

# **Faculty of Social Science & Humanities**

## **Department of Social work**

### **Study and Evaluation Scheme**

**Of**

### **Master of Social Wok (M.S.W.)**

(Applicable w.e.f Academic Session 2018-19, till revised)



## **AKS UNIVERSITY, SATNA**

**Study and Evaluation Scheme**

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# Faculty of Humanities & Social Science

## Master of Social Work (MSW)

### I Semester

### Credit & Evaluation Scheme

S. No.	Sub.Code	Subject Code	Periods			Credits
			L	T	P	
1	65SW101	History and Philosophy of Social Work	4			4
2	65SW102	Human Behaviour and Personality	4			4
3	65SW103	Social Work Research	4			4
4	65SW106	Working with Individuals (Social Case Work)	4			4
5	65SS105-H/I	Spiritual Study- Hinduism/ Islam	3			3
6	65SW151	Field Work			6	3
TOTAL			19		6	22

# Faculty of Humanities & Social Science

## Master of Social Work (MSW)

### II Semester

### Credit & Evaluation Scheme

S. No.	Sub.Code	Subject Code	Periods			Credits
			L	T	P	
1	65SW202	Human growth and development	4			4
2	65SW207	NGO Management	4			4
3	65SW204	Social Group Work	4			4
4	65CA205	Computer Fundamental & PC Package	3			3
5	65SW206	Sociology for Social Work	4			4
6	65SW251	Field Work			6	3
TOTAL			19		6	22

# Faculty of Humanities & Social Science

## Master of Social Work (MSW)

### III Semester

### Credit & Evaluation Scheme

S.No.	Sub. Code	Subject Name	Periods			Credits
			L	T	P	
1	65SW301	Rural Society and Panchayati Raj Institution	4			4
2	65SW302	Social Legislation in India	4			4
3	65SW303	Community Organisation	4			4
4	65SW304	Population & Environment	4			4
7	65SW351	Internship/ Field Visit (30 Days)			8	4
8	65SW352	Fields Work			6	3
<b>TOTAL</b>			<b>19</b>		<b>14</b>	<b>23</b>

**Note:**

- 1. Evaluation of internship is divided into two parts, first is Report of the internship (50 Marks) and second viva-voce (50 Marks)**

**Faculty of Humanities & Social Science**  
**Master of Social Work (MSW)**  
**IV Semester**  
**Credit & Evaluation Scheme**

S.No.	Sub. Code	Subject Name	Periods			Credits
			L	T	P	
1	65SW401	Counseling	4			4
2	65SW402	Social Welfare Administration	4			4
3		Elective-I	4			4
4		Elective-II	4			4
5	65SW451	Major Project			20	10
<b>TOTAL</b>			<b>19</b>		<b>20</b>	<b>26</b>

**List of Elective Papers**

Sr.no.	Sub. Code	Subject Name
<b>Group-A: Human Resource Development &amp; Management</b>		
1	65SW403-A	Labour Welfare and Legislation
2	65SW404-A	Human Resource Management & Industrial Relation
<b>Group-B: Social Work with Communities</b>		
1	65SW403-B	Social Work with Rural Community
2	65SW404-B	Social Work with Urban Community
<b>Group-C: Management of Welfare Services</b>		
1	65SW403-C	Social Welfare in India
2	65SW404-C	Management of Social Welfare
<b>Group-D: Women &amp; Child Development</b>		
1	65SW403-D	Women and Development
2	65SW404-D	Child Welfare & Development

**Note:**

1. Student can choose only one group of the above and study both the subjects of the group.
2. Evaluation of Major Project is out of 200 marks and divided into three parts, first is Report writing (100 Marks), second Presentation (50 Marks) and third viva-voce (50 Marks)

# Master of Social Work (MSW)

## I Semester

### HISTORY AND PHILOSOPHY OF SOCIAL WORK

#### Unit-I

Meaning, Definition and concept of social work. Social Welfare, Social Reform and social services. Historical Development of social work U.K., U.S.A. and India.

#### Unit-II

Principles of Social Work. Philosophy of Social Work. Gandhian Philosophy of Social Work..**Radical social work and its element, goal ,methods**

#### Unit-III

Social Work as a Profession. **Professional image of social work in India**  
Method of Social Work-Primary Method, Social Case Work, Social Group work and Community Organization.

#### Unit-IV

Secondary Methods-Social Welfare Administration, Social Work Research and Social Action,.

#### Unit-V

Social Work in Different Setting-Medical and Psychiatric Social Work, School Social Work and Correctional Social Work  
**Social development –aim, indicator .and its approaches**

#### Text Book:

- 1.Friedlander, W.A.(1982) : Introduction to Social Welfare, Prentice Hall of India (p) Ltd., New Delhi.
- 2.DasGupta, Sugata (1964) : Towards a Philosophy of Social Work in India, Popular Book Service, New Delhi.
- 3.Wadia, A.R. (ed.) (1961) : History and Philosophy of Social Work in India, Allied Publishing House, New Delhi.
- 4 शास्त्री, राजाराम : समाजकार्य, ३० प्र० हिन्दी ग्रन्थ अकादमी, लखनऊ ।
- 5 इनाम शास्त्री, ए.एस. : व्यावसायिक समाज कार्य, गुलशी पब्लिकेशन, वाराणसी ।
- 6 पाण्डेय, मणिभूषण : समाजकार्य—दर्शन, सिद्धान्त एवं अभ्यास, लोक सेवा पब्लिकेशन्स, वाराणसी ।
- 7 पाठक, आर.सी. (2010) : समाजकार्य—दर्शन, इतिहास, क्षेत्र एवं प्रणालियाँ, विजय प्रकाशन मंदिर, वाराण

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

## **I Semester**

### **HUMAN BEHAVIOUR AND PERSONALITY**

#### **Unit-I**

S-O-R formulation of Human Behaviour

Perception:- Definition, figure and Background, Perceptual Organization, Illusions. Learning:- Definition and concept of Learning

#### **Unit-II**

Memory and Forgetting:- meaning and definition, types of memory Short-Term and long-Term Memory, characteristics of good memory, Determinates of forgetting nature and causes.

