

Master of Social Work (Syllabus)

Syllabus



School of Social Science

Devi Ahilya Vishwavidyalaya, Indore

S.No.	Type of Subject	Code	No. of Subjects	Credit/Subject	Total Credits
1-	Core	C	14	3	42
2-	Elective Discipline	D	4	3	12
	Elective Generic	G	2	3	6
3-	(Soft Skill) Personality Development	S	2	3	6
4-	Ability Enhancement	A	4	4	16
5-	Comprehensive Viva-Voce	V	4	4	16
6-	Project Work (Summer Internship)	P	2	2	2
	(Dissertation)			4	4
					104

M.S.W. Syllabus 2015-17

I Semester

Sr. No.	Nomenclature of paper	credits
1	Introduction to social welfare (Core)	3
2	Fundamentals of human growth and behaviour(Core)	3
3	Introduction to contemporary society (Core)	3
4	Methods of working with people-I social work with groups (Core)	3
5	Social communication (Soft Skills)	3
6	Social welfare administration (Core)	3
7	Social work practicum (Ability Enhancement)	4
8	Comprehensive viva voce (Virtual Credit)	4
	Total	26

II Semester

Sr. No.	Nomenclature of paper	credits
1	Fields of social work in India (Core)	3
2	Health , behaviour and behavioural problems (Core)	3
3	Methods of working with people –II (Social case work) (Core)	3
4	Social work research and statistics (part-I) (Core)	3
5	Computer application ; theory and practical (Soft Skills)	3
6	Social Counselling(Generic- elective)	3
7	Social work practicum (Ability Enhancement)	4
8	Comprehensive viva voce (Virtual Credit)	4
	Total	26

III Semester

Sr. No.	Nomenclature of paper	Credits
1	Social policy and legislation in India (Core)	3
2	Community organization and Social action (Core)	3
3	Social work research and statistics (part-III) (Core)	3
4	Specialization paper Group (A,B,C) (Elective)	3
5	Specialization paper Group (A,B,C)(Elective)	3
6	Women studies (Generic- Elective)	3
7	Summer Internship(Project)	2
8	Social work practicum (Ability Enhancement)	4
9	Comprehensive viva- voce (Virtual Credits)	4
	Total	28

IV Semester

Sr. No.	Nomenclature of paper	Credits
1	Social development (Core)	3
2	Indian social problems (Core)	3
3	Specialization paper (Group A,B,C) (Elective)	3
4	Specialization paper (Group A,B,C) (Elective)	3
5	Dissertation (Project work)	4
6	Social work practicum (Ability Enhancement)	4
7	Comprehensive viva- voce(Virtual Credit)	4
	Total	24

Specialization groups

Group A Labour welfare and human resource management

- (IIIA) Labour, industry and social work
- (III B) Labour legislations
- (IVA) Industrial relations and trade unionism
- (IV B) Management of human resources

Group B Community development

- (III A) Rural community development
- (III B) Urban community development
- (IV A) Tribal community development
- (IVB) Community development and management

Group C Medical and psychiatric social work

- (III A) Medical and psychopathology and assessment of psychiatric disorders.
- (III B) Interventions in psychiatric disorders
- (IVA) Health welfare administration
- (IV B) Medico psycho social work intervention

M.S.W. SEMESTER-I

PAPER: 1 INTRODUCTION TO SOCIAL WELFARE

Unit-1 Concept of social welfare

1. Social welfare: concept, need and objectives
2. Philosophy of social welfare and social work
3. Social welfare in historical perspective
4. Financial management of social welfare services.

Unit-II Social welfare and related terms

- 1.. Social planning and social administration
2. Social reforms
3. Social security
- 4 . Social action
5. Social justice
6. Social and welfare services
7. Social legislation
8. Human rights
9. Empowerment

Unit-III Professional social work an introduction

1. The concept of professional social work-alignment of scientific and humanitarian motives for promoting social welfare
2. The basic principles and values of professional social work
3. Evolution of professional social work in UK, USA,
4. Evolution of professional social work in India.

Unit-IV Social work as a profession

1. Nature and characteristics of a profession
2. Career prospects in social work.
3. Professional status of social work in India
4. Ethos, code of ethics for social workers, social work literature.

Unit-V Methods of social work

1. Primary and secondary methods of social work
2. Interface between professional and voluntary social work
3. Social work in pre- Gandhian and post-Gandhian era. and Gandhian Charter of social reconstruction
4. Involvement and contribution of social workers in national development

Suggested Readings:

1. Friedlander, WA : Introduction to Social welfare ,New York Prentice Hall, 1959
Government of India: Social Welfare in India ,New Delhi, Planning Commission 1980

2. Shastri, Rajaram : Samaj Karya, Varanasi: Kalyan Tatha Siksha Sansthan
1972
3. Pathak,S : Social welfare, New Delhi: Mac Millan India.
1981
4. Kulkarni, PD, : NGOs in the Changing Scenario, New Delhi: Uppal
MC Nanavati 1998 Publishing House
5. Surendra Singh : Encyclopedia of Social work in India: New Royal Book
2012 Company, Lucknow.
6. Sanjay Bhattacharya: Introduction to Social Work Deep and Deep
Publications, 2008 New Delhi
7. Desai M : Curriculum Development on History of Ideologies for
2002 Social Change and Social Work, TISS Mumbai
8. Banks, S : Ethics and Values in Social Work, Macmillan Press Ltd,
1995 London

PAPER NO.2 FUNDAMENTALS OF HUMAN GROWTH & BEHAVIOUR

Unit I: Mental health & psychology

1. Psychology : definitions and fields
2. Mental Health : meaning, definitions, characteristics
3. Normal & abnormal behavior : meaning, characteristics
4. Human development : heredity and environment

Unit II: Mental hygiene

1. Meaning, definition and scope of mental hygiene
2. Characteristics and importance of mental hygiene
3. Aims of mental hygiene
4. Principles of mental hygiene
5. Programme of mental hygiene

Unit III: Developmental stages

1. Developmental stages I : prenatal, infancy
2. Developmental stages II : babyhood, childhood
3. Developmental stages III : puberty, adolescence, adulthood.
4. Developmental stages III : middle age, old age.

Unit IV: Personality development

1. Psycho-sexual development theory: Sigmund Freud
2. Psycho-social development theory: Erick Erickson
3. Defense mechanism
4. Perspectives of psychopathology

Unit V: Social psychology

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

Required Readings:

1. Hurlock, E.B. : Developmental psychology, a life span approach ,Tata
1977 McGraw-Hill, New Delhi,
2. Morgan, C.T. : Introduction to psychology 7th edition ,Tata McGraw-Hill,
New Delhi
1993
3. Hall, C.S. and : Theories of personality ,Wiley, New York
Lindzey, G. 1978
4. Page, J.D. : Abnormal psychology, Tata McGraw-Hill, New Delhi
1991
5. Jayaswal, S.R. : Guidance and counseling : an elective approach, Lucknow
1968
6. Maslow,A.H : A Theory of human motivation, psychological review
1943
7. McGregor,D. : The human side of enterprise. N.Y. McGraw-Hill
1960
8. McClelland,D.C. : Power: The inner experience. N.Y. Irvington
1975
9. Murray H.A. : Exploration in personality. N.Y. Oxford University Press
1938
10. Robinson,A.J. : The 1972 annual handbook for group facilitators. San Diego,
1972 CA: pfeiffer & Company
11. Sashkin,M : The 1981 annual handbook for group facilitators. San Diego,
1981 CA: pfeiffer & Company
12. Kuppaswamy, B. : Introduction to social psychology, asia pub. house, Bombay.
1961
13. Baron , R. A. and : Social psychology, 8th edition , prentice hall of India pvt.
ltd.,
Byrne, D. 2000 New Delhi.
14. Rao N. S. : Counseling and guidance , Tata McGraw-Hill, New Delhi
1991

PAPER 3-INTRODUCTION TO CONTEMPORARY INDIAN SOCIETY

UNIT I: Conceptual & theoretical perspectives to understand society

1. Society: nature, approaches, functions, theories of society (evolutionary, cyclical, conflict and systems theories).
2. Social group: concept & characteristics of primary group, secondary group, reference group.
3. Culture: concept of culture, traditions, customs, values and norms
4. Indian culture vs Western culture.

UNIT II: Social system

1. Social system & sub system: structure & function, classification of system.
2. Social institutions: family, marriage, kinship, property (present trends).

UNIT III - Social process of contemporary society

1. Social structures: status & role.
2. Social process: meaning and kinds of social interaction, socialization, cooperation, conflict, assimilation, social control.

UNIT IV: Polity & Economy of Contemporary Society

1. State: elements, role and functions.
2. Democratic government & process.
3. The nature of economic development, classification of developing countries,
4. Liberalization, privatization and globalization (L.P.G.) and its impact on contemporary society.

