Master of Social Work

(Syllabus)
2020-2022

Syllabus

School of Social Science

Devi Ahilya Vishwavidyalaya, Indore

M.S.W. Syllabus 2020-2022

I Semester

Sr. No.	Paper Code	Nomenclature of paper	credits
1	SS5A-501	Introduction to social welfare (Core)	4
2	SS5A-503	Development Psychology & Fundamentals of human growth and behaviour (Core)	3
3	SS5A-505	Introduction to contemporary society (Core)	4
4	SS5A-507	Methods of working with people-l social work with groups (Core)	4
6	SS5A-521	Computer Application (skill Development)	3
7	SS5A-523	Social work practicum (Ability Enhancement)	4
8	SS5A-551	Comprehensive viva voce (Virtual Credit)	4
		Total	26

II Semester

Sr. No.	Paper Code	Nomenclature of paper	credits
1	SS5A-502	Fields of social work in India (Core)	4
2	SS5A-504	Health and behavioural problems (Core)	4
3	SS5A-506	Methods of working with people –ll (Social case work) (Core)	4
4	SS5A-524	Social Welfare Administration (Elective)	3
5	SS5A-526	Social work research and statistics (Ability Enhancement)	3
7	SS5A-528	Social work practicum (Ability Enhancement)	4
8	SS5A-552	Comprehensive viva voce (Virtual Credit)	4
		Total	26

I I I Semester

Sr. No.	Paper Code	Nomenclature of paper	Credits
1	SS5A-601	Social policy and legislation in India (Core)	3
2	SS5A-603	Community organization and Social action (Core)	3
3	SS5A-621	Gender Studies (Elective)	3
4	SS5A-623	Specialization paper Group (A, B, C) (Elective)	3
5	SS5A-625	Specialization paper Group (A, B, C) (Elective)	3
6	SS5A-627	Summer Internship Report & Presentation (Skill Development)	3
7	SS5A-629	Social work practicum (Ability Enhancement)	4
8	SS5A-651	Comprehensive viva- voce (Virtual Credits)	4
		Total	26

I V Semester

Sr. No.	Paper Code	Nomenclature of paper	Credits
1	SS5A-602	Social development (Core)	4
2	SS5A-604	Indian social problems (Core)	4
4	SS5A-622	Specialization paper (Group A, B, C) (Elective)	3
5	SS5A-624	Specialization paper (Group A, B, C) (Elective)	3
6	SS5A-626	Dissertation (Project work)	4
7	SS5A-628	Social work practicum (Ability Enhancement)	4
8	SS5A-652	Comprehensive viva- voce (Virtual Credit)	4
		Total	26

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

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   Macmillan publishing company. inc., New York
         1983
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

Semester I
Paper: VI COMPUTER APPLICATIONS: THEORY AND PRACTICAL
Course Objective: This subject enables the students to understand the theory and practical aspect of computer applications.

Learning Outcome: After completion of this unit students will be able to:
- Understand basic computer fundamentals.
- Learn about resources of computer.
- Discuss role of operating system
- Proficient in operating MS Word, MS Excel ,MS PowerPoint.
- Able to access Internet
- Learn about various latest technologies.

Unit I - Anatomy of computer, operating system concepts, hardware, software concepts & terminology, networking--- definition, types, applications, Introduction to GUI.

Unit II - Introduction to MS-Office— MS Word: creating documents, formatting features, standard toolbar, text formatting, header &footer, mail-merge, macro, insertion of files & pictures.

Unit III - MS-Excel :Construction of worksheet and inserting data according to its characteristics, creation of charts and graphs .Use of statistical tools including measures of central tendency, coefficient of correlation and regression.

Unit IV - MS- Power point – Create power point presentation with the help of different presentation styles, editing slides, various views of PowerPoint presentation, insertion of chart and pictures, animation and transition effects, creation of photo album.

Unit V- Internet basics& Applications—Internet & its uses, Intranet & Extranet, web pages, websites, web servers, web browser, internet domains, URL's, IP address, search engines.

Unit VI - Introduction to IT and its development – Virtual reality, GPS, GIS, Mobile technology – 1G, 2G, 3G, 4G. Wi-Fi, Bluetooth.

Recommended Books:

1.Pradeep K.Sinha. Priti Sinha Computer Fundamentals, Fourth Edition, BPB Publications.

2.Rajaraman , V ,Fundamentals of Computers , Prentice Hall of India , New Delhi .

3.Techniques and Applications, Prentice Hall, Englewood Cliffs, NJ.

4.Wood, M.B., Introduction Computer Security, Broadman Associates, Delhi.

5.Sushila Madan , Information technology by, Taxmann allied services (P)   Ltd.

