S.R.T.M. UNIVERSITY, NANDED.

M.S.W

New Syllabus for Semester – Ist to IVth

Academic Year 2013-2014

Under Credit System.

School of Social Sciences

S.R.T.M. University, Nanded.

Swami Ramanand Teerth Marathwada University, Nanded
Master of Social Work Course

Master of Social Work is a post graduate degree course being conducted by Swami Ramanand Teerth Marathwada University Nanded. This course is recognized by Deptt. Of Social Welfare, Professional course and UGC as a Master of Social Work curriculum consists of four semesters spread over two academic years.

A candidate shall be considered eligible for admission to Master of Social Work course if she/he satisfies the following conditions :-

She/he must have passed the Bachelor's Degree Examination in any faculty of this University or any other University recognized as equivalent thereto with at least 40% marks

OR

She/he must have passed P.G. Degree Examination of this or any other recognized University.

The degree of Master of Social Work shall be conferred on a candidate who has pursued a regular course of study of Master of Social Work consisting of two year i.e. four semesters and has passed all the examinations prescribed for Master of Social Work Course.

M.S.W
Semester – I

(I)   History and Philosophy of Social Work
(II)   Working with individuals and families(Social Case Work)
(III)   Sociology for Social Workers.
(IV)   Psychology for Social Workers.

Semester – II

(V)   **Social Group Work.**
(VI)   Working with Communities and Social Action.
(VII)   Social Research and Computer Application.
(VIII)   Law and Social work

Semester- III.
Compulsory

(IX)   Administration of Welfare and Development Services
(X)   Social work Personnel : Training & Development.

Optional
(Rural Development)

(XI)   Rural Community and Panchayati Raj.
(XII)   Social Work and Community Health.

(Labour Welfare)

(XIII)   Industrial Relations.
(XIV)   Personnel Management.

Semester – IV
(Rural Development)

(XV)   Population and Environment.

(XVI)   Social Development .

(XVII)   Women Development studies.

Optional

(XVIII) Human Resource Development

(XIX)   Labour Welfare.

(XX)   Labour Legislation

Project Report Work of 100 Marks is Compulsory for IVth Sem. Students. Out of which 50 Marks for project report (Internal Assortment) 50 Marks for Viva – Voce based on project report work (External evaluation).

Dr. Katare P.M.	--- Chairman
Dr. G. Satyanarayan	--- Member (Absent)
Dr. R.D. Sampath Kumar	--- Member (Absent)
Dr. A.I. Shaikh	--- Member
Dr. U.C. Sahoo.	-----Member
Dr. G.S. Yelne	Special Invitee
Mrs. U.S. Sarode	------"----------
Mr. N.B. Bodhgire	------"----------
Mr. P.P. Lonarkar	------"----------
Miss. S.U.Kadam	------"----------
Mr. B.S. Jadhav	------"----------

M.S.W
Semester – I

PAPER I -
History and Philosophy of Social work.
*** ***

PAPER I OF SEM I
TITLE – HISTORY AND PHILOSOPHY OF SOCIAL WORK.

I. BASIC CONCEPTS
    a. Social Action
    b. Social welfare
    c. Social welfare services.
    d. Social service
    e. Voluntary social work
II. Social work
    a. Scope and functions
    b. History of professional social works its goals, values and process.
    c. Role of social work.
    d. Approaches in social work practice.
III. Professional social work.
    a. Definition of profession.
    b. Characteristics of professional social work.
    c. Professional ethics –concepts and philosophy.
    d. Present status of professional social work and challenges ahed.
IV. Indian History and Social work profession
    a. History of social work and india and generic principles.
    b. Marginalization of vulnerable groups.
    c. Social exclusion and inclusion.
V. Contemporary ideologies.
    a. Definition and meaning of post modernism.
    b. Characteristics of post modernism.
    c. Challenges posed by Post Modernism.
VI. Social change.
    a. Meaning of multiculturalism.
    b. Dimensions of multiculturalism
    c. Democratic contradictions of multiculturalism.
VII. Movements and Development Perspective

a. Agrarian movement.
    b. Dalit movement in Maharashtra
    c. Women movement.
VIII. Western History and social work profession
    a. Meaning of social Darwinism
    b. Extension of Darwinism to social phenomena.
    c. Selection and social Darwinism.

References :
1. History and Philosophy of social work by Umesh Kumar Talwar Anmol publications
2. Encyclopedia of Social Work 2nd edition
3. Essays in contemporary social work
4. Vulnerability and Globalization by Jayrm and Rajeshekar Rawat Publication
5. Subaltern and Social Justice By Saxena Ashih
6. Theorizing Resistance Rawat Publication
7. Social Inequalities in India
8. Social Justice and Neoliberalism
9. Dalit Movement

M.S.W
Semester – I
Paper – II

Social Case Work.

1. Introduction to Social Case Work : History and its evolution as a method.
2. Definitions, Philosophical assumptions, and principles of case work.
3. Components of Social case work, concept of Social functioning & factors responsible for maladjustment.
4. Social case work process : nature, phases, and objectives. Practice settings for case work.
5. Tools of social case work practice : observation, listening, client-worker relationship, Interview, Home visit, case work records.
6. Existential & Humanistic approaches of Social case work Theories/approaches of social case work.
   - Psycho-social treatment, Psychoanalysis.
   - Functional case work – psychology of Out Rank
   - Problem solving approach – H.H. Perlman.
   - Crisis oriented & short term service approach.
   - Task centered case work – Reid & Einstein
   - Behavior modification – Behavioral therapies.
7. Meaning & nature of psychological disorders .
8. Areas of conflicts and dilemmas in (working with individuals). Social case work practice.