UNIT V: Social stratification and social change in contemporary society

1. Social stratification: its implications and relevance in contemporary society.
2. Social change: concept, factors and dimensions of change.
3. Theories of social change in India: sanskritization, westernization, modernization, secularism.
4. Reservation, its pros and cons and impact on contemporary society.

Suggested Readings

- | | |
|----------------------------|--|
| 1. Ahuja, Ram
1997 | : Social problem in India, Rawat publishers, Jaipur |
| 2. Madan, GR
1981 | : Indian social problems, Allied publishers, New Delhi |
| 3. Reddy, KS
1997 | : Poverty and unemployment, Anmol publishers, New Delhi |
| 4. Vasant, Moon
2002 | : Growing up untouchable in India, Sage publication, New Delhi |
| 5. Ghanshyam, Shah
2010 | : Dalit identity and politics, Sage publications, New Delhi |
| 4. Joshi, Sandeep | : IRDP and poverty alleviation, Rawat publications, Jaipur |

- 1999
5. Beteile : A sociology, New Delhi: Oxford.
2002
6. Shankar Rao, C.N. : Sociology, S. Chand and company Ltd., New Delhi:
2005
7. Sharan, Raka :A handbook of sociology, New Delhi: Anmol publications.
1991
8. Srinivas, M.N. : Indian social structure, New Delhi: Hindustan publishing
1991 house.

PAPER: 4 METHODS OF WORKING WITH PEOPLE-I (Social Work with Groups)

Unit I Understanding concepts of group work

1. Concept of group and its importance in human life cycle, types of groups
2. Concept, and characteristics of social group work
3. History and development of social group work in west and in India

Unit II Social group work as a method of social work

1. Theories and models in social group work
2. Values and distinctive principles of social group work
3. Role of group worker
4. Social group work in different fields
5. Group work in institutional settings
6. Understanding individual in the group process and group as a totality

Unit III Social group work process and programmes

1. Steps or process of group formation
2. Stages / phases in group development
3. Factors affecting group development and role of social worker in different
4. Stages of group development
5. Concept and importance of programme in group work practice
6. Programme planning, development and implementation process

Unit IV Skills, techniques, recording and evaluation in social group work

1. Skills of group worker- for group development, programme planning, and programme implementation
2. Recording in group work: principles and types of recording, techniques of recording- observation, sociogram.
3. Evaluation in group work- importance of continuous evaluation in group work, types and methods of evaluation

Unit V Group process and dynamics

1. Social processes in group work
2. Leadership and its development in group work process
3. Communication in group
4. Group Dynamics:- group bond, group- conflict, confrontation, apathy and group control

Suggested Readings

1. Balgopal, P.R and : Groups in social work, An ecological perspective,
Vassil, T.V
1983
Macmillan publishing company. inc., New York
2. Banerjee, G.R : Papers in social work, Tata institute of social science,
1973
Bombay
3. Bhatt R.M. : Records of social group work practice in India, Baroda
1960
university: Baroda
4. Singh, Surendra (ed): Encyclopedia of social work in India Vol.2 and 4 ,
2012
published by New Royal book company, New Delhi
5. Friedlander W.A (ed.) : Concepts and methods of social work, Prentice Hall
MC, 1958
Englewood Cliffs, N.J.
6. Garvin, Charles D. : Handbook of social work with groups, Rawat
et al (eds.)2008
Publications, New Delhi.
7. Johnson, F.P. : Group theory and group skills, Beston Mass: Rcorson/
2003
Allyn and Bacon
8. Konopka Gisela : Social group work: A helping process, Prentice Hall
1963
Englewood Cliffs, N.J.
9. Mirza, A : Samaj karya (Hindi) Edit by Dr..Kripal Singh
1983
,Sadanand, Nimmi Shrivastava,Navjyoti scientific
publication:Lucknow
10. Siddiqui, H.Y. : Group Work: theories and practices, Rawat
publications, 2008
New Delhi.
11. Trecker, Harleigh B : Social group work- principles and practices, New York
1955
association press
12. Wilson, Gertrude and : Social group work practice. Boston: Houghton Mifflin
Gladys Ryland 1949
Co.
13. Gopelwar, B. : Social group work, Indian Institute of youth welfare
2007
14. Ryland and Wilson : Social group work Practice, USA: Houghton Mifflin
Co. 1949

PAPER:5 SOCIAL COMMUNICATION

1. Communication: meaning, nature, definitions, features, processes, models, functions
2. Objectives of effective communication: information, order, advice, suggestions, motivation, persuasion, warning, education, raising morale, conflicts and negotiation, group decision making
3. Dimensions of communication: upward, downward, lateral/horizontal, diagonal, grapevine, consensus
4. Channels of communication: formal, informal
5. Patterns of communication
6. Media of communication: verbal, nonverbal
7. Barriers to effective communication
8. Listening
9. Interpersonal communication: transactional analysis, Johari Window
10. Business correspondence: layout, planning, inquiries and replies, complaints, follow up, circulars, notices, goodwill letters, applications for employment
11. Report writing, public speaking: speeches and presentations, interviews, professional use of the telephone
12. Self improvement, developing positive attitudes, self motivation, time management, stress management, modern manners
13. Social communication- skills for social workers –social case work, social group work, community organisation.
14. Counselling- concept, process and importance in social work.

Suggested Readings

1. Carter, Michael. : A process for establishing outcomes-based assessment plans for writing and speaking in the disciplines, language and learning across the disciplines 6.1 : 4 -29.
2002
2. Christ, William G., Ed.: Assessing communication education: A handbook for media, speech, and theatre educators. Hillsdale, Erlbaum,
3. Dunbar, Norah E., : Oral communication skills in higher education: Using a performance-based evaluation rubric to assess tara communication skills” innovative higher education 31.2 ,
Catherine F. Brooks, Kubicka-Miller2
2006
4. Latham, Clare : Assessing communication. London: D. Fulton publishers, and Ann Miles.
1997
5. Lavelle, Ellen and : The writing approaches of university students.”higher Nancy Zuercher. education: The International Journal of higher education and educational planning 42.3: 373-91.
2001

PAPER: 6 SOCIAL WELFARE ADMINISTRATION

Unit-1

1. Basic concepts: social administration, social welfare administration and public administration
2. Social welfare administration in India

Unit-II

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

Unit-III

1. Project formulation and implementation
2. Registration of a society and trust and related Laws
3. Personnel policies and administration: recruitment, selection, training, promotion etc.
4. Supervision and staff development

Unit-IV

1. Organization: meaning and importance
2. Organizational structure in social welfare agency.
3. Difference and linkages between public administration and social welfare administration.

Unit-V

1. Concept and importance of management
2. Manpower planning
3. Monitoring and evaluation in social welfare agencies

Unit-VI

1. Fundamentals of financial accounting: Meaning and definition of accounting, need and necessity of accounting, accounting principles.
2. Financial management of non-profit organizations

Suggested Readings:-

- | | | |
|------------------------------|---|---|
| 1. Koontz, et al. | : | Essentials of management. |
| 2. Stoner, et al. | : | Management. |
| 3. Hall, et al. | : | Human resource management. |
| 4. Walkert, Y.W. | : | Human resource planning. |
| 5. Moorthy, M.V. | : | Human resource management psycho-sociological and social work approach. |
| 6. Formburn et al | : | Strategic human resource planning. |
| 7. Singh, P.N. | : | Developing and managing human resources. |
| 8. Gupta, R | : | Implementing human resource development. |
| 9. Mitechel, T.R. and larson | : | J.R. people in organization. |
| 10. Newstern and davis | : | Organizational behavior human behavior at work. |

M.S.W- II SEMESTER

PAPER: 1 FIELDS OF SOCIAL WORK IN INDIA

Unit-1 Fields of social work

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

Unit-II Fields of social work

1. Welfare of the women,
2. Working with adolescents
3. Welfare of youth
4. Welfare of the aged (Gerontology)
5. School social work
6. Social work in disaster situation
7. Social defence
8. Labour welfare and personnel management

Unit-III Voluntary action for social work in India

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

Unit-IV Sarvodaya movement in India

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

Unit-V State action for social welfare in India

1. Concept of the welfare state and the Indian constitution (relevant portions)
2. State action: scope, need and limitations of social welfare programmes in India.
3. Brief account of social welfare programmes and provisions in five year plans

Suggested Readings:

1. Friedlander, WA : Introduction to social welfare, Prentice Hall, 1959 New York
2. Government of India : Social welfare in India , Planning Commission, 1980 New Delhi
3. Shastri, Rajaram : Samaj karya, kalyan tatha siksha sansthan, 1972 Varanasi
4. Pathak,S : Social welfare, Mac Millan India, New Delhi 1981
5. Kulkarni, PD and : NGOs in the changing scenario: Uppal MC Nanavati 1998 publishing house New Delhi
6. Surendra Singh (Chief Editor): Encyclopedia of social work in India: New Royal 2012 book company, Lucknow