#### **Unit-III**

Motivation:- meaning of motivation, theories of motivation Definition of Instincts, Needs and Drives, Types of Motives. Maslow's Theory of Hierarchy of Needs. Basic factors of motivation.

#### **Unit-IV**

Intelligence:- Definition, concept and Theory of Spearman, Thorndike, Guilford, Adjustment, Conflict and Stress, Difference in Normal and Abnormal Behaviour.

#### **Unit-V**

Personality : Meaning, Definition ,Theories of Frued's, Erikson, Jung, Murray and Skinner.

Personality Test:- Psychometric and Projective Test Brief Introduction.

Non intelligence test

Verbal intelligence test

#### **Books Text:-**

1.Sangeeta Tej and Tejsker pandey :Samaj karya, Prakashak jubli fundamental ,Lucknow

2.Samanya manovigyan : Arun kumar singh

3.Sangthnatmk vyvhar : Vipin asthana and rekha bakshi ,Agrawal publication ,Agara-7

4.s.p. gupta-shiksha manovigyan

5.arvindshil-shiksha manovigyan

# Master of Social Work (MSW)

## I Semester

### SOCIAL WORK RESEARCH

#### Unit-I

Nature of Science and Scientific Method. Social Work Research. Meaning, Purpose, **Steps** and Scope.

#### Unit-II

Research Problem:- Hypothesis-formulation function, Attributes of Good Hypothesis.

Types of Research - Experimental Research, , Survey Research.etc.

#### Unit-III

Research Designs:- **Definition, functions and types.**

Source of Data:- Primary and Secondary Source Technique of Data Collection: Observation, Interview, Questionnaire,.

Sampling:- Meaning, Characteristics Types and Determination of Sample Size.

#### Unit-IV

Purpose of Statistics, Measurement Scales-Nominal, Ordinal, Interval and Ratio Scales.

Diagrammatic and Graphics Representation Data Measure of Central Tendency – Mean, Median and Mode. Measures of dispersion and skewness .

#### Unit-V

##### Correlation:

– Meaning and concept Correlation, types of Correlation ,various method calculation of coefficient Correlation, Test of significance: Chi-square’’ and The ‘T’ Test.

#### Text books-

1.S.N. Shulka; Techniques of statistics

2.B.P. Gupta: Principle of statistics

3.Gupta, S.P. : ‘Statistical Methods’, New Delhi Sultan Chand & Sons.

4.Ahuja, Ram (2001) : ‘Research Methods’, Jaipur: Rawat Publications.

5.Kothari, C.R. : ‘Research Methodology & Techniques’, New Delhi., New Age International.

6.Sharma, B.A.V.,Prasad, : ‘Research Methods in Social’, New Delhi; Sterling.

7.आहुजा, राम : ‘सामाजिक सर्वेक्षण एवं अनुसंधान’, रावत पब्लिकेशन, जयपुर एवं नई दिल्ली।

तोमर, राम बिहारी : ‘सामाजिक अनुसंधान’, श्रीराम मेहरा एण्ड कम्पनी, आगरा

सिंह, सुरेन्द्र : ‘सामाजिक अनुसंधान’, उ०प्र०हिन्दी ग्रन्थ अकादमी, लखनऊ।

मुखर्जी, रविन्द्र नाथ : ‘सामाजिक शोध व सांख्यिकी’, विवेक प्रकाशन, दिल्ली।

# Master of Social Work (MSW) I Semester

## SOCIOLOGY for SOCIAL WORK

Objective: The basic objective of this course is to understand the concepts of sociology for social work.

### Unit-1

sociology: , meaning, scope and **Importance**

basic concepts : society, association, culture, status and roles.

### Unit-2

Social stratification : meaning, definition and characteristics **forms of social stratification ,caste & class**

### Unit-3

Social groups: meaning definition and characteristics . Types of social groups: primary and secondary groups, Reference group.

### Unit-4

Social institutions: meaning and definition, types of social institution: marriage, family, religion,

Social control: meaning ,**need and importance of social control and its types**

Social change: ,meaning ,**definition**, characteristics, patterns of social change and **theories of social change**

### Unit-5

Problem of social system: unemployment, over population ,poverty

crime, , beggary, prostitution,

suicide and drug dependence, AIDS, violence.

Corruption

### Text book-

1,M.L.Gupta and D.D. Shharma, . Samajsatra, sahitya bhawan ,publication,Agara.

2.Gilin and Gilin, cultural Sociology, The macmillan co.

### Reference book –

1.Agrwal G.K., Sociology , Disorganzaation . sahitya bhawan ,publication,Agara

2. Agrwal G.K.,Social Controal and change ;Sahitya bhawan publication Agra

3.Dr. Balrshvar pandey , Samajkarya ek samgra dristi ,uttar Pradesh hindi granth sansthan , lucknow

**SPIRITUAL STUDIES (HINDUISM)**  
**SRIMADBHAGWADGITA**  
**Compulsory for All Programme/ Courses**  
**श्रीमद्भगवद्गीता**

**UNIT-I**

**अध्याय—एक**

अर्जुन की मोहग्रस्तता,

**अध्याय—दो**

अर्जुन का नैराश्य, शरीर और आत्मा का विश्लेषण, कर्तव्यपालन, निष्काम कर्मयोग, स्थितप्रज्ञ एवं तापत्रय

**अध्याय—तीन**

कर्मयोग, षट्ठिकार

**UNIT-II**

**अध्याय—चार**

गीता का इतिहास, भगवान के प्राकट्य का कारण एवं उनकी सर्वज्ञता

**अध्याय—पांच**

ईश्वरभावनाभावित कर्म

**अध्याय—छः**

ध्यान योग या सांख्य योग, सिद्धि या समाधियोग

**अध्याय—सात**

परा और अपरा शक्ति, पुण्यात्मा मनुष्य के लक्षण

**UNIT-III**

**अध्याय—आठ**

ब्रह्मा, आत्मा, अधिभूत, अधिदैव, अधियक्ष, मुक्तिलाभ की विधि

**अध्याय—नौ**

परमगुहाज्ञान

**अध्याय—दस**

श्रीभगवान का ऐश्वर्य

**UNIT-IV**

**अध्याय—ग्यारह**

श्रीभगवान का विराटस्वरूप

#### अध्याय—बारह

भक्तियोग का वर्णन, अव्यक्त की उपासना में क्लेश, शुद्ध भक्त के लक्षण

#### अध्याय—तेरह

क्षेत्र, क्षेत्रज्ञ एवं कर्मक्षेत्र की परिभाषा, ज्ञान, ज्ञेय, प्रकृति एवं परमात्मा, चेतना

