

MASTER OF SOCIAL WORK

2-YEAR MSW COURSE CURRICULAM AND SYLLABUS UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

MSW-I SEMESTER COURSE DETAILS

FIRST SEMESTER

PAPER-1

FULL MARKS: 50

PAPER CODE:MSWC101

PAPER NAME: **HISTORY AND PHILOSOPHY OF SOCIAL WORK**

Objectives:

1. To understand the conceptual clarity about social work and other related terms.
2. Develop knowledge of history, philosophy, ideologies of social change and development of social work in India and abroad.
3. Develop understanding about the influence of various social movements in contributing to the perspectives of social work practice in India.
4. To understand domains in social work education in India.

UNIT:

1. Concepts of Charity, Philanthropy, Social Work, Social Welfare, Social Service, Social Reform, Social Development, Social Justice, Social Defense. Historical Development of Social Work in UK, USA and India. Social Reform Movements in India, Contribution of Different Reformers.
2. Influence of Social Thinkers and Religion: Vivekananda, Gandhi and Tagore. Hinduism, Islam and Buddhism.
3. Values, Principles, Goals, Code of Ethics of Social Work Profession. Social Work as a Profession. Development of Professional Social Work Education in India: Issues and Challenges. International Social Work: Global Issues and Challenges.
4. Meaning of NGO's, VOs and CBO's. Role of Voluntary Organization in Promoting Social Welfare. Constitution of India: Fundamental Rights and Directive Principles of State Policy, Human Rights. Social Movements: Women's, Dalit and Environmental Movements.
5. Philosophical Foundations: Generalist, Integrated Social Work Approach, Social System Theory, Feminist Theory, Strengths Based Perspective, Rights Based Perspectives.

SUGGESTED READINGS:

- Pathak, Shankar (2012): Social Work and Social Welfare in India, Niruta Publications, Bangalore.
- Payne, M (2011) Humanistic Social Work: Core Principles in Practice, Chicago; Palgrave Macmillan.
- Gray, M & Webb, S (2010) International Social Work Volume I: Welfare Theory & Approaches: Sage Publications, London.
- Desai, Murlil (2006) Ideologies and Social Work, Rawat Publications, Jaipur.
- Kumar, D (2006) Social Work (Theory & Practice) Bhopal: Intellectual Book.
- Gangrade, K.D (2005) Gandhian Approach to Development and Social Work: Concept Publication.
- Paul, Chowdhury (2000) Introduction to Social Work, ATMA RAM & Sons, New Delhi.
- Rameshwari, Devi and Prakash, Ravi (2000) Social Work Practice, Jaipur : Mangal Deep Publications.
- Diwakar, V.D (Ed 1991) Social Reform Movements in India: A Historical Perspectives, Popular Prakashan, Bombay.
- Skidmore, et al (1991) Introduction to Social Work, New Jersey: Prentice Hall.
- Payne, Malcolm (1990) Modern Theory of Social Work, Palgrave Macmillan, USA.
- Jain, P (1985) Gandhian Ideas, Social Movements and Creativity, Rawat Publications, Jaipur.
- Ganguly, B.N (1973) Gandhi's Social Philosophy, Perspective and Relevance, Vikash Publishing House, New Delhi.
- Banerjee, G.R (1974) Papers on Social Work: An Indian Perspective, Tata Institute of Social Sciences, Bombay.

- Roberts and Nee (Ed 1970): Theories of Social Work, Chicago: The University of Chicago Press.
- Gore, M. S. (1965) Social Work and Social Work Education, P. S. Jayasinghe, Bombay: Asia Publication House.
- Wadia, A.R (1961) History and Philosophy of Social Work in India: Allied Publisher, Bombay.

PAPER-II

FULL MARKS: 50

PAPER CODE: MSWC102

PAPER NAME: **MAN AND SOCIETY :SOCIOLOGY AND ECONOMICS**

SECTION - A: SOCIOLOGY

Objectives:

1. Understanding the sociological concepts and it's important to individual and society.
2. Get a scientific insight about the social structure, stratification and issues related to caste, class and gender.
3. Understand the social institutions and its importance and its changing pattern in society.

UNIT:

1. Sociology as a Discipline, Linkage between Sociology and Social Work. Understanding the Sociological Concepts: Society, Community, Association, Institution, Social Group, Social Process, Social Structure, Social Order, Social Interaction, Social Control, Social Disorganization, Conformity and Deviance.
2. Culture: Meaning and Characteristics. Meaning of Socialization, its Stages, Agents and Theories of Socialization. Family, Marriage and Kinship and Religion.