6.Ramesh Behl :Information technology for management by, Tata McGraw Hill education Pvt. Ltd.

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

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

Suggested Readings:

1. Friedlander, WA 1959 : Introduction to social welfare, Prentice Hall, New York
2. Government of India 1980 : Social welfare in India , Planning Commission, New Delhi
3. Shastri, Rajaram 1972 : Samaj karya, kalyan tatha siksha sansthan, Varanasi
4. Pathak,S 1981 : Social welfare, Mac Millan India, New Delhi
5. Kulkarni, PD and Nanavati 1998 : NGOs in the changing scenario: Uppal MC 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. Kuppuswamy, B.   :   Introduction to social psychology ,Asia pub. house,
       1961   Bombay
2. Baron , R. A. and   :   Social psychology, 8th edition, Prentice hall of India
       2000   Pvt.Ltd., New Delhi
3. Byme, D.
   Hurlock, E.B.   :   Developmental psychology, A life span approach, Tata
       1977   McGraw-Hill, New Delhi
4. Morgan, C.T.   :   Introduction to psychology7th edition, Tata McGraw-
       1993   Hill, New Delhi
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

7. Jayaswal, S.R.
    1968
    : Guidance and counseling : an elective approach Lucknow

8. Maslow,A.H.
    1943
    : A Theory of human motivation, psychological review

9. McGregor,D.
    1960
    : The human side of enterprise. N.Y. McGraw-Hill

10. McClelland,D.C.
    1975
    : Power:the inner experience. N.Y.Irvington

11. Murray H.A
    1938
    : Exploration in personality. N.Y. Oxford university press

12. Robinson,A.J.
    1972
    : The 1972 annual handbook for group facilitators. San Diego, CA: Pfeiffer & company

13. Sashkin,M
    1981
    : The 1981 annual handbook for group facilitators. San Diego, CA: Pfeiffer & Company

14. Rao N. S.
    1991
    : Counseling and Guidance , Tata McGraw-Hill, New Delhi

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
    Kingsley, Jessica   guide for professionals, London
    2003
12. Rameshwari Devi,   :   Social work methods, practice and perspective
    Ravi Prakash   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

Unit 1-Introduction to Research: Meaning and definition of research; scope and importance of research; Types of research, The process of research, Research problem and objective formulation, types of variables, Research applications in social, psychological, political, and business sciences; Features of a Good research study,

Unit 2 Data source and data structure and Sampling:
Types and methods of Primary and secondary data collection, Review of Literature, qualitative and quantitative data, Survey method----sampling and sampling methods

Unit 3: Measurement and Scaling, Classification and presentation of data through charts, frequency distribution and graphs, Correlation and Regression

Unit 4: Hypothesis and hypothesis testing for large and small sample, t-test, z-test, Chi-square test

Unit 5: Report writing , Synopsis Writing and ethics in research

Note: Students can refer more models for extra learning

Suggested Readings

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

PAPER: 5 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 an 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.

Newsterm and davis   :   Organizational behavior human behavior at

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

4. Mahajan, G. (ed.).   :   Democracy, difference and social justice. university press, New Delhi, Cambridge

5. Meena Acharya and   :   Gender indicators of equality, inclusion
and Puspa Ghimre. poverty reduction: measuring
2005 project effectiveness. economic and
programme/ political weekly. Vol 40 No. 44 and 45
October 29 – November 04

6. Mishra, R.   :   Globalization and the welfare state.
1999 Chentham press. Northampton:

7. Edward Elgar Watson, S.   :   Engendering social policy. Milton
Keynes L. Doyal. open university press.
1999

8. Denny, David   :   Social policy and social work. Oxford:
1998 claredon press

9. Gail, L., G. Sharon and   :   Rethinking social policy, London, open
J. Clarke (ed). 2000 university press in association with sage
publications.

10. Jayati Ghosh.   :   Globalisation, export oriented
2002 employment for women and social
policy: A case study of India, social
scientist. Vol. 30, No.11/12.

11. Kennet, P.   :   Comparative social policy. London, open
1999 university press.

12. Khadria B (ed.).   :   India migration report 2009. New Delhi,
2009 international migration and diaspora
studies project.

PAPER – 2 COMMUNITY ORGANISATION AND SOCIAL ACTION

UNIT: 1 EVOLUTION OF COMMUNITY ORGANISATION AS A METHOD OF SOCIAL WORK

1. Historical Perspective in India, UK, and USA, the Role of Community-Based Organizations, Human Capital & Social Capital.
2. ssTypes of communities in India
3. Concept, Definition, Scope.
4. Process of Community Organization: Steps in Community Organization, Methods, Principles, Skills, Assumptions.