#### अध्याय—चौदह

त्रिगुण स्वरूप

#### अध्याय—पंद्रह

परम पुरुष का स्वरूप, जीव का स्वरूप

### UNIT-V

#### अध्याय—सोलह

दैवीय स्वभाव, आसुरी स्वभाव

#### अध्याय—सत्रह

श्रद्धा के तीन प्रकार, भोजन के प्रकार, यज्ञ के प्रकार, तप के प्रकार, दान के प्रकार, ऊँ कार का प्रतिपादन, सत्, असत् का प्रतिपादन

#### अध्याय—अठारह

सन्यास एवं त्याग में अंतर, त्याग के प्रकार, कर्म के कारण, कर्म के प्रेरक तत्व, कर्म के प्रकार, कर्ता के प्रकार, चार वर्णों के स्वाभाविक गुण, प्रभु के प्रति समर्पण भाव

### Recommended books

#### संदर्भ ग्रंथ सूची

1. श्रीमद्भगवद्गीता—गीताप्रेस, गोरखपुर।
2. श्रीमद्भगवद्गीता—मधुसूदनसरस्वती, चौखम्भा संस्कृत संस्थान, वाराणसी, 1994।
3. श्रीमद्भगवद्गीता—एस.राधाकृष्णन् कृत व्याख्या का हिन्दी अनुवाद, राजपाल एण्ड सन्स, दिल्ली, 1969।
4. श्रीमद्भगवद्गीता—श्रीमद् भक्तिवेदांत स्वामी प्रभुपाद, भक्तिदांत बुक ट्रस्ट, मुंबई, 1996।
5. Srimadbhagawadgita-English commentary by Jaydayal Goyandaka, Gita Press, Gorakhpur, 1997.

**SULLABUS**  
**SPIRITUAL STUDIES (ISLAM)**  
**Compulsory for All Programme/ Courses**

**UNIT-I**

**इस्लाम धर्म:-** 6वीं शताब्दी में अरब की (राजनैतिक, धार्मिक, सामाजिक, आर्थिक परिस्थितियां व कबीलाई व्यवस्था)

मोहम्मद साहब का जीवन परिचय, संघर्ष व शिक्षाएं, इस्लाम का प्रारम्भ, इस्लाम क्या है और क्या सिखाता है, ईमान-ईमाने मोजम्मल, ईमाने मोफस्सल।

**UNIT-II**

**इस्लाम धर्म की आधारभूत बातें:-**

तोहीद, कल्मा-कल्मा-ऐ-शहादत, कल्मा-ऐ-तैय्यबा, नमाज, रोजा, जकात और हज का विस्तारपूर्वक अध्ययन

**UNIT-III**

**खुदा-तआला की किताबें (आसमानी किताबें):-**

“वही” की परिभाषा, तौरैत, जुबूर, इंजील का परिचय, पवित्र कुरान का संकलन, पवित्र कुरान का महत्व, कुरान की मुख्य आयतें, पवित्र कुरान और हाफिजा

**UNIT-IV**

**पवित्र हदीसों और सुन्नतें:-**

हदीस और सुन्नत क्या है, हदीस और सुन्नत का महत्व, कुछ प्रमुख सुन्नतें और हदीसों का अध्ययन, सोकर उठने की सुन्नतें, लेबास की सुन्नतें, बीमारी और अयादत की सुन्नतें, सफर की सुन्नतें

**UNIT-V**

**इस्लाम धर्म की अन्य प्रमुख बातें:-**

मलाऐका या फरिशते (देवदूत), खुदा के रसूल, खुदा के पैगम्बर, नबी और रसूल में अन्तर, कयामत, सहाबा, खलीफा, मोजिजा और करामात, एबादत, गुनाह (कुफ्र और शिर्फ), माता-पिता, रिश्तेदार व पड़ोसी के अधिकार, इस्लाम में औरत के अधिकार, इस्लाम में सब्र और शुक्र, इस्लाम में समानता और भाईचारा

**ADDITIONAL KNOWLEDGE:-**

IN THE LIGHT OF ‘QURAN’ AND ‘HADEES’, TEN POINTS WILL BE DELIVERED TO THE STUDENTS DAILY, IN A SECULAR COUNTRY THE STUDENTS SHOULD KNOW THE PHILOSOPHY OF OTHER RELIGION ALSO SUCH AS “JAINISM”, “BUDHISM” AND “SANATAN DHARMA”.

## FIELD WORK

**Objective:** The basic objective of the course is apply knowledge and principles taught in the class-room and reciprocally. to see richer meaning in the content of the classroom course.

- Field Work (100 Hrs.)
- Assignment
- Seminar
- Industrial / NGO's / Institutions etc. visit

Note:- 80% attendance compulsory

**Master of Social Work (MSW)**  
**SEMESTER-II**  
**WORKING WITH INDIVIDUAL (SOCIAL CASE WORK)**

**Unit-I**

Social case work as a method of social work. Social case work-meaning, Definition, Philosophy and values. Historical Development of Social Case Work Method Case Worker Client Relationship.

**Unit-II**

Principals of Social Case Work, Component of Case Work Method; Study, Diagnosis or Assessment, Treatment or Intervention and follow-up.

**Unit-III**

Social Case Work Tool:- Interview, home visit, Observation, Listening, Communication, Building.

**Unit-IV**

Technique of Social case Work: Investigation, Modification of Environment, Support, Encouragement, Confirmation, Generalization, Explanation, Clarification and Insight Development.

**Unit-V**

Social Work in Different Setting-Medical and Psychiatric Social Work, School Social Work and Correctional Social Work.

Professional Self:- Conflicts and Difficulties in working with individuals and families, use of Self with Awareness.

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

## **SEMESTER-II**

### **Human growth and development**

**Objective:** The basic objective of this course is to understand the concepts of knowledge of human growth and development in social work practice.

