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

** The University Authorities reserve all the rights to make any additions/ deletions or changes/ modifications to this syllabus as deemed necessary.
## Faculty of Humanities & Social Science

### Master of Social Work (MSW)

#### I Semester

### Credit & Evaluation Scheme

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Sub.Code</th>
<th>Subject Code</th>
<th>Periods</th>
<th>Credits</th>
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<tr>
<td>1</td>
<td>65SW101</td>
<td>History and Philosophy of Social Work</td>
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<td>2</td>
<td>65SW102</td>
<td>Human Behaviour and Personality</td>
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<td>65SW103</td>
<td>Social Work Research</td>
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<td>Working with Individuals (Social Case Work)</td>
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Faculty of Humanities & Social Science

Master of Social Work (MSW)

II Semester

Credit & Evaluation Scheme

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<tr>
<td>1</td>
<td>65SW202</td>
<td>Human growth and development</td>
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<td>2</td>
<td>65SW207</td>
<td>NGO Management</td>
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<td>65SW204</td>
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<td>65CA205</td>
<td>Computer Fundamental &amp; PC Package</td>
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<td>65SW206</td>
<td>Sociology for Social Work</td>
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<td>6</td>
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<td>Field Work</td>
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Faculty of Humanities & Social Science

Master of Social Work (MSW)

III Semester

Credit & Evaluation Scheme

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<td>Rural Society and Panchayati Raj Institution</td>
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<td>Community Organization</td>
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<td>65SW304</td>
<td>Population &amp; Environment</td>
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<td>7</td>
<td>65SW351</td>
<td>Internship/ Field Visit (30 Days)</td>
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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

<table>
<thead>
<tr>
<th>S.No.</th>
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<th>Credits</th>
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<td>Elective-II</td>
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List of Elective Papers

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<tr>
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<td>65SW403-A</td>
<td>Labour Welfare and Legislation</td>
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<td>65SW404-A</td>
<td>Human Resource Management &amp; Industrial Relation</td>
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<td>Social Work with Urban Community</td>
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<td>65SW403-C</td>
<td>Social Welfare in India</td>
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<td>Management of Social Welfare</td>
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<td>Women and Development</td>
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<td>2</td>
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<td>Child Welfare &amp; Development</td>
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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

Unit-II

Unit-III
Social Work as a Profession. Professional image of social work in India

Unit-IV
Secondary Methods-Social Welfare Administration, Social Work Research and Social Action,

Unit-V
Social development –aim, indicator, and its approaches

Text Book:
4. शास्त्री, राजाराम : समाजकार्य, ऊँ ४० हिन्दी ग्रंथ अकादमी, लखनऊ।
5. इनाम शास्त्री, ए.एस. : व्यवसायिक समाज कार्य ‘, गुलशी पब्लिकेशन, वाराणसी।
6. पाण्डे य, मणिभूषण : समाजकार्य-दर्शन, सिद्धांत एवं अभ्यास, लोक सेवा पब्लिकेशन्स, वाराणसी।
7. पाठक, आ.सी. (2010) : समाजकार्य-दर्शन, इतिहास, क्षेत्र एवं प्रणालियों, 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

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

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

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
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-
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 Control and change ;Sahitya bhawan publication Agra
3.Dr. Balshvar 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 मोहप्रस्फुटता,

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

अध्याय—तीन
कर्मयोग, षटिवकार

UNIT-II
अध्याय—चार
गीता का इतिहास, भगवान के प्राकटत्र का कारण एवं उनकी सर्पज्ञता

अध्याय—पाँच
ईश्वरभावनाभावित कर्म

अध्याय—छः
ध्यान योग या सांख्य योग, सिद्धि या समाधियोग

अध्याय—सात
परा और आपरा सत्ता, पुण्यत्तम मनुष्य के लक्षण

UNIT-III
अध्याय—आठ
ब्रह्मा, आत्मा, अविमृत, अविदेश, अविज्ञ, मुक्तताम की विद्वि

अध्याय—नौ
परममुखाभ्यान

अध्याय—दस
श्रीभगवान का ऐश्वयर

UNIT-IV
अध्याय—पाँचार
श्रीमद्भगवद्गीता का विराटस्वरूप

अध्याय—बारह
भक्तियोग का वर्णन, अन्यक्त की उपासना में क्लेश, शुद्ध भक्त के लक्षण

अध्याय—तेशर
क्षेत्र, क्षेत्रज एवं कर्मक्षेत्र की परिभाषा, ज्ञान, ज्ञाय, प्रकृति एवं परमात्मा, चेतना

अध्याय—चौदह
त्रिगुण स्वरूप

अध्याय—पंद्रह
परम पुरुष का स्वरूप, जीव का स्वरूप

UNIT-V
अध्याय—सोलह
देवीय 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, सत, असत का प्रतिपादन

अध्याय—अठारह
सद्यस्य एवं त्याग में अंतर, त्याग के प्रकार, कर्म के कारण, कर्म के प्रेक्षक तत्त्व, कर्म के प्रकार, कर्म के प्रकार, चार वर्णों के स्वाभाविक गुण, प्रनु मे प्रति समर्पण भाव