PAPER.2 HEALTH, BEHAVIOUR AND BEHAVIOURAL PROBLEMS

Unit I: Health & illness

1. Meaning and definition of health
2. Meaning and definition of illness
3. Dimensions of health
4. Determinants of health
5. Indicators of health

Unit II: Theories of human behaviour

1. Memory
2. Motivation
3. Emotion , Intelligence, Emotional intelligence – concept and practices
4. Learning

Unit III: Personality

1. Meaning and definition of personality
2. Allport's personality traits: criteria, conclusion and types
3. Determinants of personality
4. Types of personality
5. Personality test: projective techniques, personality inventories

Unit IV - Mental retardation & intervention

1. Mental retardation: causes & types
2. Psychotherapies: overview of major therapies
3. Counseling: definition, areas
4. Field of counselling

Unit V- Behavioural problems

1. Stress : etiology, bodily changes & coping strategy
2. Etiological factors of mental illness: biological, psychological and social factors
3. Mental illness: neurosis, psychosis and personality development
4. Mental and behavioral disorder : ICD -10

References:

1. Kuppaswamy, B. : Introduction to social psychology ,Asia pub. house, 1961 Bombay
2. Baron , R. A. and : Social psychology, 8th edition, Prentice hall of India Pvt.Ltd., New Delhi 2000
3. Byrne, D. : Developmental psychology, A life span approach, Tata McGraw-Hill, New Delhi 1977
4. Morgan, C.T. : Introduction to psychology 7th edition, Tata McGraw-Hill, New Delhi 1993
5. Hall, C.S. and : Theories of personality, Wiley New York, Lindzey, G. 1978
6. Page, J.D. : Abnormal psychology, Tata McGraw-Hill, New Delhi 1991

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|----------------------|---|--|
| 7. Jayaswal, S.R. | : | Guidance and counseling : an elective approach |
| 1968 | | Lucknow |
| 8. Maslow, A.H. | : | A Theory of human motivation, psychological review |
| 1943 | | |
| 9. McGregor, D. | : | The human side of enterprise. N.Y. McGraw-Hill |
| 1960 | | |
| 10. McClelland, D.C. | : | Power: the inner experience. N.Y. Irvington |
| 1975 | | |
| 11. Murray H.A | : | Exploration in personality. N.Y. Oxford university press |
| 1938 | | |
| 12. Robinson, A.J. | : | The 1972 annual handbook for group facilitators. San Diego, CA: Pfeiffer & company |
| 1972 | | |
| 13. Sashkin, M | : | The 1981 annual handbook for group facilitators. San Diego, CA: Pfeiffer & Company |
| 1981 | | |
| 14. Rao N. S. | : | Counseling and Guidance , Tata McGraw-Hill, New Delhi |
| 1991 | | |

PAPER: 3 METHODS OF WORKING WITH PEOPLE- II

(Social Case Work)

Unit I Social case work as a method of social work: Introduction

1. Concept, need and objectives of social case work
2. Case work : historical development in west and India
3. Importance of social case work as a method of social work and its relationship with other methods of social work
4. Social case work and other therapeutic methods

Unit II Basics of social case work

1. Components of case work
2. Basic concepts in social work: ego, social role, stress and adaptation
3. Causes of interpersonal adjustment problem
4. Professional self

Unit III Social case work theory

1. Principles of social case work practice
2. Phases of social case work- study, continuous assessment and analysis, psycho-social diagnosis, intervention, follow-up, termination,
3. Techniques of intervention
4. Client-casework relationship

Unit IV Essentials of practice

1. Interviewing: concept and types
2. Specific skills and basic rules of interviewing
3. Specific interviewing problems
4. Recording in social case work: concept, purpose and types
5. Principles of recording

Unit V Case work practice in India

1. Scope and practice of social case work in different settings
2. Limitations of social case work practice in India
3. Social case work: retrospect and prospect ,
4. Changing context of practice and future challenges

Suggested Readings

1. Aptekar, Herbert : The dynamics of casework and counselling, 1955 Houghton Mifflin Co., New York
2. Banerjee, Gauri Rani : Papers on social work- An Indian perspective, 1973 Tata institute of social sciences, Bombay
3. Biestek, Felix Paul : The casework relationship, university press, 1957 Loyala
4. Dominelli, Lena, : Social work: theory and practice for a changing 2004 profession, polity press, U.K.
5. Dr. Surendra Singh(Ed.) : Encyclopedia of social work in India Vol. 4 I 2012 Royal book company, New Delhi
6. Francis Joseph Turner : Social work treatment: Interlocking theoretical 2011 approaches,
7. Garret, A : Interviewing: principles and methods, 1949 family service association of america, New York
8. Hamilton, Gordon : The theory and practice of social case work, 1951 Columbia university press, New York
Hepworth,
9. Dean H. and : Direct social work practice: theory and skills, 9th Ronald H. Rooney, ed , Brooks/Cole, cengage learning, USA
Glenda D. Rooney,
Kim Strom-Gottfried
Jo Ann Larsen
2012
10. Hollis, Florence : Casework: A psychosocial theory, random 1964 house, Toronto
11. O' Hagan, Kieran : Competence in social work practice- A practical 2003 guide for professionals, London
Kingsley, Jessica
12. Rameshwari Devi, : Social work methods, practice and perspective 2004 (Models of casework practice), Vol.II, Ch.3, Mangal deep publication, Jaipur.
13. Mathew, Grace : An Introduction to social case work, TISS, Mumbai 1992
14. Roberts,R.W. and : Theories of social case, The university of Nee,R.H. 1970 Chicago

PAPER: 4 SOCIAL WORK RESEARCH & STATISTICS PART-1

Unit- I Research: nature and concept

1. Nature and characteristics of scientific method and social phenomenon
2. Meaning and definition of research
3. Nature scope and importance of research

Unit -II Types and concepts used in research

1. Types of research: historical, descriptive, analytical, experimental, interdisciplinary, participative, action and evaluative research.
2. Concepts used in research: variables, attributes, universe, sample, hypothesis, matching, measurement, control

Unit -III Problem formulation and hypothesis testing

1. Problem formulation: Identifying probable issues for research, selecting specific research issue, formulation of objectives, clarifying the objective.
2. Concepts and relevance of hypothesis formulation and testing: level of significance, degree of freedom, type 1 type 2 error.

Unit- IV Data collection and analysis

1. Methods and tools of data collection: observation and interview schedule, questionnaire, and secondary methods of data collection.
2. Sampling design: probability and non- probability
3. Data processing and analysis, interpretation and report writing

Unit -V Research design

1. Research design: concept, meaning and importance of research design
2. Types of research design:
3. Experimental design: after only, before-after, ex-post facto experimental design
4. Non experimental design: exploratory, descriptive and diagnostic

Suggested Readings

- | | | |
|------------------------|---|---|
| 1. Ramchandran P | : | Issues in social work research in India, Tata institute of social sciences, New Delhi |
| 1990 | | |
| 2. Coolidge, Frederick | : | Statistics: A gentle introduction ,Sage publication, New Delhi |
| 2000 | | |
| 3. Bajpai, SR | : | Methods of social survey and research, Kitab ghar, Kanpur |
| 1999 | | |
| 4. Lal Das DK | : | Practice of social research, Rawat publications, Jaipur |
| 2000 | | |
| 5. Goode and Hatt | : | Methods in social research, Mc Graw Hill, New York |
| 1957 | | |
| 6. Young, Pauline | : | Scientific social surveys and research, Prentice hall of India, New Delhi |
| 1968 | | |
| 7. Gupta CB | : | An introduction to statistical methods (Ram |
| Prasad | | |
| 1980 | | and Sons , Agra) |

Paper: 5 COMPUTER APPLICATIONS: THEORY AND PRACTICAL

Unit I: Introduction to computer

Evolution of computer, definition of computers, block diagram of computer, characteristics of computers, advantage and limitation, elements of computer, classification of computer, Van Neuman architecture-, computer language, internet and its introduction.

Unit II: Memory and devices

1. Devices: input device, output device, storage device.
2. Memory: Introduction, types of memory, RAM & ROM.

Unit III: Operating system:

Definition, meaning, functions and types of OS, process, Introduction to DOS, windows, application software and its types.

Unit IV: MS word:

MS Word & Word Processing : meaning and features of word processing – advantages and applications of word processing - parts of MS word application window – toolbars – creating, saving and closing a document – opening and editing a document - moving and copying text – text and paragraph formatting, applying bullets and numbering – find and replace – insertion of objects, date and time, headers, footers and page breaks – auto correct – spelling and grammar checking , mail merge : meaning, purpose and advantages – creating merged letters, mailing labels, envelopes and catalogues- working with tables – format painter.