Reference :

1. Richard Hugman & David Smith : Ethical issues in social work
2. Alfred Kaduslin   : The Social work interfiled.
3. P.D. Misra, Beena Misra   : Social Work profession in India.
4. D.K. Singh, A.K. Bhartiya   : Social work concept of Methods (For all : method – papers)
5. Mariaon Bogo   : Social work practice – concepts, processes & interviewing.
6. Barbara L. Hudson & Gerldine M. Macdonald. : Behavioral social work introduction.
7. K.K. Jacob   : Social work Education in India Retrospect & prospect.
8. Paula Nicolson & Rowan Bayne   : Applied Psychology for Social Workers.
9. Louise C. Johnson   : Social work practice & Generalist approach.
10. Chaya Patel   : Social work practice Religio-pluloso phical foundations
11. F.Ellen Netting   : Social Work Macro practice.
12. Fredric G Reamer   : Social work values & ethies
13. Bradford w. sheafor   : Techniques & guidelines for social work Practice.
14. Hajra Kumar   : Social work & Developmental issues.
15. Noel & Rita Timmes   : Perspectives in social work
16. Michael s. Rath   : Psycho-analysis as history.
17. Lester A. Lefton -   : Psychology
18. Nicholas s. Thompson   : Psychology.
19. Rudolh F. Verderber   : Inter – Act using Interpersonal Communication skills.
20. Sammuel T. Bladding   : Counseling – A Comprehensive.
21. Gerald Corag   : Theory & practice of counseling 5th edi.
22. Sadhana kamat   : Manasshatr

*** ***

M.S.W
Semester – I

Paper – III
Sociology for Social Workers

1) **Sociology and its Relationship to Other Disciplines:-**
   Meaning, scope and significance, Society as a system of relationship, Its relationship with other social sciences such as history, economics, politics, psychology, anthropology and social work.

2) **Culture:-**
   Meaning, Content Tradition, Customs, Values, Norms, Folklore and Mores.
   .
3) **Social structure:-**
   Meanings, Elements, Types and Social institutions.

4) **Social Stratification in India:-**
   Meaning, Nature, Criteria, Functions, caste and class divisions, Demerits of Caste System.

5) **Social Groups**
   Meaning, Characteristics, Difference between and types: primary and secondary groups, in-groups and out-groups, reference groups.

6) **Social Institutions**
   Types of social institutions: Marriage, family, religion, state and law.

7) **Social Control :**
   Meaning, Need, Purpose, Means and Functions.

8) **Social Change:**
   Meaning, characteristics and factors inducing change with reference to India.

REFERENCES :-

Bert N. Adams 1975   A Sociological Interpretation, Chicago: Rand McNally College.

Bharadwaj, A.N. 1979   Problems of SC/ST in India, New Delhi: Light and Life Publication.

Broom, Leonard,   Sociology, Wadsworth Publication Co. Belmout.

Bhushan and Sachadeva   An Introduction to Sociology.

Deshpande,   Society Economy of Polity in India, Mumbai: University of Mumbai.

Srinivasan Narain,1978

Ely Chinoy, 1967   Society – an introduction to Sociology, New York: Randon House.

Haralambes, Michael, 1980   Sociology, Delhi: Oxford University Press.

Jain, P.C. 1991   Social Movement among Tribals, New Delhi: Rawat Publication.

Kapadia, K.M. 1966   Marriage and Family in India, London: Oxford University Press.

****

Semester – I

<u>Paper – IV</u>

Psychology for Social Workers:

1. Basic concepts
   Definition and meaning of Psychology, definition and meaning of behavior. changing nature of psychology.
2. Branches scope Fields and areas of psychology.
   Experimental psychology, clinical psychology, industrial psychology, social psychology, developmental. Psychology, educational psychology psychology of Health. Methods of studying human behavior – experimental method, observation method, correlation method, Interview, Questionnaire, case study method.
3. Heredity and Environment :
   Definition, concept, mechanism of heredity, structure of cell mechanism of genes and chromosomes. Illustrations of human beings and animals on heredity and environments.
4. Endocrine Glands :
   Meaning and definition of endocrine glands. Pituitary glands, Thyroid gland, Adrenal gland, parathyroid gland, gonads, effect of endocrine glands on human behavior.
5. Conflicts and emotions :
   Approach – approach conflict,
   Avoidance – apaproach conflict,
   Avoidance – avoidance conflict,
   Multiple approach avoidance conflict,
   Conflict coping devices –
   Rationalization, projection, compensation, Regression, Represion, displacement, Reaction formation, sublimation, Identification.
6. Human development :

   Concept and stages of human development ,from conception to old age.
   Life spam perspective, pre-natal to child birth and Infancy, motor development in infancy, Factors of faulty and good parent – child relationship characteristics of Adulthood and character istics of aging. Role of social worker in stages of human development.
7. Abnormal behavior : meaning and definition of abnormality adjustment and maladjustment. Abnormality in every day life. Illustrations on abnormal behavior.
8. Behavior and social Work :
   Relationship between social work and behavior, need of knowledge of psychology for social workers. Sigmund Freuds psycho-analytical perspective.

<u>Referencs :</u>

Baltes, P.B.(Ed.) (1978)	Life Span Development and Behaviour, New York, Academic Press, Inc.
Bronfenbrenner, U.1979	The Ecology of Human Development, Cambridege: Harvard University Press.
Chowdary, D.P. 1992	Aging and the aged, New Delhi: Inter-India Publications.
Clarke-Steward, A. S.and Kochi. J. 1985	Child Development: A Tropical Approach: (Four Unit)
Das and Dash	The Psychology of Poverty.
Gard, P.and Parikh, I. 1970	Indian Youth at the Cross0roada: Profiles in identity.