#### **Unit-1**

Definition, Goals, sub fields of psychology, Role of Heredity and environment, Understanding psychology and Life Span Approach from an Indian perspective and its relevance to Social work profession.

#### **Unit-2**

Perception, Attitudes, Motivation, Cognition, Learning & Intelligence, Prejudice, Stereotypes, Aggression, Mass Behavior, Frustration, Altruism, Values.

#### **Unit-3**

**Pre-natal Stage:** Conception, myths related to pregnancy, Factors affecting prenatal development, Prenatal and Postnatal care, Developmental milestones achieved during prenatal Development.

#### **Unit-4**

**Childhood :** Infancy to Late Childhood- physical, social, cognitive development, needs, changes and tasks.

#### **Unit-5**

Adolescence, Adulthood and Aging Physical, social, cognitive development, needs, changes and tasks.

#### **Text book –**

1. Asamanya vyahar – Dr. D. P. Misra, uttar predesh hindi sansanthan , lucknow
2. Vikasatmak manovigyan , Dr. J.N.L., Vinod pustak mandir , Agra
3. Naidu U.S. and Nakhate V.S. child development studies in india , Bombay:TISS
4. Introduction to psychology, Clifford morgan, King, weinz and schopher , New Delhi TMH publication

#### **Reference book-**

1. Jacob K.K., Social development in india , Rawat publication , Delhi
2. Singh R.R. , Whither social development , Association of social of social work Delhi

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

## **SEMESTER-II**

### **Economy of development**

**Objective:** The basic objective of this course is to provide the knowledge about economic systems and development

#### **Unit-1**

Development: social and economic concept and measurement.

History of economic planning and types of planning economic planning and development as an instrument of social development.

Welfare economics and social development.

#### **Unit-2**

Social planning in India: Inter-grated approach in social economic development : health , faction urban development , housing and community development population growth and its consequences

#### **Unit-3**

Factors and problem in social and economic development , ecological , ethnic , economic m social regional , political , demographic ect.

Area development, regional imbalance, agriculture and urban land policy .

Distribution of income and policy

#### **Unit-4**

Planning of rural – urban environment, conservation and development of physical resources for human welfare.

Role of elected bodies in development

Development planning and the constitution , central –state relation

The planning commission and planning process

#### **Unit-5**

Development administration, Problems and prospects of social and economic planning.

Poverty and its socio-economic and political consequences, Concept of Hunger development (HDI)

World Hunger- Magnitude, causes, consequences and remedies

#### **Text book –**

1. Pratiyogita darpan atiriktank , samanya adhyan , Bhartiya Arthvyavstha,2013-14,Agra(both hindi and english)

#### **Reference Books-**

- 1.Agrawal A.N. and lal kundan , Economics and development and planning , vikas publication house pvt.ltd.
- 2.Misra , S.K. and puri V.K. , Indian economy : its development ezperience. Mumbai , Himalay paublishing house
- 3.Datt, Ruddar and Sundharam, K.P.M.: Indian economy , New delhi:S.chand (both hindi and English)

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

## **SEMESTER-II**

### **Social group work**

**Objective:** The basic objective of this course is to understand the theory and practice of social group work.

#### **Unit-1**

Social group: meaning, definition and characteristics and types.

Social group work : meaning, definition , characteristics and objectives.

Historical evolution of social group.

#### **Unit-2**

Principals, values and basic assumption of social group work.

Components of social group work: worker group and agency role, skills and functions of social group work.

#### **Unit-3**

Group formation – Factors and steps, formulation of goals , group conflict and subgroup formation.

Program me – planning and development in social group work.. role of group worker in programme planning and development. Group diagnosis, groups dynamics and guided groups interaction

#### **Unit-4**

Recording in social group work – Meaning, principles, importance and types of recording in social group work. Evaluation in social group work.

#### **Unit-5**

Social group work in different setting –Health, education, groups work with aged and in firms, mentally retarded and delinquents.

#### **Text book –**

- 1.Pro. Prayag deen mishra, Samajik samuhik karya , uttar Pradesh hindi sansthan , Lucknow
- 2.Soodan K.S. Social work: Theory and Practice, Navjyoti somran publication, Lucknow

#### **Reference book –**

1. Konopka G.Social group work: A helping process, Prentice Hall Inc – Englewood cliff.N.J.
2. Singh R.R. (ed.) – field work in social work education : A perspective for human service profession ( new Delhi publication co.)

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

## **SEMESTER-II**

### **Computer Fundamental & PC Package**

#### **Unit-I**

**Introduction to computers:-** Definition of electronic Computer, Characteristics of Computers, features, Types of computers Mini Computers, Micro Computers, Mainframe Computers, Super Computers, Memory Types of Memory (Primary & Secondary) RAM, ROM, PROM, EPROM, Secondary, Storage Devices FD, CD, HD, Pen drive, I/O Devices:- Keyboard, Mouse, Monitor, Scanners, Plotters, LCD, Plasma Display.

#### **Unit-II**

##### **Operating System and Services O.S.**

**Windows Operating Environment** Features of MS-Windows, Control Panel, Taskbar, Desktop, Windows Application, Icons, Windows Accessories, Notepad, Paint Brush.

#### **Unit-III**

**MS Word 2007:-** Word basics, formatting text and documents, working with headers, footers and footnotes, tabs, tables and sorting. Working with graphics, templates, wizards and sample documents, introduction to mail merge and macros.

#### **Unit-IV**

**MS PowerPoint 2007:-** PowerPoint basics, creating presentation the easy way, working graphics. Inserting various objects (Picture, Organizational Chart, Audio, Video etc) in slide. Adding Animation effects in slide.

#### **Unit-V**

**MS Excel 2007:-** Excel basics, rearranging worksheets, excel formatting tips and techniques. Introduction to functions, Excel chart features, working with graphics. Using worksheet as a Database.

**Cyber crime and it's law:** Introduction of cyber crime and its types. Laws for cyber crime.

#### **Text Readings**

1. E Balagurusamy **Fundamentals of Computer** Tata MacGraw Hills Publication.
2. Deepak Bharihoke **Fundamentals of Information Technology** Excel books.
3. Manish Mahajan **IT Infrastructure & Management** Achme learning.