Unit V: MS excel:

Features of MS excel – spread sheet / worksheet, workbook, cell, cell pointer, cell address etc., - parts of MS excel window – saving, opening and closing workbook – insertion and deletion of worksheet – entering and editing data in worksheet – cell range – formatting – auto fill – formulas and its advantages – references : relative, absolute and mixed – functions: meaning and advantages of functions, different types of functions available in excel – templates – charts – graphs – data sorting, filtering, validation,

Unit VI: MS power point:

Features, advantages and application of Ms Power point – parts of MS power point window – menus and tool bars – creating presentations through auto content wizard, templates and manually – slide show – saving, opening and closing a presentation – inserting, editing and deleting slides – types of slides - slide views- formatting – insertion of objects and charts in slides- custom animation and transition.

Suggested Readings

1. Sushila Madan : Information technology by, Taxmann allied services (P) Ltd.
2. Ramesh Behl : Information technology for management by, Tata Mc Graw Hill education Pvt. Ltd.
3. Alexis and : Fundamentals of information technology. (Text Book)
by, Mathews Leon Vikas publication

Paper 6 Social Counselling (Generic Elective)

Unit-I

- A. Counselling: Concept and Relevance to Social Work
- B. Historical Growth of Counselling in India and Abroad

Unit-II

- A. Assumptions/Principles of Counselling
- B. Stage in the Counselling Process.
- C. Counselling Skills.

Unit-III

- A. Therapeutic approaches and theories to counselling I:
 - a. Psychoanalytical approach
 - b. Humanistic approaches
 - c. Client/Person centred approach

Unit-IV

- A. Therapeutic approaches and theories to counselling II:
 - a. Existential approach
 - b. Cognitive approaches
 - c. Behavioural approach

Unit- V

- A. Family Counselling: Premarital/marital, Family Planning, abortion and HIV/AIDS.
- B. Educational Counselling: Scholastic backwardness, emotional disturbance, problems of adolescence, Sex education etc.
- C. Vocational Counselling: Career guidance, Job adjustment, and placement etc.
- D. Industrial Counselling: Absenteeism, accidental proness, Occupational stress, interpersonal conflict etc.
- E. De-addiction counselling

Referances:

1. Anderson S., Morris J., (2006), Cognitive Behaviour Therapy for People with Asperger Syndrome Behavioural and Cognitive Psychotherapy , Volume 34 , Issue 03 , Jul 2006 , pp 293-303
2. Audet LR., Shub N., (2007) Contact and the Phenomena of Autism, Gestalt Review 2007 Chalfant AM., Rapee R., Carroll L., (2006) Treating Anxiety Disorders in Children with High Functioning Autism Spectrum Disorders: A Controlled Trial
3. Tantam, D., (2000) Psychological Disorder in Adolescents and Adults with Asperger Syndrome Autism 2000 - 4 - 1 - 47

MSW III SEMESTER

PAPER: 1 SOCIAL POLICY AND SOCIAL LEGISLATION IN INDIA

Unit I. Concepts

Concepts: Policy, public policy, public welfare, social policy, economic policy, social welfare policy, affirmative action, protective discrimination, distributive and redistributive justice

Unit II. Social policy in India: processes and actors

1. Sources of policy: Indian constitution- fundamental rights and directive principles of state policy,
2. Overview of the basic structure of the Indian political system- legislature, judiciary and executive
3. Policy formulation process, role of various actors in policy formulation:- international organizations (UN, W.T.O, World Bank), pressure groups, lobbies, advocacy networks, academic and research organization, industry and market forces; role of social workers
4. Judicial activism

Unit III. Legal provisions for special groups

1. Rights of the disadvantaged and the constitution
2. Legal provisions for women
3. Legal provisions for persons with disability
4. Legal provisions for children

Unit IV. Legal aid, social advocacy and role of social worker

1. Legal aid and government initiatives
2. Social advocacy and public interest litigation
3. Rights of the disadvantaged: impediments and role of professional social workers in legal aid and legal assistance

Unit V. Social legislation

1. Law and social activism: consumer protection and right to information, protection against child abuse.
2. Social legislation as an instrument of social change.

Suggested Readings

- | | | |
|--|---|--|
| 1. Alcock, P., A. Erskine and M. May (eds.).
1998 | : | The student's companion to social policy, Oxford blackwell/ social policy association |
| 2. Hill, M.
2003 | : | Understanding social policy, Oxford. blackwell publishing hughes, social policy, Routledge, London |
| 3. G. and G. Lewis (eds.).
1998. | : | Unsettling welfare: The reconstruction of social policy, Routledge, London |

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| 4. Mahajan, G. (ed.). | : | Democracy, difference and social justice. university press, New Delhi, Cambridge |
| 5. Meena Acharya and
and Puspa Ghimre.
2005
programme/ | : | Gender indicators of equality, inclusion
poverty reduction: measuring
project effectiveness. economic and
political weekly. Vol 40 No. 44 and 45
October 29 – November 04 |
| 6. Mishra, R.
1999 | : | Globalization and the welfare state.
Chentham press. Northampton: |
| 7. Edward Elgar Watson, S.
Keynes L. Doyal.
1999 | : | Engendering social policy. Milton
open university press. |
| 8. Denny, David
1998 | : | Social policy and social work. Oxford:
claredon press |
| 9. Gail, L., G. Sharon and
J. Clarke (ed). 2000 | : | Rethinking social policy, London, open
university press in association with sage
publications. |
| 10. Jayati Ghosh.
2002 | : | Globalisation, export oriented
employment for women and social
policy: A case study of India, social
scientist. Vol. 30, No.11/12. |
| 11. Kennet, P.
1999 | : | Comparative social policy. London, open
university press. |
| 12. Khadria B (ed.).
2009 | : | India migration report 2009. New Delhi,
international migration and diaspora
studies project. |

PAPER 2 COMMUNITY ORGANIZATION AND SOCIAL ACTION

Unit I: Communities in India

1. Concept of community, its structural and functional aspects
2. Rural community: nature, structure and problems
3. Urban community: nature and problems
4. Tribal community: tribal culture and problems
5. Community power structure

Unit II: Community organization

1. Concept and aims of community organization
2. Historical development of community organization
3. Principles of community organization

Unit III: Community organization process

1. Steps in community organization process
2. Role and skills of community organizer
3. Models of community organization.

Unit IV: Community organization and social action

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

Unit V: Community development

1. Community development: concept, philosophy and methods
2. Rural community development
3. Urban community development
4. Social audit and community development

Unit VI: Public relations and advertising

1. Introduction to IMC, role of advertising, public relation, word of mouth and social media marketing in social cause and NGO promotion.
2. Advertising – concept, campaign, message and strategy.
3. Public relations –concept, tools,
4. Branding – concept and significance.

Suggested Readings

1. Buughardt, Steve : Organizing for community action, Sage publications, New Delhi 1980
2. Siddiqui HY : Social work and social action ,Harman publications, New Delhi 1984
3. Cox, Fred M : Strategies of community organization, Peacock publications, Illinois 1974
4. Harper land Dunham : Community organization in action, Association press, New York 1963
5. McMillion, Wayne : Community organization for social welfare ,The university of Chicago press, Chicago 1945
6. Mehta R Shiv : Rural development in India, Sage publications, New Delhi 1985
7. Maheshwari Shivram : Rural development in India, Sage publications, New Delhi 1985
8. Madan GR : India's developing villages, Print house India, Lucknow 1983
9. Rutman Leonard : Undertaking programme evaluation, Sage publications New Delhi 1983
10. Clinard Marshal B : Slums and community development, The free press, New York 1957
11. Siddiqui HY : Working with communities Hira publication, New Delhi 1977
12. Gangrade KD : Working with communities at grass roots level, Radha publication, New Delhi 2001

PAPER: 3 SOCIAL WORK RESEARCH AND STATISTICS PART -II

Unit I Social work research

1. Social work research: nature, objectives, scope and status in India
2. Social survey: types, social survey and research, social welfare survey
3. Cost effective analysis

Unit II Qualitative research

1. Qualitative research: case study and content analysis
2. Scales: attitude measurement scales, sociometry, projective techniques.