Gore, M.S. 1978	Changes in the family and the process of socialization in India in Anthony, E.J. & Colette, C.(Eds). The child in his family. Wiley, 365,374
Gore, M.S. 1992	Aging and the future of the human being. The Indian journal of social work, 53(2), 210-219.
Gore,M.S.1978	Changes in the family and the process of socialization in India in Anthony, E.J.& Colette, C.(Eds) The child in his family, Wiley, 365-374.
Kail, R.V. and Cavanagh, J.C. 1996	Human Development, Pacific Grove, CA: Brooks/Core Publishing company.
Kakar, S.1979	Indian childhood, cultural ideals and social reality, delhi oxford university press.
Katkar, S.1982	Identity and adulthood, Delhi: oxford University press.
Katkar, S. 1970	Conflict and Choice-Indian youth in a changing society, Bombay : somaiya publications
Katkar, Sudhir. 1978	Images of the Life cycle and adulthood in India, in Anthony, E.G. and Colette, c. (Eds.) The child in his family wiley, 319-332.
Kaplan, P.s. 1988	The Human odyssey : Lifespan development, St.Paul, West publishing company.
Kapur, M. 1955	Mental Health of Indian Children, Delhi: Sage publications.
Le francois, G.R. 1990	The Life Span, Third Edition, University of Alberta.
Le francois, G.R.1990	The Life span, Third edition, university of Alberta.
Magmesson, D and Allen. V.C. 1983	Human Development : An International Perspectives. New York; Academic Press. Chapters 1.5.6,11,14,16,19,21.
Maier, H.W.1965	Three theories of Child Development. N.Y. Harper and Rows
Misra. G.(Ed) 1990	Social Psychology in India, New Delhi: Sage Publications (For the topic "Deprivation and Development")
Rapoport, Rhona and Rapoport, Robert 1980	Growing through Life, Lifescycle Book, New York, Harper a Row, Publishers.
Rogers, D. 1977	Child Psychology, Monterry, C.A. Brooks/cole Publishing company. (For environmental effects, systems perspective personality development, emotional development and cultural influences See chapters 2,4,7,8,9,11,13,14.
Schiamberg, L.B.1985	Human Development, N.Y. L. Macmillan Publishing
Seifert, K.Hoffnug.	Life Span development 2nd ed. New York Hoghton
R.J.et.al.2000	Mifflin co.
Sharma, N. 1999	Adolescent Girl Child in India, News Bulletin of the Indian Council of Child welfare.
Sneehy G. 1976	Passages : Predictable crisis of Adult Life New York Bantam Books
Sigciman, C.K. and Shaffer	Life span human development 2nd edition, pacific gorve.
D.R. 1995	CA: Brooks Cole Publishing Company.
Sinha, D.et.al.1982	Deprivation: Its Social Roots and Psychological Consequencess, New Delhi: concept Publications. Chapter

2(pp.17-24). Chapter 3 (25-3), Chapter 7 (103-122). Chapter 8 (123-138), Chapter 12 (195-216), Chapter 13 (217-236) and Chapter 14 (237-260).

Smolack, L.1993   Adult Development, New Jersey : Pretice Hall.

Sternberg.R.J.andWanger,   Practical Intelligence. Nature and Origins of competence in
R.K. 1986   Everyday World, London : Cambridge University Press.

Veedon, R.1993   Death in old age and bereavement counseling, Indian Journal
                               of Social Work 54(1), 85-92.

Wehr.G.1987   Jung: A Bibliography, Boston: Shambhala.

Semester – II
Paper – V
Social Group Work

1. Concept of 'group', definitions of social group work, and its evolution as a method.
2. Significance of group life, Typology of groups for social work practice : treatment & Task groups.
3. Basic assumptions underlying group work practice, principles of group work.
4. Theories/approaches applicable to group work practice :
- Systems approach
- Gestalt approach
- Social exchange theory
- Field theory.
- Learning theory.
5. Group processes, Group dynamics : Bond, sub-groups, role, leadership, isolates, contagion, conflict, communication, relationships.
6. Models of group work practice : social goals model, remedial model and reciprocal goal model.
7. Settings for group work practice, phases of group work practice – initial, middle & termination phase. Role of group worker across the phases.
8. Recording in group work – its types, and principles. Evaluation in group work, its need & importance.

Reference :

1. Allan Brown : Group work

2. Joseph Mehr : Human Services : concepts Interventions strategies.

3. Armando Morales Bradford W. sheaf or. : Social Work A profession of Many faces.

4. Brendu Dubois Karla Krogsrud Milley. : Social work an empowering profession.

5. M. Gangudhara Rao Surya Rao : The Dynamics of Group Behavior concept Principles & practices.

6. Bernard Davics : The use of Groups in Social work practice.

7. Malcolm Payne : Working in Tears.

8. Robert Adams : Self Help, Social work & empowerment

9. Ronale W Toseland Robert F Rivas. : An Introduction to G.W.Practice

10. David Capuzzi Douglas R. Gross, Mark D. Stauffer. : Introduction to group work

11. Charles D. Garvin Lorraine M. Gutierrez Maeda J. Galinsky. : Handbook of social Work with groups.

12. Martin Davies : The Blackwell companion to Social work (Both case work & G. work)

13. H.Y. Siddiqui : Group work Theories & practices.

14. Glynis M. Breakwell & Colin Rowett : Social work The social Psychological Approach.

15. Juliet Koprowska : Communications & interpersonal skills in Social work.

*** ***

M.S.W
Semester – II

Paper – VI
Working with Communities and Social Action

1) **Community.**
   Concepts and definitions, Different types of community such as Rural, Urban and Tribal, functions of Community.

2) **Community Organization.**
   Definitions, Objectives, Skills, Principles Processes and Historical development of community organization in India.

3) **Community Development.**
   Concept, definitions, history, various dimensions Regional, Socio-Cultural and Community Feelings and programmes.

4) **Problem solving processes in community organization.**
   Preparation of Village Profile, Planning, Identification, Mobilization and Utilization of community resources, Implementation and Evaluation processes.

5) **Strategies of community organization.**
   Public Interest Mobilization, Public Interest Litigation, Protest and Demonstration, Dealing with Authorities, Advocacy and Recording.

6) **Models of community organization.**
   Locality Development Model, Social Planning model, Social Action Model.

7) **Social Action.**
   Concept, principles, elements, means, forms and strategies.

8) **Social work Intervention.**
   Role Guide, enabler, researcher, project manager, organizer and activist

References :

Arora R.K. (Ed.) 1979   People's Participation in Development Process: Essays in Honour of B. Mehta, Jaipur: the HCM State lnstitute of Public Administration.

Batten, T.R. 1962   The Non-Dircive Approach in Group and Community Work London: Oxord University Press.

Batten, T.R.1965   The Human Factor in community Work, London: Oxford University Press.

Dandavate, M. 1977   Marx and Gandhi, Bombay: Popular Prakashan Pvt. Ltd.