Recommended books
संदर्भ ग्रंथ सूची
1. श्रीमद्भगवद्गीता—गीताप्रेस, गोरखपुर।
2. श्रीमद्भगवद्गीता—महुसूदनसरस्वती, चित्राधि संस्कृत संस्थान, वाराणसी, 1994।
3. श्रीमद्भगवद्गीता—एस.साधारणन् कृत व्याख्या का हिन्दी अनुवाद, राजपाल एण्ड सन्स, दिल्ली, 1969।
4. श्रीमद्भगवद्गीता—श्रीमद भक्तिवेदांत स्वामी प्रभुपाद, भक्तिवांत बुक ट्रस्ट, मुंबई, 1996।
SULLABUS
SPIRITUAL STUDIES (ISLAM)
Compulsory for All Programmes/Courses

UNIT-I
इस्लाम धर्म— 6वीं शताब्दी में अरब की (राजनैतिक, धार्मिक, सामाजिक, आर्थिक परिस्थितियाँ व कबीलाई व्यवस्था)
मोहम्मद साहब का जीवन परिचय, संघर्ष व शिक्षा, इस्लाम का प्रारम्भ,
इस्लाम क्रिया है और क्रिया सिखाता है, ईमान—ईमाने मोजम्मल, ईमाने मोफस्सल।

UNIT-II
इस्लाम धर्म की आधारभूत बातें—
तोह्र, कलम—कलम—ऐ—शाहदत, कलम—ऐ—तैयबा, नमाज, रोजा, जकात और,
हज का विस्तारपूर्वक अध्ययन

UNIT-III
खोदा—तआला की फिताबें (आसमानी फिताबें)—
“बहार” की परिभाषा, तौर, जुबूर, इंजील का परिचय, पवित्र कुरान का संकलन, पवित्र कुरान का महत्व, कुरान
की मुख्य आयते, पवित्र कुरान और हाफिजा

UNIT-IV
पवित्र हदीसें और सुनन्ते—
हदीस और सुनन्त क्रिया है, हदीस और सुनन्त का महत्व, कुछ प्रमुख सुनन्ते और हदीसों का अध्ययन,
सोकर उठने की सुनन्ते, लेबास की सुनन्ते, बीमारी और अयात की सुनन्ते, सफर की सुनन्ते

UNIT-V
इस्लाम धर्म की अन्य प्रमुख बातें—
मलाएका या फरिशते (देवदूत), खुदा के रसूल, खुदा के पैगम्बर, नबी और रसूल में अन्तर,
कम्यामत, सहाबा, खलीफा, मोजिजा और करामात, एबादत, गुनाह (कुफ और शिफ), माता—पिता,
रिस्तेदर व पदोसी के अधिकार, इस्लाम में आँसू के अधिकार, इस्लाम में सब्र और शुक्र,
इस्लाम में समानता और भाईधारा

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”.

12
FIELD WORK

**Objective:** The basic objective of the course is to apply knowledge and principles taught in the classroom and reciprocally to see a 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
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


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

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 Arthvyavsth,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.
3.Datt, Ruddar and Sundharam, K.P.M.: Indian economy , New delhi:S.chand (both hindi and English)
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.
Programme – 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. Prof. 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 –
Unit-I

Unit-II
Operating System and Services O.S.

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.


Text Readings
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

unit 4 DECENTRALIZATION-
**Constitutional base of Panchayati raj**
64th constitutional amendment act 1989, 73th constitutional amendment act 1992
11th 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 -5th Parts of Panchayati Raj Institution

Village Panchyat, Nagar Panchayat, Zila Panchyat
Gram Sabha

Text Book:
Master of Social Work (MSW)

SEMESTER-III

Social Legislation in India

Social Legislation in India

Objective:
To provide the knowledge of Laws.

Unit-I – 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:

Unit-IV – Law regarding Labour:
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 found, 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 एवं श्रम कल्याण’, विजय प्रकाशन, मन्दिर।

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 4th Community Development
Community development - meaning, definition, objective
differences between Community organization and community development

Unit-5th 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: tejkar pandey, Lucknow
2. samudayik sangathan: 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


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, People’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
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-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.

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

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

UNIT-IV
Need and scope of labour legislatin, labour administration at central and state levels.
Wage Laws: (a) Payment of Wages Act, 1936 (b) Minimum Wages Act 1948(c) Payment of Bonus Act 1965.

UNIT-V
Industrial Employment (Standing Orders) Act 1964 and Indian Trade Union Act, 1926.
The Factories Act, 1948;

Required Readings:
1. Agrawal, R.C. and Kothari N.S. : Sharma Sanniyam Evam Samajik Suraksha (Ajmer, Shri Publications)
3. Giri, V.V. : Bharatiya Mazdooron Ki Shram Samesyain (Asia Publishing House, Delhi)
4. Mehrotra, S.N. : Labour Problems in India, (New Delhi, S. Chand and Company Ltd.
Master of Social Work (MSW)
SEMESTER-IV

Human Resource Management & Industrial Relation

UNIT-I

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

UNIT-V
Human Resource development

Required Readings:
6. Tiffn, Joseph and McCorarich, Ernest: Industrial Psychology (Bombay : Asia Publishing House.)
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:
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 Plants.
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:
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)
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 its 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.)
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  
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 Dept, 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.)  
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 windows.
Problems of immoral violence against women: rape, sex delinquency, prostitution, devadasis and commercial exploitation of women.
Atrocities against women: dowry dwaths, 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.
Charming 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.

Required Readings:
2. Gupta, Sumitra : Social welfare in India (Allahabad Chugh Publicaiton)
5. Ahuja, Ram : Crime against women (Jaipur: Rawat Publications).
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.

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:
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.