UNIT: 2 APPROACHES IN COMMUNITY ORGANIZATION PRACTICE

1. Models and strategies of community organisation: 1. Locality development Model, 2. Social Planning Model, 3. Social Action Model
2. Participatory Rural Appraisal: Features, Techniques and Uses. Plan and social analysis. The application of these techniques in Community Organisation. Study, review and analysis of cases/issues in community and its presentation.
3. Community Organization Practice in the Context of Various Settings : Health, Education, Residential institutions, Livelihood and work, Natural resource management, Sustainable development, working with tribal population, working with rural and urban vulnerable Communities, Displaced population and rehabilitation, Community organization in risk education and disaster response, Peace and peace building.

UNIT: 3 SOCIAL ACTION AND ADVOCACY

1. Concepts, Principles and Process of Social Action; Social work and social action; History of social action in India.
2. Concept of advocacy as a tool; Strategies for Advocacy, Campaigning, and Lobbying; Use of media and public opinion building in advocacy; and Coalition and Network building; Linking up protest movements with development work.
3. Different forms of protest, various contributions to the theory of social action (Paulo Friere, Mahatma Gandhi (Sarvodaya)

UNIT: 4 SOCIAL ACTION AND SOCIAL MOVEMENTS

1. Social Movements: Origin, Nature, Types of Movements, Theories of Movement and new Social Movements.
2. Social Movements, Social Action and Social Change: Movement Analysis: Ideology, Structure, Leadership, Process and Outcomes, Analysis of ideology and approach different social movements in India.
3. Case studies on various Movements: Mahatma Gandhi, Martin Luther King.

UNIT: 5 Practice

1. Prepare an analytical study in the form of research study covering the topics-
   a. Community organisation
   b. Social Action

c. Social Advocacy

Suggested Readings

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

PAPER 3---GENDER STUDIES

Unit 1 –

Social Construction of Gender

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

Concept and need for Women's Studies

Unit – II

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

Indian Constitution and provisions relating to women.

Unit – III

Liberal Feminism

Marxist Feminism

Radical Feminism

Socialist Feminism

Unit – IV

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

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

New Economic Policy and its impact on Women's Employment

Unit – V

Women and Environment – Basic Concept of Ecofeminism

Women Development approaches in Indian Five Year Plans

Panchayati Raj – Political Role and Participation

U N and Women Development -International Funding Agencies.

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

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
   1971   publishers, Jallandhar
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. Maternity benefit act, 1961
3. Employees provident and misc. act, 1971
4. Payment of gratuity act, 1972

Unit- IV: Legislations regarding working conditions
1. The factories act, 1948
2. The mines act, 1952
3. Sexual harassment at work place

Unit- V: Legislation regarding industrial relations
1. Industrial employment (standing orders) act 1964
2. Indian trade union act1926
3. Industrial disputes act, 1947

Suggested Readings
1. Saxena R.C. 1971 : Labour problems and social welfare, New academic publishers, Jallandhar
2. Pillai M.K. 1986 : Labour and industrial laws, Allahabad law agency, Allahabad
3. Pant S.C. 1986 : Indian labour problems ,Allahabad law agency, Allahabad
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 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 panchati 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 1985 : Rural development in India, Sage publications, New Delhi
2. Maheshwari Shivram 1985 : Rural development in India, Sage publications, New Delhi
3. Madan GR 1983 : India's developing villages, Print house India, Lucknow
4. Rutman Leonard 1983 : Undertaking programme evaluation, Sage publications New Delhi
5. Clinard Marshal B 1957 : Slums and community development, The free press, New York
6. Siddiqui HY 1977 : Working with communities, Hira publications, New Delhi
7. Gangrade KD 2001 : Working with communities at grass roots level, Radha publications, New Delhi

8. Green Gray Paul and :   Asset building and community development ,Sage
    Anna Haines   publications, New Delhi
    2001
9. Asha Ramagonda Patil: Community organization and development, PHI
    2013   learning private limited, New Delhi 110001, India
10. Yatindra Singh   :   Functioning of panchayti raj system, Rawat publishers,
    2005   Sisodia (Editor), Jaipur
11. Surendra Singh   :   Encyclopedia of Social work in India: New royal book
    2012   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
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   :   Social movements and the state, Sage
    2000   publications, New Delhi
10. Pinto Marina   :   Metropolitan city government in India, Sage
    2000   publications, New Delhi
11. Nagpaul Hans   :   Social work in urban India, Rawat publications,
    2007   Jaipur
12. Anand Ram Nigam   :   Bharatiya sahakarita andholan, Sahitya niketan
    1966   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, 20th 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
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 : Hugl 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. longman, and Mineka, S 1998 : Abnormal psychology and modern life, New York