Dayal, R. 1960   Community Development progamme in India, Allahabad: Kitab Mahal Publishers.

Gandhi M.K. 1958   Sarvodaya (The Welfare of all), Ahmedabad: Navjivan Publishing House.

Gangrade K. D 1971   Community Organization in India, Bombay: Popular Prakashan.

Murphy, C.G. 1954   Community Organization Practice, Boston: Houghton Mifflin Co.

Polson & Sanderson.1979   Rural Community Organization, New York: John Wiley and Sons.

Ross Murray G. 1955   Community Organization: Theory, Principles and Practice, New York: Harper and Row.

Sussman, M.B. 1959   Community Structure and Analysis, New York: Thomas Y. Crowell Co.

Twelvetrees, A. 1982   Community Work London: Macmillan Press Ltd.

Warren, R.L. 1965   Studying your Community, New York: Free Press.

*** ***

M.S.W
Semester – II
<u>Paper – VII</u>

Social Research and Computers Applications

1. **Social Research.**
    Meaning, concepts, definitions, purpose, Goals and process of Research.

2. **Problem formulation.**
    Problem formulation, S Research Questions and Review of Literature.

3. **Hypotheses.**
    Meaning, definitions, attributes of a sound hypothesis, role of hypothesis in research.

4. **Research Designs.**
    Elements of research design, Selection of Research Designs, Types of research design Exploratory Study, Descriptive Study, Explanatory Study

5. **Sampling Methods.**
    Meaning, types Probability and Non Probability Determination of size of sample.

6. **Data Collection.**
    Sources of data: Primary and Secondary, methods and Instruments of Data collection Observation methods, Interviews, group interviews, telephone interviews, interview schedule and questionnaires, life histories, case studies.

7. **Data Analysis.**
    Data processing refers to Editing, Coding, Recoding, Computing of the scores, and Preparation of master charts, tabulation and interpretation of data.

8. **Computers Applications for Social Research**.
    Introduction to MS Office, Power Point, Digital Library, WINDOWS, EXCEL operating commands, Statistical Package for social sciences (SPSS)

REFERENCES :-

Coolidge, Frederick L. 2000   Statistics: A Gentle Introduction, New Delhi: Sang Publications.

Foster, J.J. 1998   Data Analysis Using SPSS for Windows: A Beginner's Guide, New Delhi: Sage Publications.

Gahan, Celis and Hannibal,   Doing Qualitative Research Using QSR, NUD, IST, New Delhi: Sage Publications.

Jefferies, J. and Diamons, l. 2000.   Beginning Statistics: An introduction for Social Scientists, New Delhi: Sage Publications.

Padgett, Deborah, K. 1988   Qualitative Methods in Social Work research, New Delhi: Sage Publications.

Shaw, lan and Lishman, Joyce. (eds.) 1999.   Evaluation and Social Work Practice, New Delhi Sage Publications.

Yin, Robert, K. 1994.   Case Study Research: Design and Methods, New Delhi: Sage Publications.

*** ***

M.S.W
Semester – II
Paper – VIII
Law and Social Work

1. Basic Concepts :
   Definition of Law , need of law, authority of law History of social legislations in India. Role of Social Worker in promoting social legislations.
2. Social legislations pertaining to marriage : Hindu Marriage Act 1955 – Definition, Saptapadi, conditions for valid and Invalid marriages, sapinda relationship stridhana, Divorce, conditions for divorce, judicial separation, Restitution of conjugal rights.
3. Muslim personal law of marriage and divorce – civil contact, 'Nikah' conditions for valid and invalid Muslim marriages, Talak and types of Talak, .
4. Social laws pertaining to family issues :
   Hindu adoption and maintenance Act 1956, essentials for valid adoption, male adopter female Adopter, maintenance of the wife, deceased Sons wife children, aged parents and dependents.

   The prohibition of dowry Act 1961, Definition, important provisions regarding dowry prohibition. Dowry as a social problem.
5. Social laws pertaining to women :
   Domestic violence Act 2005, definition of domestic violence, types of violence, physical and mental violence.
   The medical Termination of pregnancy act 1972. Definitions, condition for valid termination and invalid termination, state boards.
6. Right to information Act :
   Causes and background, procedure for application under the act, penalties for the officials not supplying information.
7. Consumer protection Act :
   Reasons behind passing the Act, definition of consumer, consumer dispute procedures, District forum, State forum, National Council.
8. Human Rights :
   Definition and concept of human Rights. The universal declaration of human Rights 1948. Rights of children, child abuse and child trafficking. Child Labour. sexual harassment of women at work place, eve-teasing.

REFERENCES :-

Aranha, T.   Social Advocacy – perspective of Social Work, Bombay: College of Social work.

Buxi. U. 1982   Alternatives in Development: Law, the crisis of the Indian Legal System, New Delhi: Vikas Publishing House.

Curry, J.C. 1977   The Indian Police, New Delhi: Manu Publications.

Desai, A..E. (ed.) 1986   Violation of democratic Rights in India. Vol. I.

Lyer, V.R.K. 1980   Some Half hidden aspects of Indian Social Justice, Luck now: Eastern Book Company.

Lyer, V.R.K. 1984   Justice in Words and Justice in Deed for Depressed classes, New Delhi: Indian Social Institute.

Lyer, V.R.K. 1981   Law Versus justice: Problems and Solutions, New Delhi: Deep and Deep.

Khanna, H.R. 1980   The Judicial System, New Delhi: II P A.

Mathew, P.D.   Legal Aid Series, Delhi; Indian Social Institute.

Nirmal Anjali. 1992   Role and Functioning of Central Police Organizations, New Delhi: Uppal.

Peak, K.J. 1998   Justice Administration – Police Courts and Correction, New Jersey: Prentice Hall.

Singh, L.M. (Ed.) 1973   Law and Poverty: Cases and Materials, Bombay: Tripathi.

Western, P.B. 1976   The Criminal Justice System: An Introduction and Guide Lines, California: Good year Publishers.

*** ***

M.S.W
Semester – III
Paper – IX

Administration of Welfare And Developmental Services

1. Meaning of Administration definitions of Administration, concept of 'welfare' & 'development services'. Philosophy behind administration of Welfare & development services. Principles of welfare Administration.