Unit III Social statistics-I

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

Unit IV Social statistics-II

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

Unit V Social statistics-III

1. Measures of correlation: Karl-Pearson's correlation and rank correlation
2. Test of association: chi-square and test of difference: t-test. application of SPSS

Suggested Readings

- | | | |
|------------------------|---|--|
| 1. Ramchandran P | : | Issues in social work research in India , Tata |
| 1990 | | institute of social sciences, New Delhi |
| 2. Coolidge, Frederick | : | Statistics: A gentle introduction, Sage |
| 2000 | | publication, New Delhi |
| 3. Bajpai, SR | : | Methods of social survey and research, Kitab |
| 1999 | | Ghar, Kanpur |
| 4. Lal Das DK | : | Practice of social research, Rawat publications, |
| 2000 | | Jaipur |
| 5. Goode and Hatt | : | Methods in social research, Mc Graw Hill, New |
| 1957 | | York |
| 6. Young, Pauline | : | Scientific social surveys and research, Prentice |
| 1968 | | hall of India, New Delhi |
| 7. Gupta CB | : | An Introduction to statistical methods, Ram |
| 1980 | | Prasad and sons , Agra |

SPECIALIZATION (GROUP A) HUMAN RESOURCE MANAGEMENT

PAPER: 1(GROUP A) LABOUR, INDUSTRY AND SOCIAL WORK

Unit- I

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

Unit- II

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

Unit- III

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

Unit- IV

1. Social security: concept and its scope in India
2. Social work in industry
3. The welfare officer: role, duties and status.
4. Present trends and practices EAP (Employee Assistant Programme)

Unit- V

1. Concept, scope of labour welfare
2. Philosophy and theories of labour welfare
3. Agencies of labour welfare
4. Role of trade union in labour welfare

Suggested Readings

- | | | |
|------------------------|---|--|
| 1. Saxena R.C. | : | Labour problems and social welfare, New academic publishers, Jalandhar |
| 1971 | | |
| 2. Pillai M.K. | : | Labour and industrial laws, Allahabad law agency, |
| 1986 | | Allahabd |
| 3. Pant S.C. | : | Indian labour problems, Allahabad law agency, Allahabad |
| 1986 | | |
| 4. Moorthy M.V. | : | Principles of labour welfare, Oxford and IBH |
| 1981 | | publications co, New Delhi |
| 5. Mehrotra S.N. | : | Labour problems in India, S chand and company Ltd., |
| 1981 | | New Delhi |
| 6. Malik PL | : | Industrial Law, Eastern book company, Lucknow |
| 1989 | | |
| 7. Bhagolilwal, TN and | : | Shram artha shastra evam audhoik sambhavana, Sahitya |
| 1981 | | bhavan, Agra |

PAPER: 2 (GROUP A) LABOUR LEGISLATIONS

Unit I: Introduction

1. Need and scope of labour legislation
2. Labour administration at central and state levels
3. Importance of labour legislation in SW

Unit- II: Wage laws

1. Payment of wages act, 1936
2. Minimum wages act, 1948
3. Payment of bonus act, 1965

Unit –III: Social security legislations

1. E.S.I. act, 1948
2. Workmen's compensation act, 1923
3. Maternity benefit act, 1961
4. Employees provident and misc. act, 1971
5. Payment of gratuity act, 1972

Unit- IV: Legislations regarding working conditions

1. The factories act, 1948
2. The mines act, 1952
3. The plantation labour act 1951
4. Sexual harassment at work place

Unit- V: Legislation regarding industrial relations

1. Industrial employment (standing orders) act 1964
2. Indian trade union act 1926
3. Industrial disputes act, 1947
4. Industrial relation act, 1961

Suggested Readings

- | | | |
|---|---|---|
| 1. Saxena R.C.
1971 | : | Labour problems and social welfare, New academic publishers, Jalandhar |
| 2. Pillai M.K.
1986 | : | Labour and industrial laws, Allahabad law agency, Allahabad |
| 3. Pant S.C.
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| 4. Moorthy MV
1981 | : | Principles of labour welfare, Oxford and IBH publications co, New Delhi |
| 5. Mehrotra SN
1981 | : | Labour problems in India, S chand and company Ltd., New Delhi |
| 6. Malik PL
1989 | : | Industrial law eastern book company, Lucknow |
| 7. Bhagolilwal, TN,
Bhagoliwal, Premlata
1981 | : | Shram artha shastra evam audhoiksambhavana, sahitya bhavan, Agra |

SPECIALIZATION GROUP 'B' COMMUNITY DEVELOPMENT

PAPER: 1 (GROUP B) RURAL COMMUNITY DEVELOPMENT

Unit-I

1. Community development: its need, principles and methods
2. Historical development and early experiments in rural community development in India

Unit-II

1. Origin of panchayati raj administration in India
2. Role of panchayati raj in rural development.
3. Structure of panchayati raj system at the district, block and village levels
4. Functions of panchayati raj system, gram sabha and social audit.
5. Problems of panchayati raj institutions

Unit-III

1. Structure and functions of community development at district, block and village levels.
2. Training for rural development functionaries in India
3. Rural community development programmes in India.

Unit-IV

1. Concept, philosophy and principles of extension education
2. Institutional framework for rural development: Ministry of rural development, National institute of rural development, District rural development agency, NABARD, Council of advancement of people's action and rural technology (CAPART)

Unit-V

1. NGOs and their role in community development
2. Recent trends in voluntary sector regarding rural development
3. Use of social advocacy, pressure groups and public interest litigation in community Action.

Suggested Readings

1. Mehta R Shiv : Rural development in India, Sage publications, New Delhi 1985
2. Maheshwari Shivram : Rural development in India, Sage publications, New Delhi 1985
3. Madan GR : India's developing villages, Print house India, Lucknow 1983
4. Rutman Leonard : Undertaking programme evaluation, Sage publications New Delhi 1983
5. Clinard Marshal B : Slums and community development, The free press, New York 1957
6. Siddiqui HY : Working with communities, Hira publications, New Delhi 1977
7. Gangrade KD : Working with communities at grass roots level, Radha publications, New Delhi 2001

- | | | | |
|-----|---|---|---|
| 8. | Green Gray Paul and Anna Haines
2001 | : | Asset building and community development ,Sage publications, New Delhi |
| 9. | Asha Ramagonda Patil:
2013 | | Community organization and development, PHI learning private limited, New Delhi 110001, India |
| 10. | Yatindra Singh
2005 | : | Functioning of panchayti raj system, Rawat publishers, Sisodia (Editor), Jaipur |
| 11. | Surendra Singh
2012 | : | Encyclopedia of Social work in India: New royal book company, Lucknow |

PAPER: II (GROUP B) URBAN COMMUNITY DEVELOPMENT

Unit- I

1. Urbanization: Concept, causes, process and significances, urbanization and urbanism.
2. Urban Community in India: Nature, characteristics and major problems.

Unit- II

1. Urban Community Development: Need, concept, objectives and approaches.
2. Urban Community Development in India: Historical perspectives, policies and programs.

Unit- III

1. Planning for urban community development, nature, problems.
2. Urban community development in India's five year plans.

Unit- IV

1. Slums in India: Growth, types, major characteristics and problems: Approaches and programs for their improvement.
2. Structure and functions of urban local self government - Municipal corporation, municipalities, cantonment boards and 74th amendment of municipal administration etc.

Unit-V

1. Major agencies of urban community development in India. Department of town and country planning, housing board, city development authority, HUDCO, CIDCO etc.
2. Social Education and its component in the programme of National literacy mission.

Suggested Readings:-

- | | | | |
|----|---------------------------|---|--|
| 1. | Rutman Leonard
1983 | : | Undertaking programme evaluation, Sage publications, New Delhi |
| 2. | Clinard Marshal B
1957 | : | Slums and community development ,The free Press New York |
| 3. | Siddiqui HY
1977 | : | Working with communities, Hira publications, New Delhi |

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| 4. Gangrade KD
2001 | : | Working with communities at grass roots level,
Radha publications, New Delhi |
| 5. Green Gray Paul and
2001 | : | Asset building and community development,
Sage Anna Haines publications, New Delhi |
| 6. Asha Ramagonda Patil
2013 | : | Community organization and development, PHI
learning private limited, New Delhi |
| 7. Surendra Singh
2012 | : | Encyclopedia of social work in India: New royal
book company, Lucknow |
| 8. Thudipara Jacob
2007 | : | Urban community development, Rawat
publications, Jaipur |
| 9. Sahah Ghanshyam
2000 | : | Social movements and the state, Sage
publications, New Delhi |
| 10. Pinto Marina
2000 | : | Metropolitan city government in India, Sage
publications, New Delhi |
| 11. Nagpaul Hans
2007 | : | Social work in urban India, Rawat publications,
Jaipur |
| 12. Anand Ram Nigam
1966 | : | Bharatiya saharita andholan, Sahitya niketan
prakshan, Kanpur |

SPECIALIZATION GROUP 'C'- MEDICAL AND PSYCHIATRIC SOCIAL WORK

PAPER 1 (GROUP C) -PSYCHOPATHOLOGY AND ASSESSMENT OF PSYCHIATRIC DISORDERS

Unit I: History and assessment methods

1. Historical development of MPSW and psychiatry: major milestones
2. Definition of medical social work and psychiatric social work
3. Psychiatric examination: principles of psychiatric interviewing, case history taking and mental status examination
4. Classification of mental and behavioral disorders: ICD-10 and DSM - IV.
5. Etiology: bio-psycho-social factors in psychiatric disorders.
- 6.