**Master of Social Work (MSW)**  
**SEMESTER-II**  
**Field work**

**Objective:** The basic objective of the course is applied knowledge and principles taught in the class-room and reciprocally. To see richer meaning in the content of the classroom course.

- Field Work (100 Hrs.)
- Assignment
- Seminar
- Industrial / NGO's / Institutions etc. visit

**Note:-** 80% attendance compulsory

**Master of Social Work (MSW)**  
**SEMESTER-III**

**Rural Society and Panchayati Raj Institution**

**Object :**

To provide the knowledge of basic concepts of rural society and panchayati raj institutions.

**Unit-I –**

**Indian Rural Community :** Concept, characteristics,

**Rural Development:** Concept, brief history of rural community development & its some important scheme's (IWMP, IRDP, MNREGA, NRLM etc.)

**Unit-II – Problem of Rural Community :**

Unemployment, poverty, bonded labour, illiteracy, health, green revolution & its impact on rural communities.

**unit-3 rural social institution –**

panchayati raj institution-Concept, Brief history of Panchyati Raj Institution

various committees related to Panchayat-Balvant rai mehata samiti 1957, Ashok mehata samiti 1977  
JKV Rao samiti 1985, L.S. Singhavi samiti 1986

**unit4 DECENTRALIZATION-**

**Constitutional base of Panchayati raj**

64<sup>th</sup> constitutional amendment act 1989, 73<sup>th</sup> constitutional amendment act 1992

11<sup>th</sup> schedule of constitution areas act PESA-1996

**Centralization-** Mean, definition merits & demerits of centralization

**Decentralization-** Mean, type, merits & demerits of centralization

Difference between centralization and decentralization

**unit -5<sup>th</sup> Parts of Panchayati Raj Institution**

Village Panchyat , Nagar Panchayt , Zila Panchyat

Gram Sabha

.

**Text Book:**

1. Sharma, (2005) : 'Grass Root Governance', Aalekh Publications
2. isodia, (2005) : 'Functioning of Panchayati Raj System', Rawat Publications
3. Jain S.C. : 'Community Development and Panchayat Raj in India'

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

## **SEMESTER-III**

### **Social Legislation in India**

#### **Social Legislation in India**

##### **Objective :**

To provide the knowledge of Laws.

##### **Unit-1 – Social Legislation :**

Concept, meaning and objectives importance of social legislation. Social legislation in regard to marriage.

Dowry and immoral traffic.

##### **Unit-II –**

Laws Protecting interest of children in relation to minority, guardianship, adoption, child marriage juvenile delinquency and child labour.

##### **Unit-III – Law for women in India :**

Widow Remarriage Act, Maternity Benefits Act, Equal Representation Act, Medical Treatment of Pregnancy

Act, Family Court Act, and Indecent Representation of Women (Prohibition) Act.

##### **Unit-IV – Law regarding Labour :**

Factory Act, Minimum wages Act and Contract Labour Act.

Social Legislation in regard to society registration, Orphanage and other charitable homes.

##### **Unit-V – Social Security :**

Meaning definition and objectives social assistance and social insurance, social security legislation in regard to employee's state insurance and worker's compensation Act.

Social Security for Aged : Provident fund, gratuity and pension scheme.

#### **Text Books-**

1. Shram kalyan -Prof. R.b.s. verma, Atul pratap singh :new royal group company lucknow.

2. पाठक, आर.सी. 2006 : 'श्रम समस्याएँ एव' श्रम कल्याण', विजय प्रकाशन, मन्दिर।

3. Singh, A.N. (2010) : 'Child Labour in India-Socio-Economic Perspective', Shipra, Newdelhi

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

## **SEMESTER-III**

### **Community Organization**

#### **Object :**

Understand the use and practice of community organization in various fields of social work.  
Get in depth knowledge about the community organization process.

#### **Unit -1 Community**

Meaning ,definition ,characteristics distinction between community and society ,community and association ,community and institution

Rural community and Urban community

#### **Unit -2 Community organization**

concept ,meaning ,definition characteristics ,objective ,brief historical development of Community organization

Community organization as method of social work

#### **Unit-3**

Principals of Community organization ,skills in Community organization

methods of Community organization

#### **Unit 4<sup>th</sup> Community Development**

Community development -meaning ,definition ,objective

differences between Community organization and community development

#### **Unit-5<sup>th</sup> steps of Community organization & community chest**

steps of Community organization- Observation , Study, evaluation, modification..etc

Community chest –meaning ,condition of membership

Management of the Community chest and advantages , role of community organizer in community chest .

#### **Text Books:**

- 1.Community organization : tejskar pandey,Lucknow
- 2.samudayik sangathn: uttar Pradesh hindi granth sansrhan lucknow

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

## **SEMESTER-III**

### **Population & Environment**

**Object:** To provide knowledge about environment and its associated issues and management.

#### **Unit-1- Population**

Population: composition and attributes, Population growth world and Indian scenario, malths theory and post Malthus theory., Population explosion – Causes, Effects and Control.

#### **Unit : 2 Population Policies and Programmes**

National and state population policies of India, Family welfare programmes, Family planning Programmes & TFR

#### **Unit-3 Environment and its Issues**

Environment- Definition & Components. Goal of Environmental awareness and education.

Natural resources its types and uses, Biodiversity- value importance and conservation. Environmental pollution types, causes and control.

#### **Unit-4 Environment Consciousness**

Global and current environmental issues, Climate Change, Global Warming Environment Consciousness- NGOs, Social Workers and Ecological Movements (Global level, Ppeople’s initiatives to save their environment- Chipko Movement, Movements against big dams-Narmada and Tehri, Forestation programmes.

#### **Unit: 5 Environmental Management**

Concept and importance of Environmental management, Government Policies and programmes , Environmental Legislation- needs and importance; Grassroots Organization, Women and Conservation of Environment; Waste Management. Role of social worker in environment protection.

#### **Suggested Books**

1. Ecology and Environment (Hindi and English edition): P.D. Sharma Rastogi publication Meerut
2. Paryavaran chetana : Hindi Granth Academy Bhopal
3. A text book of Environmental Science (Hindi and English edition): Sahitya Bhavan Publication

**Master of Social Work (MSW)**  
**SEMESTER-III**

**Field Work**

**Objective:** The basic objective of the course is apply knowledge and principles taught in the class-room and reciprocally. to see richer meaning in the content of the classroom course.