2. Talboot . J.A. Hales, R.E. 1994 : Textbook of psychiatry, The American psychiatry press, Jaypee brother, Delhi

3. French, L.M. 1940 : Psychiatric social work, The common wealth fund, New York

4. World health Organization 2002 : ICD-10, AITBS, New Delhi

5. Gelder, M. Gath, D. 1996 : Oxford text book of psychiatry, Oxford university press London,

6. Verma, R. 1991 : Psychiatric social work in India, Sage publisher, New Delhi

7. Baquer, A. 1997 : Disability : challenges vs responses, New Delhi

8. Park, K. 2000 : Textbook of preventive and social medicine, 20th edition (M/s Banarsidas Bharot.)

9. Lok Sabha Secretarine : National health policy, New Delhi

10. Voluntary health association of India 1991 : State of India's health ,VHAI, New Delhi

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 2000 experience, deep and deep publishers, New Delhi
3. Singh,S : Social development in India, Radha publishers, New 1991 Delhi
4. Kumar H : Social work, social development and sustainable 1997 development, regency publications, New Delhi
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,
   2001 New Delhi

8. Dereze Jean, : Indian development, Oxford university press, New
   Amartya Sen 1999 Delhi

9. Jhingan , ML : Vikas ka arth shasthra avam ayojan, Konark publishes
   1989 pvt. ltd, New Delhi

10. Sapru RK : Development administration, Deep and deep
    1989 publications, New Delhi

11. Boase AB : Social welfare planning in India, Bangkok, ESCAPE
    1970

12. Titmus RM : Commitment to welfare, George allen and unwin,
    1969 London

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. Maclver, 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 vightan (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 1987 : Organizational behavior , Mc graw hill co., New Delhi
2. Bhatia SK 1980 : Personnel management and industrial relations ,Deep and deep publications, New Delhi
3. Dyal Ishwar 1984 : Management training in organizations, Prentice hall of India pvt. Ltd.
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. Punekar,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 1987
2. Bhatia SK : Personnel management and industrial relations, Deep 1980 and deep publications, New Delhi
3. Dyal Ishwar : Management training in organizations, Prentice hall of 1984 India pvt ltd,.
4. Dwivedi RS : Management of human resource, Oxford and IBH 1982 publishing co, New Delhi
5. Flippo EB : Principles of personnel management, MC graw hill book 1966 company, New York
6. Lal Das DK : Personnel management, industrial relations and labour 1991 welfare, YK publishers, Agra
7. Mamoria CB : Bharatiya shram samasyaen, Sahitya Bhavan, Agra 1976
8. Punekar,SD and Deodhar : Industrial relations, Himalayan publishing house, 1981 Bombay

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

11. Verma Pramod and
    Mukerjee, Surya
    1982
    :Trade unions in India, Oxford and IBH Publishing house, New Delhi

12. Tripathi PC & Reddy PN
    1983
    : Principles of management, Tata McGraw hill publishing company limited, New Delhi

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-1V
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 1990 : Managing the non profit organizations, Harper collins, New
2. Brody Ralph 2001 : Effectively managing human services organizations, Sage publications, New Delhi
3. Filipo EB 1996 : Principles of personnel management, Mc graw hill book co
4. Luthans Fred 1995 : Organizational Behavior, Mc graw hill ,New Delhi

1. Pareek Udai 1993 : Motivating for organizational roles, Rawat publications, Jaipur
2. Robin P Stephen 2008 : Organizational behavior, prentice hall of India. New Delhi-
3. French, Wendell 2000 :Organizational development, Prentice hall of India, New Delhi

4. Rao, TV 1991 : Readings in human resource development , Oxford and IBH, New Delhi

5. Singh,Anup and Rajan K Gupta 2001 : Designing and developing organizations for tomorrow , Sage publications, New Delhi

6. Ramnarayan,S and Rao, TV1998 : Organizational development: Sage publications, New Delhi

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.   :   Psychiatric social work in India, Sage publisher, New
   1991   Delhi
2. Baquer, A.   :   Disability : challenges vs. responses, New Delhi
   1997
3. Park, K., M/S   : Textbook of preventive and social medicine, 20th
   Banarsidas Bharot   edition
   2002
4. Lok Sabha Secretarine :   National health policy, New Delhi
5. Voluntary Health   :   State of India's health, VHAI, New Delhi,
   Association of India
   1991
6. Carson, R.C. Butcher, :   Abnormal psychology and modern life, Longman,
   J.N. and Mineka,   New York
   1998
7. Talboot. J.A. Hales, R.E: Textbook of psychiatry, The American psychiatry press,
   1994   Jaypee brother , Delhi,
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
    1940   York
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

Dissertation (Project Work)