Unit II : Biology of behaviour

1. Receptors
2. Effectors
3. Nervous system
4. Central nervous system
5. Autonomic nervous system
6. Reflex actions

Unit III: Mental and behavioral disorders I

1. Symptomatology: sign and symptoms of major mental disorders.
2. Organic mental disorder
3. Psychoactive substance use disorder
4. Schizophrenia, schizotypal and delusional disorder
5. Neurotic stress related and somatoform disorder
6. Disorder of adult personality and behaviour

Unit IV : Mental and behavioral disorders II

1. Pain disorders
2. Child psychiatry
3. Geriatric psychiatry
4. Sleep disorders
5. Disorders of eating
6. Psycho-sexual disorders

Unit V : Mental & behavioral disorders III

1. Mood (affective) disorders
2. Dissociative disorders
3. Adjustment and impulse disorders
4. Disorders related to women
5. Psychiatric sequel of physical disorders
6. Psychiatric emergencies

Suggested Reading:

- | | | |
|--|---|---|
| 1. Park, K.
2000 | : | Textbook of preventive and social medicine, 20 th Edition, M/s Banarsidas Bharot |
| 2. Lok Sabha Secretarine | : | National health policy, New Delhi |
| 3. Voluntary health association
Of India 1991 | : | State of India's health, VHAI, New Delhi |
| 4. Carson, R.C. Butcher, J.N.
Mineka, S. 1998 | : | Abnormal psychology and modern and life, longman, New York |
| 5. World health organization | : | ICD-10, AITBS, New Delhi |
| 6. Gelder, M. Gath, D.
1996 | : | Oxford text book of psychiatry, Oxford university press, London |
| 7. Talboot . J.A. Hales, R.E.
1994 | : | Textbook of psychiatry, The american psychiatry press, Jaypee brother, Delhi, |
| 8. Pathak, S. H.
1994 | : | Medical social work, Delhi school of social work |
| 9. Banerjee, G. R. | : | Social service department : Its organization and functions, TISS, Bombay |
| 10. French, L.M.
1940 | : | Psychiatric social work, The common wealth fund, New York |

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|------------------------|---|---|
| 11. Verma, R.
1991 | : | Psychiatric social work in India, Sage
publisher, New Delhi, |
| 12. Baquer, A.
1997 | : | Disability : challenges vs responses, New
Delhi |

PAPER-2 (GROUP C) INTERVENTIONS IN PSYCHIATRIC DISORDERS

Unit I : Social work methods and MPSW intervention

1. Social group work in field of MPSW
2. Social case work in field of MPSW
3. Community organization and MPSW
4. Social action in the field of MPSW: need and milestones
5. Social work researches in the field of MPSW: need and major researches
6. Social welfare administration for the field of MPSW

Unit II: Psychiatric social work intervention

1. Community psychiatry : history, principle, feature and programs in community mental health
2. National mental health act - 1987
3. National mental health program of India
4. Role of psychiatric social worker as family educator of mental illness & mental retardation.
5. Epilepsy: causes, types and treatment of epilepsy, social impact of epilepsy.
6. Child guidance clinic: need, structure, programs.

Unit III: Psychometry

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

Unit IV - Counselling skills for MPSW

1. Meaning, philosophy, definition, & features of counselling.
2. Concepts related to counselling : guidance, advice, direction and instruction
3. Principles, techniques, process and stages of counselling
4. Types of counselling: family, marital, educational, career and vocational, de-addiction and industrial counselling.
5. Application of counselling in different setting like correctional institution, industrial, family welfare center, child welfare center.
6. Function, qualities and skills required for MPSW in counselling

Unit V – Psychotherapies

1. Client centered therapy
2. Psychoanalytical psychotherapy
3. Behaviour therapy
4. Occupational therapy, family therapy
5. Chemotherapy, electro convulsive therapy
6. Psychodrama, crises card, weightage grid etc.

Suggested Reading:

1. Carson, R.C. Butcher, J.N. : Abnormal psychology and modern life, New York
longman, and Mineka, S
1998
2. Talbot . J.A. Hales, R.E. : Textbook of psychiatry, The American
1994 psychiatry press, Jaypee brother, Delhi
3. French, L.M. : Psychiatric social work, The common wealth
1940 fund, New York
4. World health Organization : ICD-10, AITBS, New Delhi
2002
5. Gelder, M. Gath, D. : Oxford text book of psychiatry, Oxford
1996 university press London,
6. Verma, R. : Psychiatric social work in India, Sage publisher,
1991 New Delhi
7. Baquer, A. : Disability : challenges vs responses, New Delhi
1997
8. Park, K. : Textbook of preventive and social medicine, 20th
2000 edition (M/s Banarsidas Bharot.)
9. Lok Sabha Secretariate : National health policy, New Delhi
10. Voluntary health association : State of India's health , VHAI, New Delhi
of India 1991

Paper: 6 Women Studies (Generic Elective)

Unit – I

Concept and need for Women's Studies – Scope of Women's Studies – Women's Studies as an academic discipline.

Women's Movements – Pre-independent, Post-independent and Current women's movements.

National Committees and Commissions for Women – Government. Organizations for Women
Department of Women and Child Development, Programmes, Policies, Welfare scheme

Unit – II

Liberal Feminism – Rationality, Freedom, Education.

Marxist Feminism – Production, Reproduction, Class, Alienation, Marriage and Family.

Radical Feminism – Gender, Patriarchy, Reproductive Technology, Motherhood.

Socialist Feminism – Class and Gender, Division of Labour, Unified and Dual System, Exploitation.

Unit – III

Women's Education – Gender bias in enrolment – Curriculum content – Dropouts.

Negative capability in Education – Values in Education – Vocational Education.

Recent Trends in Women's Education – Committees and Commissions on Education, Vocational education

Unit – IV

Concept of Work – Productive and non – productive work – Use value and market value.

Gender Division of Labour – Mode of Production – Women in organized and unorganized sector.

New Economic Policy and its impact on Women's Employment – Globalization – Structural Adjustment Programs.

Information Technology – Impact on Women's Development.

Unit – V

Gender in Health – Health status of women in India – Mortality and Morbidity factors influencing health – Nutrition and health – HIV and AIDS control program.

Child health approaches, Issues of old age.

Women and Environment – Nature as feminine principle – Basic needs in Rural and Urban Environments – Care and management of natural resources – Depletion of natural resources Sustainable environment and impact on women.

Unit – VI

Women Development approaches in Indian Five – Year Plans – Collectivity and Group dynamics – Self – help Groups women and leadership – Panchayati Raj – Political Role and Participation – NGOs and Women Development – National and International Funding Agencies.

Girl child in society- child labours- changing role of single parenting- motherhood-widows

Unit – VII

Indian Constitution and provisions relating to women.

Personal laws – Labor Laws – Violence against women – Legal protection – Family Courts – Enforcement machinery – Police and Judiciary.

Human Rights as Women's Rights, Reproductive Rights

Indecent Representation of Women (Prohibition) act, 1986 – Impact of media on women.

References:

1. Beteille, Andre. 1974. Social Inequality, New Delhi: OUP
2. Beteille, Andre. 1992. Backward Classes in Contemporary India., New Delhi: OUP
3. Berreman, G.D. 1979. Caste and Other Inequalities: Essays in Inequality. Meerut: Folklore Institute.
4. Dube, Leela. 1997. Women and Kinship. Comparative Perspectives on Gender in South and Southeast Asia. New Delhi: Sage Publications.
5. Gadgil, Madhav and Guha, Ramchandra. 1996. Ecology and Equity : The use and Abuse of Nature in Contemporary India., New Delhi.: OUP
6. Gill, S.S. 1998. The Pathology of Corruption. New Delhi: Harper Collin Publishers. Guha, Ranjit. 1991. Subaltern Studies. New York: OUP
7. Inden, Ronald. 1990. Imaging India, Oxford: Brasil Blackward Kothari, Rajani (Ed.). 1973. Caste in Indian Politics, Lewis, Oscar. 1966. "Culture of Poverty". Scientific American Vol. II & V, No.4, pp.19-

MSW IV SEMESTER

PAPER: 1 SOCIAL DEVELOPMENT

Unit-I

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

Unit-II

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

Unit-III

1. Development planning and the constitution: directive principles of state policy and development as envisioned by the constitution of India
2. Planning commission and planning process
3. Role of elected bodies in development
4. Problems of planning in India

Unit-IV

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

Unit-V

1. Role of International organizations in promoting social development
2. NGOs and social development
3. Changing strategies and trends in voluntary development organizations
4. Social empowerment.
5. Social Entrepreneurship: concept and practice

Suggested Readings

1. Kulkarni, PD : Social issues and development, Uppal publishing house, 2000 New Delhi
2. Sinha RK and Das DK: Development paradigms: Indian development experience, deep and deep publishers, New Delhi 2000
3. Singh,S : Social development in India, Radha publishers, New Delhi 1991
4. Kumar H : Social work, social development and sustainable development, regency publications, New Delhi 1997
5. Rao, DB (Ed.) : World submit for social development 1998
6. Abdul Kalam, : India 2020, Viking penguin India, New Delhi Ranjan YS 1998
7. Gore MS : Social aspects of development, Rawat publications, New Delhi 2001
8. Dereze Jean, : Indian development, Oxford university press, New Delhi Amartya Sen 1999
9. Jhingan , ML : Vikas ka arth shasthra avam ayojan, Konark publishes pvt. ltd, New Delhi 1989
10. Sapru RK : Development administration, Deep and deep publications, New Delhi 1989
11. Boase AB : Social welfare planning in India, Bangkok, ESCAPE 1970
12. Titmus RM : Commitment to welfare, George allen and unwinn, London 1969

PAPER -2 INDIAN SOCIAL PROBLEMS

Unit - I: Indian social problems

1. Social changes and social problems- concept, factors and theories
2. Problems of structural change. casteism, communalism and youth interest.