2. Concept & Definitions of organization Theories of organizations, organizational characteristics – nature, size, structure, organizational climate & impact of Socio-political environment.

3. Areas of Administration : Policy, Planning recruitment, training, in-service training/staff development, co-ordination budgeting, supervision, fund raising, reporting & evaluation.

4. Programme development – long term, short term & documentation, need- based project proposals, nature of resources, eligibility criteria , records & evaluation, impact analysis.

5. Public Relations – need & significance of promoting it. Representing the organization. Networking with public, corporate & voluntary sector. Resource building, accountability, transparency, Social audit, use of media for publicity.

6. Organizational change & its management understand & manage change, need of innovative approaches in welfare/development administration.

7. Organizational conflict, conflict resolution, creating positive climate in the organization.

8. NGO Management, concept, definition, NGO's Welfare and Developmental Services.

REFERENCES:-

Coudhari, D. Paul. 1983   Social Welfare Administration, Delhi: Atma Ram and Sons.

Garain, S. 1998   Organizational Effectiveness of NGOs, jaipur: University Book House.

Haimann, A. 1982   Professional Management and Practice, Delhi: Eurasia Publications.

Hauman, A. 1962   Professional Management and Practice, Delhi: Information and News Network.

Kapoor, K.K. 1986   Directory of Funding Organizations, Delhi: Information and News Network.

Lauffer, A. 1977   Getting the Resources you Need, New Delhi: Sage Publications.

Luthans, Fred. 1990   Organizational Behaviors Boston, Irwin McGraw Hill.

Lauffer, A. 1977   Understanding your social Agency, London: Saga Publications.

Siddiqui, H.Y. 1984   Social Work and Social Action, New Delhi: Hanam Publications.

Slavin, S. (ed.) 1978   Managing Finance Personnel and information in Human Services, New York: Howorth press.

Slavin, S. (ed.) 1978   Social Administration, New York: The Haworth Press.

Weiner, M. 1982   Human Service Management, IIIinois: The Dorsey Press.

*** ***

M.S.W
Semester – III
Paper – X
Social Work Personnel : Training And Development

1. Need for training personnel for social work, structure of social work curriculum.
2. Concept of learning & adult learning, principles of adult learning.
3. Levels of social work training, motivations and training needs of learner at different levels.
4. Organization & administration of Field Work activities.
5. Concept of 'practice-learning', Instructional process in practice learning its educational goals.
6. Nature and importance of learner – Instructor relatationship in social work training.
7. Methods of instructions : lecture, discussion, use of modern technology.
8. Concepts of 'self' and 'professional self'. The process of the development of 'professional self'.

REFERENCES :-

Asian & Pacific Association For Social Work Education (APASWE 1994) — Social Work Profession: Reflection and Future Directions, Mumbai: TISS.

Baldwin, J. and Williams, H. 1988. — Active Learning: A Trainer's Guide, England: Blackwell Education.

Barer-Stein T. , Draper, J. 1988 — The Craft of Teaching Adults.

Bertcher, H. 1988 — Staff Development in Human Service Organizations New Jersey: Prentice Hall Inc.

Bourner, T.M., V. & Race, P. 1993 — Workshops that work, London: McGraw Hill.

Cafarella 1988 — Programme Development and Evaluation Resource Book for Trainers, New York: John Wiley and Sons.

Draper, J. — Adult Education: A Focus for the Social Sciences.

Jacob, K. (ed) 1994) — Social Work Education in India, Retrospect and Prospect, Delhi: Himanshu Publications.

Johnson, D. 1981 | Reaching Out: Interpersonal Effectiveness and Self Actualization, New Jersey : Prentice Hall.

Johnson, D.W. 1987 | Joining Together: Group Theory and Group Skills, New Jersey: Prentice Hall

Kadushim 1976 | Supervision in Social Work, New York: Colambai University.

Knowles, M. 1973 | The Adult Learner, A Neglected Species.

Preiffer, W. and Ballew, A. 1993 | U.A. Training Technologies, Volumes 1-7, New Delhi: Aditya Books.

Rigby, B. (Ed) 1978 | Short-Term Training for Social Development, New York: International Association of Schools of Social Work.

Siberman, M. 1990 | Active Training: A Handbook of techniques, Design Case Examples, New York: Lexington Books.

Towle C. 1954 | The Leaner in Education for the Profession.

Thorne and Mackey | Everything your ever needed to know about training.

Werner, D. & Bower.1983 | Helping Health Workers Learn: A Book of Methods, Aids and ldeas for instructors at the Village Level, Palo Alto, C.A: Hesperian Foundation.

*** ***

M.S.W
Semester – III
Paper – XI

PANCHAYATI RAJ INSTITUTIONS AND RURAL DEVELOPMENT

1) **Panchayat Raj Institutions.**
   Concept, Meaning, Definition, Democratic decentralization and its significance. Objectives of panchayat Raj institutions. Panchayat Raj after 73rd and 74th amendment.

2) **Rural Development:**
   Concept, Objectives, Philosophy, Programmes under Five-year plans. Different approaches and Strategies of Rural development.

3) **Rural Development Planning, and Administration.**
   Central Level, State Level and district Level.

4) **Nature and problems of Rural community**
   Nature and problems of Rural community with reference to transformation of Rural Society.

5) **Voluntary organization and Rural Development:**
   Role, Services, Problems; Civil Society movement and Rural Development, Models of CBO's.

6) **Micro- Credit (SHG's)**
   Concept, Meaning, Definition, History, Stages, Problems and Prospectus.

7) **Watershed Development**
   Concept, Meaning, Definition, Objectives, Strategies, Parameters and Principals.

8) **Peoples Participation**
   Concept of people's participation, Participatory Rural Appraisal (PRA) Joint-forest management.

REFERENCES :-

Batten, T.R. 1965   The Human Factor in community Work, London: Oxford University press.

Dandavate, M. 1977   Marx and Gandhi, Bombay: Popular Prakashan Pvt. Ltd.

Gangrade K. D 1971   Community Organization in India, Bombay: Popular Prakashan.