- Field Work (100 Hrs.)
- Assignment
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Note:- 80% attendance compulsory

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

## **SEMESTER-IV**

### **Counseling**

Object:

The basic purpose of this course is to psychoanalysis of client.

#### **UNIT-I**

Meaning, definition, nature, purpose process and fields. Types of counseling-Clinical, employee, industrial, psychological, vocational & marriage counseling.

#### **UNIT-II**

Client- Client as person, motivation and problem of adjustment.

The counselor – Nature and function of counselor, characteristics of counselors. Counselors preparation. Ethical principles & professional growth.

#### **UNIT-III**

Group counseling – Bases for group counseling process of group counseling advantages and disadvantages of group counseling approaches to counseling – person centered, behavioral & psycho analytical approa.

#### **UNIT-IV**

Techniques of counseling – Initial contract, Intake, Rapport, Acceptance, Clarification Reassurance, Interpretation advice & observation.

#### **UNIT-V**

Family Counseling – Issues, process & stages, scope of counseling in india.

**Master of Social Work (MSW)**  
**SEMESTER-IV**  
**Social Welfare Administration**

**Objective:**

Course it to provide the knowledge about social welfare administration and social action.

**UNIT-I**

Social welfare administration – Meaning definition, principal scope & process, social welfare administration in government & non government organization.

**UNIT-II**

Policy making, planning, Budgeting & Financial control. Communication, decision making, coordination, policies and programmes relating to welfare of the weaker & vulnerable sections.

**UNIT-III**

Public Relation – Needs & its importance organization, organization development, media, publicity awareness advertising, social marketing.

**UNIT-IV**

Social action – concept, objective, methods principles and strategies.

**UNIT-V**

Social action & social work, mobilization & organization of people, problems & approaches.

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

## **SEMESTER-IV**

### **Group – A: Human Resource Development & Management**

#### **Labour Welfare and Legislation**

#### **UNIT-I**

Industrial Growth in India, unorganized sector.  
Characteristics of Indian labour market.  
Wages: wage theories, concept of minimum wage, fair wage and living wage.  
Productivity : Concept, importance and rationalization.

#### **UNIT-II**

Impact of Industrialization and Urbanization on social life of workers.  
Working and living condition of workers. Indebtedness.  
Industrial Pollution and slums, Absenteeism and labour turnover.

#### **UNIT-III**

Social Security : Concept and its scope in India.  
Concept, Scope and philosophy of labour welfare.  
Agencies of labour welfare: state employer, trade union and voluntary organizations. Social work in Industry.

#### **UNIT-IV**

Need and scope of labour legislation, labour administration at central and state levels.  
Social Security legislation (a) E.S.I. Act, 1948(b) Workmen's Compensation Act, 1923. (c) Maternity Benefit Act, 1961 (d) Employees Provident and Misc. Act, 1971. (e) Payment of Gratuity Act, 1972  
Wage Laws: (a) Payment of Wages Act, 1936 (b) Minimum Wages Act 1948(c) Payment of Bonus Act 1965.

#### **UNIT-V**

Industrial Disputes Act, 1947 and M.P. Industrial Relation Act.  
Industrial Employment (Standing Orders) Act 1964 and Indian Trade Union Act, 1926.  
The Factories Act, 1948;  
The Mines Act, 1952, The Plantation Labour Act, 1951, and Shops and Establishment Acts.

#### **Required Readings:**

1. Agrawal, R.C. and Kothari N.S. : Sharma Sanniyam Evam Samajik Suraksha (Ajmer, Shri Publications)
2. Bhagoliwal, T.N. & Bhagoliwal Premlata: Sharma Artha Shastra, Evam, Audhogik Sambandha (Agara, Sahitya Bhavan)
3. Giri, V.V. : Bhartiya Mazdooron Ki Shram Samesyain (Asia Publishing House, Delhi)
4. Mehrotra, S.N. : Labour Problems in India, (New Delhi, S. Chand and Company Ltd.
5. Pnat, S.C. : Indian Labour Problems (Allahabd Allahabad Law Agency)

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

## **SEMESTER-IV**

### **Group – A: Human Resource Development & Management**

#### **Human Resource Management & Industrial Relation**

#### **UNIT-I**

Concept of Management: Human Resource Management: Concept and Scope.  
Approaches to Management (Management Models) Management Principles.  
Concept, growth and development of Human Resource Management.  
Philosophy of Human Resource Management, Human Resource Management and its future challenges.

#### **UNIT-II**

Human Resource Planning, Recruitment, selection, placement.  
Induction, internal Mobility, separations and exit interview.  
Personnel audit, personnel research, Discipline, Grievance procedure.  
Communication in organization

#### **UNIT-III**

History of Labour Movement in India.  
Growth of trade unions: history of trade union in India since 1875, the major land marks.  
Trade Unions: purpose, type and theories, Problems of Indian Trade Unions.  
Role of trade unions in welfare, dispute settlement and social justice.

#### **UNIT-IV**

Concept and theories of Industrial Relations.  
Methods of preventing and settling of industrial conflicts, joint consultation, negotiation, mediation, conciliation and adjudication.  
Collective bargaining, Workers participation in Management.  
International Labour Organization and its Role.

#### **UNIT-V**

**Human Resource development**  
**H.R.D. : Concept, systems and sub-systems, Strategies and emerging trends.**  
**Training and development : Methods strategies and evaluation.**  
**Organisational Behaviour and T.Q.M. Monotony, fatigue and accidents.**

#### **Required Readings:**

1. Dwivedi, R.S. : Management of Human Resources (New Delhi: Oxford and IBH Publishing Co.)
2. Gupta, Rajan: Implementing Human Resources development, Jaipur: RAwat Publications.
3. Newstream and Davis: Organisational Behaviour: Human Behaviour at work (New Delhi: McGraw Hill Co.)
4. Punekar, S.D. Deodhar, S.B. & Sankaran, S.: Industrial Relations (Bombay: Himalaya Publishing House.)
5. Tripathi, P.C. & Reddy, P.N.: Principles of Management (New delhi: Tata McGraw Hill Publishing company Limited.
6. Tiffn, Joseph and McCorarich, Ernest: Industrial Psychology (Bombay : Asia Publishing House.)
7. Dessler, Garg: Human Resources Management (New delhi: Prentice Hall.).
8. Ashwathapa, K.: Human Resources Management and Personnel Management (New delhi: Tata McGraw Hill Publishing company Limited.