Unit - II: Problems of social system

1. Inequality, illiteracy, unemployment,
2. Over population, child labour.

Unit - III: Problems of inequality

1. Poverty: causes, factors, extent, consequences, theories, measures, impact on society.
2. Malnutrition: causes, factors, extent, consequences, theories, measures, impact on society
3. Backwardness: concept, impact on society
4. Gender inequality: concept, impact on society

Unit - IV: Problems of social deviance

1. Crime, delinquency, immoral-trafficking
2. AIDS, beggars and suicide.

Unit –V: Environmental pollution and social media

1. Environment pollution: causes, factors, extent, consequences, theories,
2. Environmental protection -measures, impact on society.
3. Positive and negative impact of social media (internet, face book, social media, television, cinema, mobile etc.)

Suggested Readings:-

1. Bottomore, T.B : Society: A guide to problems and literature, London, 1966. Rutledge and Kegan Paul
2. Johnson, H.M. : Sociology :A systemic introduction Bombay, Allied 1962 publishers
3. MacIver, R.M. and H.C. : Society - an introductory analysis, London, Macmillan, 1955 page
4. Madan, G.R. : Indian social problems, vol. I and II Bombay. Allied 1962 publishers
5. Davis, K : Manav samaj Allahabad, Kitab mahal 1973
6. Madan, G.R. : Samajik vighatan (2 volumes) Mussori, Saraswati sadan 1962
7. Ahuja, Ram : Social problems in India, Jaipur, Rawat publications 1992

SPECIALIZATION (GROUP A) HUMAN RESOURCE MANAGEMENT PAPER: 1 (GROUP: A) INDUSTRIAL RELATIONS AND TRADE UNIONISM

Unit -1: Industrial relations

1. Introduction to industrial relations- concept, evolution, principles, key actors
2. Nature and importance of industrial relations in industrial development of India.
3. Industrial conflict: concept, nature, and industrial disputes, strikes, lockouts, closure, go-slow and other forms

Unit -II: Mechanism for preventing and settling industrial disputes

1. Collective bargaining: concept, process, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitation
2. Workers participation and management- meaning, objectives, need, various forms and levels, critical evaluation of WPM/ participative management schemes in India
3. Tripartite approach in industrial relations: ILO, its structure and functions and role in labour movement and industrial development,
4. Methods for resolving industrial disputes: negotiation: conciliation, voluntary arbitration and adjudication.

Unit-III: Trade Unionism

1. Growth and development of trade unionism in India- Historical retrospect
2. Trade union- meaning, types, and functions of trade union
3. Role of unions in job security, wage determination, workers education, productivity and economic development
4. Trade union and its new role in environment protection and safety promotions, social responsibility of trade unions.
5. Globalization and its impact on unionism- global economy, labour market and domestic laws, current trends in employers association and changing role of unions in global economy, employees welfare and overall industrial development

Unit-IV: IR functions

1. Managing industrial discipline: Causes of indiscipline, disciplinary action and domestic enquiry procedures drafting disciplinary action letters- show cause notice, charge sheet, principles of natural justice
2. Grievance resolution- concept of grievance, causes/ sources of grievances, need of grievance procedure, model grievance procedure- the machinery, procedure and essence
3. Communication and counseling: introduction to managerial communication, principles and characteristics of effective communication, obstacles
4. Role of IR manager in promoting and managing healthy IR, self development of managers as counsellors, development of counselling skills, Social work intervention in industry.
5. Social aspects in industry: Social responsibility of organization, evolution, philosophy, principles, CSR developmental projects- goals and implementation. critical analysis of CSR approach, roles of Social workers/HR professionals in helping industry discharge its social obligations, ethical aspects in CSR projects, social auditing.

Unit-V:

1. Leadership- meaning and characteristics, types of leadership, traits of effective leadership, impact of effective leadership on organisation.
2. Total quality management- meaning of quality- orientation to customer satisfaction and scope of TQM and TQC, basics and imperatives of TQM, tangible and intangible benefits of TQM, roads blocks in implementation of TQM leadership issues, total employee involvement, 5S concept
3. Job satisfaction, motivation and morale.

Suggested Readings:

1. Arnold and Feldman : Organizational behavior , Mc graw hill co., New Delhi 1987
2. Bhatia SK : Personnel management and industrial relations ,Deep and deep publications, New Delhi 1980
3. Dyal Ishwar : Management training in organizations, Prentice hall of India pvt. Ltd. 1984

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|-----------------------------|--|
| 4. Dwivedi RS
1982 | : Management of human resource, Oxford and IBH publishing co., New Delhi |
| 5. Flippo EB
1966 | : Principles of personnel management , MC graw hill, Book company, New York |
| 6. Lal Das DK
1991 | : Personnel Management, Industrial relations and labour welfare, YK publishers, Agra |
| 7. Mamoria CB
1976 | : Bharatiya shram samasyaen, Sahitya bhavan, Agra |
| 8. Puneekar,SD and Deodhar: | Industrial relations, Himalayan publishing house, Bombay 1981 |
| 9. Singh PN
1992 | : Developing and managing human resource, Suchandra publications, Bombay |
| 10. Subramaniam KN
1967 | : Labour management relations in India, Asia publishing house, Bombay |

PAPER: 2 (GROUP A) MANAGEMENT OF HUMAN RESOURCE

Unit-I: HRM

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

Unit-II: Human resource functions

1. Recruitment and selection
2. Placement and induction
3. Compensation and reward
4. Internal mobility and attrition.

Unit-III: HRD

1. HRD: Conceptual framework
2. Systems and sub systems
3. Strategies and emerging trends
4. Potential and performance appraisal
5. Training and development

Unit-IV: Organizational behavior

1. OB: Concept, components and organizational culture and climate.
2. Monotony and fatigue
3. Accidents and accident proneness

Unit-V: The future of HRM

1. Human audit and research
2. Managing change and challenges
3. Globalization and the future of HRM
4. Application of social work skills to HRM

Suggested Readings

1. Arnold and Feldman : Organizational behaviour, Mc graw hill co., New Delhi

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|--------------------------------------|--|
| 1987 | |
| 2. Bhatia SK | : Personnel management and industrial relations, Deep and deep publications, New Delhi |
| 1980 | |
| 3. Dyal Ishwar | : Management training in organizations, Prentice hall of India pvt ltd., |
| 1984 | |
| 4. Dwivedi RS | : Management of human resource, Oxford and IBH publishing co, New Delhi |
| 1982 | |
| 5. Flippo EB | : Principles of personnel management, MC graw hill book company, New York |
| 1966 | |
| 6. Lal Das DK | : Personnel management, industrial relations and labour welfare, YK publishers, Agra |
| 1991 | |
| 7. Mamoria CB | : Bharatiya shram samasyaen, Sahitya Bhavan, Agra |
| 1976 | |
| 8. Puneekar,SD and Deodhar | : Industrial relations, Himalayan publishing house, Bombay |
| 1981 | |
| 9. Singh PN | : Developing and managing human resource, Suchandra publications, Bombay |
| 1992 | |
| 10. Subramaniam KN | : Labour management relations in India, Asia publishing house, Bombay |
| 1967 | |
| 11. Verma Pramod and Mukerjee, Surya | :Trade unions in India, Oxford and IBH Publishing house, New Delhi |
| 1982 | |
| 12. Tripathi PC & Reddy PN | : Principles of management, Tata McGraw hill publishing company limited, New Delhi |
| 1983 | |

SPECIALIZATION (GROUP B) COMMUNITY DEVELOPMENT

PAPER -1 (GROUP B): TRIBAL COMMUNITY DEVELOPMENT

Unit- I

1. Definition of tribe, concept of tribal society, Population strength of tribes in India & their geographical distribution, list of major tribes in India in M.P.
2. Main characteristics of tribal society in India.

Unit- II

1. Family, marriage, kinship, sub-division, clan organization, values
2. Social & religious taboos in tribal society

Unit- III

1. Pattern of intra tribal relations interaction among tribes & non tribes modern phoenix.
2. Tribal economy special reference to shifting cultivation.