Mayo H., Jones D. 1974 Community Work, London: Routledge and Kegan paul.

Ross Murray G. 1955   Community Organization: Theory, Principles and Practice, New York: Harper and Row.

Warren, R.L. 1965   Studying your Community, New York: Free Press.

Weil, M. (Ed) 1996   Community Practice: Conceptual Models, New York: The Haworth Press. Inc.

***

M.S.W
Semester – III

Paper – XII
Social work and Community health :

9. **Health**
   Concepts, Definition, Determinants, indicators, Policy and programmes.

10. **Community Health**
    Concept, Definition, Organizational structure, administration.

11. **Health Education**
    Concept, Definition, Principles, Contains, Need and importance.

12. **Some Important Concepts**
    Gender and health, Reproductive health, sex education and personal hygiene.

13. **NGOs and Community Health**
    Role , Functions and Problems, National and International organization working in the field of community health. (UNISEF, WHO, FAO, SAID, REDCROSS, CARE, FORD FONDATION).

14. **AIDS in the World, Prevention of AIDS.**
    Causes, Prevention (Pre test and Post test Counseling) and ART Treatment, NACO, DAFCO, NARI.

15. **Legislation related to Health.**
    Maternity Termination of Pregnancy Act (MTP), Garbh

16. **Social Work Intervention**
    Role of Social Worker, Functions, Areas, Problems and Challenges.

REFERENCES :-

Caplan, Gerald (1964)   Principles of preventive psychiatry, New York: Basic Books Inc.

Freedman, A.M. et al (ed.)   Modern synopsis of Comprehensive Textbook of Psychiatry.
(1976)   Baltimore : The Williams and Wilkins.

Kanner Leo (1957)   Child Psychiatry (Third Edition) illinois: Charles E. Thomas.

Kolb, L.C. (1970)   Noyes' Modern clinical Psychiatry (Seventh edition), Bombay:
                             Oxford and IBH Publishing Co.

Park, J.R. & Park, K. (1983) Textbook of Preventive and Social Medicine, Jabalpur : M/s
                             Banarsidas.

Suinn Richard, M. (1975)   Fundamentals of Behavior Pathology. New York: John Wiley &
                             Sons Inc.

M.S.W
Semester – III

Paper – XIII   **INDUSTRIAL RELATIONS :**

1. Basic concepts :

   Definition and meaning of industrial relations. Concept and scope of industrial relations. Significance of Industrial Relations. I.R. in present Industrial scenario.
2. Trade Unionism :
   Meaning and definition of trade union. History and development of Trade unions in India (pre-independence and post independence), functions of Trade unions – intramural, extra mural, mutual, political functions Brief discussion on trade union a myth or reality.
3. Industrial conflicts :
   Meaning and definition of industrial disputes /conflicts. Major causes of industrial disputes. Settlement machinery for the prevention of industrial conflicts and smooth industrial relations.
4. Workers participation in Management :
   Workers participation as democratic participation. Decision making process. Types and forms of workers participation works committee, welfare committee, canteen committee, health committee, safely health committee, sports committee, factory day committee, PJRC permanent joint rating committee,

5. Collective bargaining meaning and definition of collective bargaining. Characteristics of collective bargaining. Merits and demerits. Collective bargaining as a process of Industrial democracy and Industrial jurisprudence. Charter of demands and collective agreement.
6. International labour organization.(ILO)
   Origin of ILO, structure, and composition of ILO, objectives of ILo functions of ILO, ILO and India since its inception.

7. Human relations in Industry difference between human relations and industrial relation. Howthrone experiment and human relations. Attitude of workers towards work, work culture, unfair labour practices and victimization by employers, trade union and the government.
8. Labour and globalization trends and challenges disinvestment trends and problems. VRS as a social problem of the workers.

REFERENCES :-

Dale S. Beach (1975)   Personnel: The Management of People at work.

Punekar, S.D. & others (1984)   Management – Tasks, responsibilities and practices.

Ghosh, P. (1975)   Personnel Administrations in India.

Stephen P. Robbins (1983)   Organizational Behavior : Concepts, controversies and applications, 6th edition.

Drucker, Peter F. (1989)   Management – Tasks, responsibilities and practices.

Flippo, E.B. (1980)   Principles of Personnel Management.

Pigors, P.& Myres C.A.(1961)   Personnel Administration.

*** ***

Paper – XIV   PERSONNEL MANAGEMENT :
I. Basic concepts
   a. Meaning and scope of personnel management.
   b. Principles of personnel management
   c. Functions of personnel department from recruitment to retirement.
   d. Role of personnel officer.
II. Manpower planning
   a. Definitions and functions of manpower planning
   b. Importance of manpower planning
   c. Training and placement
   d. Career development
III. Managing occupational stress
   a. Concept of occupational stress
   b. Job demands and stress
   c. Impact of stress on employees and employers.
IV. Corporate social responsibility.
   a. Concept of corporate social responsibility.
   b. Ethical aspect of corporate social responsibility
   c. Role of social worker
V. Work culture
   a. Meaning, importance's and charactertics of healthy work culture
   b. 5 F in work culture – fast, focused, flexible, fun and friendly
   c. Impact of work culture on productivity
VI. Motivation
   a. Science of motivation
   b. Motivation maintains goal oriented behavior
   c. Edwin locks goal setting theory of motivation.
VII. Wage and salary administration
   a. Definition wages and its types, how they differ from salary
   b. Socio-economic objectives of wages and salary
   c. Fair labour standard act
VIII. Grievances

a. Grievances concerning employees wages, hours and conditions of work.
b. Employee's right to file grievances for appeal.
c. Reflections of RTI Act and poor personnel policies.

References:
Personnel Management:
1. Principles and Practices of Personnel Management – by Walter Dill Scott
2. Personnel Management by Michael Jucius
3. Personnel Management   by Dr. C. B. Mammoria Himalaya Publication
4. Principles of Personnel Management   By Edwin .B Filypo
5. Recruitment and Training in organization
6. Job Evaluation
7. Retrenchment

REFERENCES :-

C.B. Mamoria   Personnel Management

C.N. Davar   Personnel Management in industry

Dale S. Beach (1975)   Personnel: The Management of People at work.