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

## **SEMESTER-IV**

### **Group – B: Social Work with Communities**

#### **Social Work with Rural Community**

##### **UNIT-I**

Structural and functional aspects of the community.  
Types of communities: rural, urban and tribal.  
The Indian villages as community: family, Kinship, caste, class and occupation  
Analysis and assessment of community problems.  
Special problems of weaker sections and the marginalized groups.

##### **UNIT-II**

The concept, Principles and methods of rural community development.  
Early experiments in rural community development.  
Structure and functions of community development.  
Rural and Tribal development, Policies & programmes.

##### **UNIT-III**

Principles and Philosophy of extension education.  
Extension education for community development  
Origin, Philosophy and patterns of Panchayati-raj administration in India.  
Finance and administrative problems of Panchayati-raj institution  
Role of Panchayati-raj in community development  
Democratic decentralization in India.

##### **UNIT-IV**

Recent trends and Peoples participation in community development.  
Community development in five year plans.  
Dynamics of planned social change, policies and programmes for social changes.  
Social workers as a change agent.

##### **UNIT-V**

Role of Voluntary agencies in rural development  
Recent trends in voluntary sector, Communication in Community work.  
Need an importance of industries in rural development.

##### **Required Readings:**

1. Desai, A.R. : Peasant Struggles in India (Bombay: Oxford University Press)
2. Deasi, V. : Rural Development (Vol. I-VI) (Bombay: Himalayan Publishing House)
3. Jain, S.C. : Community Development and Panchayati Raj in India (Bombay: Allied Publications Pvt. Ltd.)
4. Madan G.R. : India's Developing Villages (Lucknows Print House India)
5. Maheshwari, S: Rural Development in India (New Delhi: Sage Publications.

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

## **SEMESTER-IV**

### **Group – B: Social Work with Communities**

#### **Social Work with Urban Community**

##### **UNIT-I**

Concept, goals and problems of social development.  
Concept and areas development administration.  
Planning as a method of development and welfare.  
Machinery and procedure of planning in India.

##### **UNIT-II**

Concept of urbanization, Urbanization problem, Growth of slums and slum life  
Urbanization in India. Need for planned urban development  
Policies and programmes for Urban development

##### **UNIT-III**

Urban community development, its need and approaches.  
Urban community development under Five Year Plans.  
Historical development of municipal administration in India  
Function, Finances, personnel and problems of municipal administration.

##### **UNIT-IV**

Philosophy and principles of co-operative movement.  
Role of co-operative organizations strategy of working with urban and rural poor  
Types and problems of cooperatives  
Concept of social education & Community Development  
Social education programme rural and urban areas.

##### **UNIT-V**

Public Relation and community work  
The importance of leadership, power structure, and political factors in community work.  
Social advocacy, pressure groups, community conflict and public interest litigation in community work.  
Different Approach to community work.  
Nature of Social conflicts in India like ethnic, regional linguistic, caste and communal.

##### **Required Readings:**

1. Bhatia, S.C. (Ed.) : The Rural Urban Continuum (New Delhi: University of Delhi)
2. Bijlani, H.U. : Urban problems (New Delhi : Indian Institute of Public Administration)
3. Krishnan, Bagi : Co-operative Movement in India (New Delhi: Vijaya Press)
4. Rao, M.S.A. : Social Movement and Social Transformation (Mac Millan India)
5. P.D. Mathew : Public Interest Litigation (New Delhi: Indian Social Institute, Legar Education Series No. 4, I-XX)
6. Kulkarni, P.D. and M.C. Nanvatti : Social Issues in Development (New Delhi : Uppan Publishing House).

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

## **SEMESTER-IV**

### **Group – C: Management of Welfare Services**

#### **Social Welfare in India**

##### **UNIT-I**

Social Policy: Concept need and content.

Social welfare policy in India, problems and prospects

Contribution of professional social work to social welfare in India.

Social policy formulation, Strategies for influencing the social welfare policy.

India as a welfare state, social welfare and Five Year Plans.

##### **UNIT-II**

Theories of Poverty

Poverty in India: Causes, consequences and different theories.

Measures to eradicate poverty and social backwardness in India

Impediments in social development in India.

Planning and social justice in India. Social Policy and Social development.

##### **UNIT-III**

Problems of scheduled castes, scheduled tribes and backward classes.

Constitutional Provisions, Programmes, policies for scheduled castes, scheduled tribes and other backward classes

Legislative measures for the development of SC/ST and backward classes.

Problems of small and marginal farmers and landless agriculture labourers.

##### **UNIT-IV**

Problems of women and children in India .

Policies, programmes and services for the welfare of women and children in India. Family welfare programmes and services.

Human Rights (ILO Conventions.). Social defense measures in India, problems and prospects.

##### **UNIT-V**

Problems, Policies and legal measures for the disabled groups and aged.

Welfare programmes and services for the disabled group and aged in India.

Institutional and non-institutional services for the disabled groups and aged : problems and prospect

Concept of rehabilitation and effectiveness of the present services in rehabilitation. Concept of integration and its implications.

##### **Required Readings:**

1. Kulkarni, P.D.: Social Policy and Social Development in India (Madras: Association of Schools of Social Work in India)
2. Pathak, Shankar: Social Welfare: An Evolutionary and Development Perspective (Delhi : Macmillan India Ltd.)
3. Titmus, R.M.: Essays on the Welfare State (London: Allen and Unwin,.)
4. Kurian, C.T. : Poverty and Development (Madras : C.L.S.,)
5. Chowdhary D. Profile of Social Welfare and development in India (New Delhi : M.N. Publishers and Distributors,)

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

## **SEMESTER-IV**

### **Group – C: Management of Welfare Services**

#### **Management of Social Welfare**

#### **UNIT-I**

Basic Concepts: Social administration, social welfare administration and public administration.  
History of social welfare planning and administration in India.  
Principles of social welfare administration.  
Social Welfare administration at different levels.

