.
- Government Organisations: Planning Commission, CAPART, RCI, National Commissions of Women, Human Rights and Children.
- Non-Government Organisations.

Unit – IV

- International Institutions: UNDP, UNICEF, UNIFEM, UNHCR, WHO, ILO, World Bank.

Unit – V

- Micro Credit and Banking Institution: Role of Nationalized Banks, Cooperative

Banks, Grameen Banks, Housing Bank, Micro-Credit Societies and their role in Development

Reference Books:

- Development Support System (Study Material USSW)

- Mehta, Vasant : Panchayat Raj.

- मधुसूदन त्रिपाठी: भारत में लोक प्रशासन

- उपाध्याय, आर. बी. एवं शर्मा, ओमप्रकाश: सहकारिता एवं सामुदायिक विकास

SW 408 – DEVELOPMENT PARADIGMS

(Specialized Elective Course-DM)

Objectives –

- To develop on understanding regarding human relation to environment and present NRM concerns.
- To inculcate basic knowledge regarding disaster management within students.
- To sensitize the students regarding development issues.
- To impact knowledge and skills to students regarding usage of participatory techniques in development.

Course Contents

UNIT – I

- **Natural Resource Management:** Human relationship to environment, Challenges to human survival, Issues related to natural resources, Forest, Water and energy and their management, Climate change and its effects, Brief Introduction about Indian activism in environmental issues.

UNIT – II

- **Displacement, Development and Technology:** Perspectives to Development and Displacement, Social Cost of Development, National Rehabilitation Policy, Rights to Displaced Person, Social Work Rehabilitation Strategy in the Rehabilitation of Displaced Persons.

UNIT – III

- **Disaster Management:** Disasters – Definition, Types and Its Management, Disasters and Disadvantages, Psycho-Social Intervention with Disaster Affected People.

UNIT – IV

- Concept of Gender and Gender Issues in Indian Society, Concept of Gender Budgeting, Reproductive Health, Present Status and Scope for Intervention, Development Issues Related to Education, Issues Related to Right to Food.

UNIT – V

- **Introduction to Participatory Methods:** The Concept of Participatory and its Importance to People Centered Development, Participatory Working Techniques – RRA and PRA, Concept and Usage Participatory Research, Monitoring and Evaluation.

Reference Books:

- चौधरी, बी एल एवं अन्य: पर्यावरण अध्ययन अपैक्स पब्लिशिंग हाउस

- नरैनी प्रकाश नारायण, लिंग एवं समाज, रिसर्च पुब्लिकेशन्स, नइ दिल्ली

- Mukherjee Neela, Participatory Rural Appraisal Methodology and Application, Concept Publishing Company New