Punekar, S.D. & others (1984)   Management – Tasks, responsibilities and practices.

Ghosh, P. (1975)   Personnel Administrations in India.

Stephen P. Robbins (1983)   Organistional Behaviour : Concepts, controversies and applications, 6th edition.

Drucker, Peter F. (1989)   Management – Tasks, responsibilities and practices.

Flippo, E.B. (1980)   Principles of Personnel Management.

Pigors, P.& Myres C.A.(1961)   Personnel Administration.

*** ***

M.S.W
Semester – IVth

Paper – XV POPULATION AND ENVIRONMENT :

TITLE POPULATIAON ENVIRONMENT AND DISASTER MANAGEMENT

I. Characteristics of Population
   A. Population Policy and Concepts
   B. Global Perspective of Population
   C. Population and Gender issue
II. Population And Environment
   a. Interrelatedness of Human Life and Other Living Organisms
   b. Causes of Environmental Degradation
   c. Current issues related to Environment-Acid Rain, Global Warming, Green House Effect and Climate change
III. Civil Society
   a. Role of civil society and NGO's in Protection of Environment
   b. Biodiversity and environmental changes
   c. Sustainable Development
IV. Environmental Prospection Laws and Treaties
   a. Rio Declaration on Environment.
   b. Kyoto Protocol.
   c. Biological Diversity treaty called peace policy for 21st Century.
V. Disaster And Development.
   a. Natural Disaster : Drought, Floods, Tsunami, and Earthquakes.
   b. Manmade Disaster: Militancy, Insurgency, Biological Warfare, Sez, Dams.
   c. Disaster Management Act 2005 Vulnerability and Disaster Preparedness
VI. Disaster Management
   a. Preamble and National Guidelines of Disaster Management in India
   b. Short Term and Long Term plans
   c. Strategies and means of Social Work Intervention for Positive environmental Actions and for Disaster management.
VII. Rehabilitation
   a. Scope of Rehabilitation and Reconstruction
   b. Emergency Relief into Rehabilitation
   c. Lively hood Restoration and Community Participation.
VIII.   Role of Institutions in Disaster Management
   a. FAO's concept of Disaster Management
   b. FEMA-US based Federal Emergency Management Agency
   c. VHAIS-Voluntary Health Association of India

Reference :

1   Encyclopedia of Disaster Management by Goel .S. L .
        Deep and Deep publications
2.   Disaster Management: Through the New Millennium
        By Ayaz Ahmad Anmol Publication
3.   Disaster Management; Future Challenges and Opportunities   By Dr. Jagbir
        singh I.K. international
4   population, Health and Development in India: Changing Perspective by T.K.
        Roy 2004 Rawat Publication
5   Demography and Population Problems by Rajendra K. Shrama Atlantic
        Publication
6.   What Makes Environmental Treaties Work
        Conservation Magazine
7.   Strategy of environmental treaty by Scott Barret Oxford Press
8   Environmental policy is social policy by Walliman
9   Anthen series of environmental treaties.

*** ***

Paper – XVI
SOCIAL DEVELOPMENT :

1. Definition, concept, philosophy and transition of Social development.
2. The historical and social context of development, before and after independence, Development under five year plans.
3. Approaches and indicators of Development, Development discourse, dimensions and direction.
4. Regional Development. Imbalanced regional development. Regional Development analysis with reference of Maharashtra.
5. Concept of Human Development, Definitions. Human Development in Indian Scenario.
6. Definition and concept of sustainable development. Sustainable development issues and considerations.
7. Social Movements. Demographic transition and development.
8. Civil Society, State and development, political economy of Social Structure and Social change.

REFERENCES :-

Bagchi, A.K. 1982   Political Economy of Underdevelopment, Cambridge: Cambridge University Press.

Desai, V. 1998   Rural Development (Vol. I), Mumbai: Himalaya Publishing House.

Government of India   Five Year Plan Documents (Latest5) New Delhi.

Jacob, K.K. 1992   Social Development Perspectives.

Joshi, P.C. 1976   Land Reform in India.

Meadows, D.H. 1972   The Limits to Growth, New York: University Broks.

Rao, D.B.(Ed.) 1998   World Summit for Social Development.

Sachs, W. 1997   Development Dictionary .

Singh, R.R.(Ed.) 1995   Whither Social Development?' New Delhi: ASSWI.

Singh, Y. 1972   Modernization of Indian Tradition, Delhi: Thomas Press.

World Bank   World Development Reports (Annual). Oxford University press.
                           Encyclopedia of Social Sciences.
                           Encyclopedia of Social Work.

***   ***

GENDER STUDIES

1) **Sex and Gender**
   Concept, Meaning, Definition, Difference, Role .Stereotyping, Gender System and its impact

2) **Patriarchy**
   Concept, Meaning, Definition, Values, Theories of patriarchy, Ideology and Practice

3) **Feminism**.
   Concept, Meaning, Definition, Different types of Feminisms Liberal, Radical, Marxist, Post- Modern and Socialist.

4) **Women Development**
   Concept, Meaning, Definition, Women in development (WID), Women and Development(WAD) Gender in Development (GID),

5) **Gender Development Issues.**
   Gender and caste, Gender and class, Work and Livelihood, Gender Audit, Globalization and Women.

6) **Violence against women**
   Concept, Meaning, Definition, Violence against women, Domestic Violence Prevention Act 2005 and Section 498.

7) **Organizations Working for Women Development.**
   National Commission for Women (NCW), Rastriy Mahila Kosh (RMK), Central Social Welfare Board (CSWB), Mahila Arthik Vikas Mahamandal Ltd (MAVIM) ,

8) **Programmes for Women Development**
   Integrated Child Development Programme (ICDS) , SGSY, Women and Child Welfare Department

REFERENCES :-

V. Geetha :   Gender

V. Geetha :   Patriarchy

Sylvia Walby :   Theorising Patriarchy

Rosemarie Tong: Feminist Thought : A Comprehersine Introduction

Rada Kumar :   History of Doing : An Illustrated Account of Movement for Women's Rights.