#### **UNIT-II**

Concept Importance and forms of voluntary action.  
Administration of voluntary social welfare organization in India : Status, financial resources, staffing pattern and problems.  
Government and nongovernmental organization  
Central social Welfare Board: Policies and programmes.  
Role of International organization in welfare and development.

#### **UNIT-III**

Registration of a society and trust.  
Programme planning, planning process and development in a social agency.  
Project formation and implementation.  
Budgeting and accounting in social welfare agencies, Resource Mobilization.

#### **UNIT-IV**

Organization : meaning and importance.  
Nature of Organizational Behaviour  
Organizational structure in social welfare agency.  
Personnel policies, function and administration in organization.  
Training and development.

#### **UNIT-V**

Concept and importance of management. Man Power Planning  
Office management, Reporting and public relations  
Coordination: meaning and importance  
Monitoring and evaluation in social welfare agencies.

#### **Required Readings:**

1. University of Delhi Deptt, of Adult and Continuing Education and Extension : Social planning: The Context (Text of the Dr. B.R. Ambedkar Memorial lectures, by Dr.V.K.R.V. Rao (Delhi: University of Delhi)
2. Chowdhari, D.Paul : Social welfare administration (Delhi: Atmaram and Sons, Revised Ed.)
3. Shankaran R. and Rodrigues : A Handbook to the Management of Voluntary Organisation (Madras: Allied Publishers).
4. Avasthi A. and Verma S.N. (ed.) : Aspect of Administration (New Delhi: Allied Publishers).
5. Mishra Dayashankar : Samajik Prashasa (Delhi: Research Publications in Social Science, Latest ed.

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

**Group – D: Women & Child Development**  
**Women and Development**

**UNIT-I**

Factors affecting the status of women.  
Changing situation of women in Indian Society: Historical Perspectives  
Role of education in the development of women's status.  
Patterns of women's employment and its relation to women's status.  
Social institutions and how they affect the status and role of women  
Democratization and women leadership

**UNIT-II**

Women's health status in India. Food and Nutritional status of women.  
Family Planning: Organization and administration of family planning programme in India  
Method of family planning: Physiological, Medicinal, Surgical, Chemical, IUD, Oral Pill and abortion.

**UNIT-III**

Problem of Women with reference to religious communities in India.  
Problems of Un-married mothers, destitute and widows.  
Problems of immoral violence against women: rape, sex delinquency, prostitution, devadasis and commercial exploitation of women.  
Atrocities against women: dowry deaths, wife battering, murder, infanticide and sati.  
Theory of violence against women: theoretical propositions and approach, Psycho-pathological theory, Socio-Psychological theories, and Socio-cultural theories.

**UNIT-IV**

Nature of family organization: Changing role and status of partners and factors affecting function of family.  
Approaches to the study of family, Family life cycle and development tasks.  
Marital disharmony and counseling.  
Changing patterns of marriage and its consequences.

**UNIT-V**

Policies and Programme relating to women's welfare and development.  
Constitutional provisions and legislative measures for women's welfare.  
Intervention of national and international voluntary agencies in areas of women's welfare.  
Social Work intervention for women's welfare. Strategies and approaches.

**Required Readings:**

1. Ghosh : Indian Women through the ages (New Delhi: Ashish Publishing House) .
2. Gupta, Sumitra : Social welfare in India (Allahabad Chugh Publication)
3. Rao, Sunder Kasturi : An Introduction to community Health Nursing (Madras: B.I. Publication).
4. Report of National Commission of Women : Government of India.
5. Ahuja, Ram : Crime against women (Jaipur: Rawat Publications).
6. Deasi Neera : A decade of women's movement in India (Bombay, Himalaya Publishing House).
7. Five Year Plans : Government of India.

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

## **SEMESTER-IV**

### **Group – D: Women & Child Development**

#### **Child Welfare and Development**

#### **UNIT-I**

Development stages: significant facts about development periods of pre-natal development.  
Characteristics of Infancy, factor's influencing adjustment to post-natal life.  
Psycho-social development during babyhood and childhood.  
Development task during stages of development.  
Characteristic of adolescence: Social change and perspective changes in adolescence.

#### **UNIT-II**

Disabilities of child: physical mental retardation, visual disability, hearing and speech problems.  
Child prostitutes in India.  
Child abuse and neglect: child beggars, orphans, destitute.  
Problem of child labour and legal provision relating to child labour.  
Family change disintegration and consequences: Juvenile delinquency, street children, school drop-outs.  
Strategies of social work intervention dealing with children in critical situations.

#### **UNIT-III**

Rights of the child: Historical evolution and recent trends  
Constitutional provisions for the protection, care and development of children  
National policy for children, major policy measures  
International Labour Organisation convention concerning minimum age for admission to employment.

#### **UNIT-IV**

Maternal and child health services: care for the under fives, malnutrition and immunization.  
School health services: Aspects of school health services,  
Evolution of child welfare programme in pre and post-independence period.  
Role of Central social welfare Board, Indian Council of Child welfare and government in the development of welfare services.  
Role of National and International Organisations in promoting child welfare services.  
Child Welfare Services: Institutional and non-institutional.

#### **UNIT-V**

Five year plans and development services for children.  
Integrated approach to child development : need and philosophy,  
Child Development Programme in India. Child Guidance Services in India.

#### **Required Readings:**

1. Hurlok Elizabeth B. : Development Psychology (New Delhi Tata McGraw Hill Publishing Co. Ltd.,) .
2. Bhalla, M.M. : Studies in child care (New Delhi NIPCCD, 1985)
3. Gupta Sumitra : Social welfare in India (Allahabad: Chaug Publications,.)
4. Singh , Satya Deo, Jain, Shikhar and parekh, Premlata : Childhood Disabilities (Indore Satprachar Press,)
5. Ministry of Welfare Govt. of India : Childhood Disabilities (Indore Satprachar Press,)
6. UNICEF : Development Goals and Strategies, for children in (New York, UNICEF,) Five Year Plans : Govt. of India. .