Unit- IV

1. Tribal political system, emerging political status, constitutional & legislative measures.
2. Review of administrative machinery policies & programmes for tribal welfare special reference to India's five year plan.

Unit- V

1. Social political movement among the tribes of India.
2. Cultural change – Tribal culture change.
3. Tribal women exploitation & health status.

Suggested Readings:-

- | | | |
|------------------------------------|---|--|
| 1. Bose, N.K | : | Tribal life in India. |
| 2. Elwin, Verrier | : | New deal for tribal India. |
| 3. Dubey, S.N.and
Murdia, Ratna | : | Administration of policy and programs for backward
classes in India. |
| 4. Mamoriya, C.B. | : | Tribal demography. |
| 5. Majumdar, D.N. | : | The affairs of tribes. |
| 6. Revankar, R.G. | : | The Indian constitution: A case study of backward
classes |
| 7. Ghurye, G.S | : | The scheduled tribes. |
| 8. Dubey, S.C. | : | Tribal Heritage of India. |
| 9. Governemnt of India | : | Report of the parliamentary committee on scheduled
castes and tribes. |
| 10. Governement of India: | : | Annual report of the commissioner of scheduled castes
and tribes. |

PAPER -2 (GROUP B): COMMUNITY DEVELOPMENT AND MANAGEMENT

Unit-I

1. Manpower planning, recruitment, selection, placement and induction
Performance appraisal

Unit-II

1. SWOT analysis for development organizations
2. Strategy development and strategy implementation
3. Organizational effectiveness through capacity building

Unit-III

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

Unit-IV

1. Project planning and logical framework analysis
2. Goal setting, formulation of objectives, identification of strategies and activities
3. Monitoring and evaluation of programs.

Unit-V

1. Defining conflict and crisis.

2. Conflict and crisis management
3. Ways of dealing with conflict and crisis in organizations.
4. Change in organization, change approaches, change process, the role and skills of change agent.

Suggested Readings:

- | | |
|---------------------------------|---|
| 1. Drucker P | : Managing the non profit organizations, Harper collins, New 1990 |
| 2. Brody Ralph | : Effectively managing human services organizations, Sage publications, New Delhi 2001 |
| 3. Filipo EB | : Principles of personnel management, Mc graw hill book co 1996 |
| 4. Luthans Fred | : Organizational Behavior, Mc graw hill ,New Delhi 1995 |
| 1. Pareek Udai | : Motivating for organizational roles, Rawat publications, Jaipur 1993 |
| 2. Robin P Stephen | : Organizational behavior, prentice hall of India. New Delhi- 2008 |
| 3. French, Wendell | :Organizational development, Prentice hall of India, New Delhi 2000 |
| 4. Rao, TV | : Readings in human resource development , Oxford and IBH, New Delhi 1991 |
| 5. Singh,Anup and Rajan K Gupta | : Designing and developing organizations for tomorrow , Sage publications, New Delhi 2001 |
| 6. Ramnarayan,S and Rao, TV | : Organizational development: Sage publications, New Delhi 1998 |

SPECIALIZATION (GROUP: C)

MEDICAL AND PSYCHIATRIC SOCIAL WORK

PAPER: 1 (GROUP: C) HEALTH WELFARE ADMINISTRATION

Unit- I: Health services in community

1. Mother and child health services and immunization programs in India.
2. Methods of family planning, social, cultural & religious factors influencing acceptance of family planning.
3. School health programme: need & organization of health programmes in school.
4. Nutrition and nutritional diseases & preventive measures
5. CSR practices and MPSW (case studies)
6. Meaning and evolution of social medicine, preventive medicine and community medicine.

Unit- II: Human body

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

Unit- III: MPSW intervention in hospital – I

1. Economic assistance to poor patients through MPSW intervention
2. MPSW as patient welfare officer
3. Multidisciplinary approach in hospital: meaning, advantages and mechanism.
4. MPSW department in hospitals: need, structure and administration.
5. Medical sociology

Unit- IV: MPSW intervention in hospital – II

1. Major cases, diagnosis, treatment and MPSW intervention in the departments & units of: cardiology, gastroenterology, pediatric, dermatology, ophthalmology, diabetes,
2. Major cases, diagnosis, treatment and MPSW intervention in the departments & units of: burn, cancer, I.C.U, O.H.U, I.C.C.U, obesity, thalasemic, blood bank,
3. MPSW intervention in seven types of disabilities.
4. MPSW services for : chronic, acute, terminal ill, palliative care patients

Unit V – Health welfare

1. Current budget allocation for health welfare: central govt.
2. Current budget allocation for health welfare: M.P. govt.
3. Medical & psychiatric social work practices in India
4. Medical & psychiatric social work practices in western countries

Suggested Readings:

- | | | |
|---|---|--|
| 1. Verma, R.
1991 | : | Psychiatric social work in India, Sage publisher, New Delhi |
| 2. Baquer, A.
1997 | : | Disability : challenges vs. responses, New Delhi |
| 3. Park, K., M/S
Banarsidas Bharot
2002 | : | Textbook of preventive and social medicine, 20 th edition |
| 4. Lok Sabha Secretarine | : | National health policy, New Delhi |
| 5. Voluntary Health
Association of India
1991 | : | State of India's health, VHAI, New Delhi, |

6. Carson, R.C. Butcher, J.N. and Mineka, : Abnormal psychology and modern life, Longman, New York
1998
7. Talboot. J.A. Hales, R.E: Textbook of psychiatry, The American psychiatry press, Jaypee brother , Delhi,
1994
8. Pathak, S. H. : Medical social work, Delhi school of social work
9. Banerjee, G. R. : Social Service Department : Its organization and functions
TISS, Bombay
10. French, L.M. : Psychiatric social work, The common wealth fund, New York
1940
11. World health Organization : ICD-10 AITBS, New Delhi
2002
12. Gelder, M. Gath, D. : Oxford text book of psychiatry, Oxford university press
1996 London

PAPER 2 (GROUP: C) MEDICO-PSYCHO-SOCIAL WORK INTERVENTION

Unit I – Health policy and program

1. Millennium development goals
2. The people's charter on health
3. Health status of India
4. Health vision 2020
5. Health indicators

Unit -II: Health administration

1. Health in five year plans, outlay, programs and achievements.
2. National health policy in India - 2002
3. Information, education & counselling services
4. HIV/AIDS: etiology, epidemiology, psycho-social impact, MPSW intervention, U.N.'s agenda on HIV/AIDS and human rights of HIV/AIDS patients.

Unit - III: Disaster management

1. Global warming and MPSW intervention
2. Common health problems resulting from disaster, epidemics.
3. National emergency preparedness plan : disaster management
4. Natural disaster case studies: flood (Bombay, Behar), tsunami (Japan, India) earthquake (Bhuj-Kach).
5. Manmade disaster case studies: nuclear dis. (Hiroshima- Nagasaki, Chernobyl), industrial dis. (Bhopal gas tragedy) and terrorism attack (9/11, Bombay).

Unit- IV: Forensic medicine

1. The Protection of Human Right Act 1993

2. The Medical Termination of Pregnancy Act 1971 and MTP Rules And Regulation 2003
3. The Pre Conception and The Pre Natal Diagnostic Techniques Act 1994
4. The Bio Medical Waste(Management and Handling) rule 1998
5. PWD Act 1995, RCI Act 1992, National Trust Act
6. The Transplantation of Human Organ Act 1994

Unit- V: National & international health organization

1. National organization
2. Govt. organization - AIIH & PH, AIIMS, NIMHANS, IIPS, IRCS
3. Non organization - VHAI, HKNS, SISS, NSI, Prayas
4. International Organization
5. Govt. organization. : UN,WHO, UNICEF, WTO, ICO, UNHCR
6. Regional organization.: Common wealth nations, SAARC, ASEAN, DFID, INDIA, USAID, NORAD, CIDA, DANIDA, JICA
7. Non Govt. organization.: UICC, IUAT, NLR, CARE, Help age, Rotary international, action aid, AI green peace, Oxfam, save the children

Suggested Readings:

1. Talboot . J.A. : Textbook of psychiatry. The American psychiatry press, Hales, R.E 1999 Jaypee brother , Delhi
2. Pathak, S. H. : Medical social work, Delhi school of social work
3. Banerjee, G. R. : Social service department : its organization and functions, TISS, Bombay
4. French, L.M. : Psychiatric social work, The common wealth fund, New York 1940
5. Verma, R. : Psychiatric social work in India, Sage publisher, New Delhi 1991
6. Baquer, A. : Disability : challenges vs responses, New Delhi 1997
7. Park, K. : Textbook of preventive and social medicine, 20th edition (M/s 2000 Banarsidas Bharot.
8. Lok Sabha : National health policy, New Delhi Secretarine
9. Voluntary health : State of India's health, VHAI, New Delhi Association of India 1991
10. Carson, R.C. Butcher : Abnormal psychology and modern life, Longman, New J.N. and Mineka, S. York 1998