Ratna Kapur: Subversive Sites: Feminist Engagement with law in India.

Kalpna Kannabiran: Violence of Normal Times

Flavia Agnes: Feminist Legal Jurisprudence

Niredita Menon   Recovering Subversion.

*** ***

Human Resource Development

1) **Human Recourse Development**
   Concept, Meaning, Definition, Objective, Principles, functions.
   Role of Professionals
2) **HRD Practice in India**
   Structure of HRD department and its relationship with other department.

3) **Needs assessment in HRD**
   Introduction, identification of HRD Needs, Strategies, Steps and benefits.

4) **Strategic HRD**
   Concept, Meaning, Definition, Objectives, Significance, Process, Role, Types, Levels and integration.

5) **Globalization, Technology and HRD**
   Impact, Transfer of technology, Role, technology and Talent Management, Change agent

6) **SWOT Analysis**
   Concept, Meaning, Objectives, benefits and process.

7) **Employee Skills and Multi-skilling for HRD**
   Concept, Meaning, Definition, Objective, Types, Skills and competencies.

8) **Executive Development in HRD.**
   Concept, Objectives, Principles, Importance and process.

REFERENCES :-

Abraham R. (ed.); Davar, R.S., 1980:   Alternative Approaches and Strategies of Personnel
                                          Management and Industrial Relations, New Delhi,
                                          Vikas Publishing House.

Parikh, Udal and Rao, T.V., 1981:   Resource System. New Delhi. Oxford and IBH
                                          Publishing Company.

Dwived, R.S., 1980 :   Manpower Management.

Dyer, W.G., 1987:   Team building(2nd ed.), London, Addison Wisley.

Hay Gopal R., 1990 :   Human Resource Development Conceptual Atavisms
                                          and Strategies, New Delhi, Sterling publishers (Pvt.)
                                          Ltd.

***   ***

Paper – XIX   Labour Welfare :

1. Basic concepts :
   Definition and meaning and labour welfare. concept of labor welfare social concept total concept, relative concept, positive and negative concept. Principles of labor welfare, wages cannot be a substitute to labor welfare and labor welfare cannot be substitute to wages, Re-personalization of the workers and other principles.
2. Philosophy of labour welfare religious, philanthropic, police, placating functional paternalistic, trusteeship public relations.
3. Labour welfare measures –
   Statutory employee welfare, health measures, safely meanings and welfare measures non-statutory employee welfare compulsory welfare measures voluntary welfare measure mutual welfare measure, family welfare of worker, family welfare centre at work place. Community welfare centre, canteen, crèche, music in industry, transportation, recreation.
4. Labour welfare officer.
   Qualification, appointment and service conditions. Role, functions, duties and responsibilities of labour welfare officer. His present position.
5. Workers education, programme workers education, scheme. Central Board for workers education programmer of workers education in India national, regional and unit level. Objectives and structure of of workers education in India.

6. Social security meaning and definition various social security measures for industrial workers. Problem of industrial housing – industrial housing as a social, economic and civic problem. Various schemes of industrial housing in India.
7. Industrial Accidents – Definition and Meaning, Bhopal tragedy, causes of Industrial Accidents, preventive measures, Accident records.
8. Social Work practice in the work place. Characteristics of workforce in Industries corporate social responsibility (CSR) concept, issues and strategies.

REFERENCES :-

S.N. Misra (1990)	An Introduction to Labour and Indusrial Laws.
Jois, P.V. (1981)	Labour Welfare: New out look of Industry and Labour in Modern Society.
Govt. of India (Ministry of Labour) (1969):	Report of the National Commission on Labour.
Balachandani (1980)	Labour Welfare.
Malik P.L. (1977)	Industrial Law.
Dale S. Beach (1975)	Personnel: The Management of People at work.
Punekar, S.D. & others (1984)	Management – Tasks, responsibilities and practices.
Ghosh, P. (1975)	Personnel Administrations in India.
Stephen P. Robbins (1983)	Organistional Behaviour : Concepts, controversies and applications, 6th edition.

* * *   * * *

M.S.W
Semester – IVth
Paper – XX   **LABOUR LEGISLATIONS :**

TITLE – LABOUR LEGISLATION

I. Growth of labour legislation in India.
  a. Historical perspective and philosophy underlying labour legislation before and after independence.
II. Protective Labour Legislation
  a. Scope and Applicability of Factories Act 1948
  b. Health, Safety and Welfare measures
  c. Working hours and other provisions
III. Industrial dispute Act 1947
  a. Definitions of Appropriate Government, Average pay, award and public utility services under industrial dispute Act 1947.
  b. Definition of Strike, lock outs, lay off and retrenchment.
  c. Machinery for settling industrial disputes works committee, conciliation, board of conciliation, court of inquiry, labour court, tribunal and National Tribunal.
IV. Trade union act 1947
  a. Procedure for registration of Trade union
  b. Advantages of registered trade union
  c. Rights and privileges of a registered trade union.
V. Social security and welfare legislation
  a. Concept and philosophy of welfare
  b. Duties and functions of labour welfare officer
  c. Payment of gratuity act 1922
VI. Wage Legislation
  a. Industrial employment standing order act 1946
  b. Model standing orders.
  c. Penalties for not submitting standing orders.
VII. The payment of wages Act 1936
  a. Fixation of wage periods, time of payment of wages
  b. Deduction for recovery and advances
  c. Penalty for various offences.
VIII. The minimum wage act, 1948
  a. Object, scope and applicability of this Act
  b. The schedule part I and part II
  c. Important court decisions relating to minimum wages.

References :
1   Factories Act 1948 Dr. J. P. Sharma , 2nd edition 2009
         Bharat law house.
2.   P.L.Malik Edition 2000
3.   K.D. Srivastava 5th edition 2001
 4.   Commentaries on Industrial Dispute Act 1947 Joy Joseph
         D.C.book series
5.   Laws of Industrial Dispute- E.M. Rao and O.P. Malhotra 6th   Edition
6.   Workmen's Compensation (Amendment) Act 2000   Monograph
7.   Workmen's Compensation Act 1923 Law Commission of India Report
8.   Forbes India Magazine.

*** ***