3. Social Inequality, Social Stratification, Types and Nature – Caste, Class, Dalit & Minority Groups – Situational Analysis, Changing Relationship and Dynamics. Social Mobility – Concept, Types and Factors. Social Change: Factors, Theories of Social Change.
4. Evolution of Sociology: August Comte, Herbert Spencer, Karl Marx, Emile Durkheim, Max Weber, M.N.Srinivas.

SUGGESTED READINGS:

- Smelser, N.J (Ed 2010) Sociology: An Introduction.
- Francis, M (2006) Contemporary Sociology, Oxford.
- Rao, C.N.S (2002) Sociology: Primary Principles, Sultanchand, Mumbai.
- Giddens, A (2000): Sociology.
- Vidya Bhusan & Sachdeva, D. R (2000) An Introduction to Sociology, Allahabad: Kitab Mahal.
- Ghurye, G.S (1995) Caste, Class and Occupation, Bombay, Popular Prakashan.
- Srinivas, M.N (1995) Village India, Asia Publishing House, Bombay.
- Abraham, M. Francis (1982) Modern Sociological Theory: An Introduction, Oxford University Press, New Delhi.
- Dube, S.C (1977) Understanding Society, NCERT, New Delhi.
- Bottomore, T.B (1975) Sociology: A Guide to Problems and Literature: Blackie and Comlte, Bombay.
- Desai, A.R (Ed 1968) Rural Sociology, Asia Publishing House, Bombay.
- Smelser, Neil J (1967) Sociology: An Introduction, New Delhi: Wiley Eastern Private Ltd.
- Srinivas, M.N (1966) Social Change in India, Orient Longman, New Delhi.

SECTION - B: ECONOMICS

Objectives:

1. Understand the Economic System in India.
2. Understand the Economic Development.

UNIT:

1. Concepts- GDP, HDI, GDI, MDGs. Socio-Economic Systems – Capitalism, Socialism, Mixed Economy: Features, Merits, Demerits, Welfare Economy and Marxian Political Economy.
2. Civil Society – Concept, Emergence of Civil Society, Its Relationship with State and Market and Role of Civil Society in Social Development. Self Help Groups: Evolution, Objectives and Role in Rural Community Development. Microfinance Institutions: Concept, History, Models and its Impact.
3. Liberalization, Privatization, Globalization and Structural Adjustment Program, Role of International Financial Institutions. Special Economic Zones.
4. Credit Institutions: NABARD, Regional Rural Banks, Cooperative Institutions, Five-Year Plans of India, Niti Aayog.

SUGGESTED READINGS:

- Dutt and Sundaram, (2006) Indian Economy, Sultanchand, New Delhi.
- Agarwal, A.N (2001) Indian Economy: Nature, Problem & Progress, Vikas Publishing House, New Delhi.
- Bramhananda, P.R and Panchmukhi, U.R (1987): Development Process of the Indian Economy: Himalyan Publishing House, Bombay.
- Chakraborty, Sukhomoy (1987) Development Planning – The Indian Experience, Clarredon Press, Oxford.

- Bagchi, A.K (1982) Political Economy of Underdevelopment: Cambridge University Press.
- UNDP: The World Development Reports.

PAPER NAME: **SOCIAL PROBLEMS**

Objectives:

1. Develop the understanding of issues and challenges related to social concern and its impact on society.
2. Understand the problems and issues of different vulnerable sections of society.

UNIT:

1. Social Problem- Concept, Definition, Causes and Theoretical Explanation of Social Problem. Problem of Urban Slums. Concept, Classification of Crime and Theoretical Explanations of Criminal Behaviour. Poverty, Illiteracy and Unemployment: Concept, Magnitude, Causes and Strategies for Prevention.
2. Problem Related to Family and Marriage in India, Marital Conflict: Causes and Consequence of Divorce. Population Explosion in the 3rd World - Causes and Consequences.
3. Problems of Children: Child Labour, Child Begging, Street Children, Child Marriage, Child Abuse, Juvenile Delinquency Causes, Nature, Magnitude and Preventive Mechanism.
4. Problems of Women: Female Feticide, Dowry, Domestic Violence, Rape, Trafficking, Prostitution, Sexual Harassment of Women at Workplace, Widow Its Nature, Causes, Magnitude and Policies to Combat the Problems.
5. Some Contemporary Issues: Casteism, Communalism, Regionalism – Concept, Causes, Consequences and Strategies for Prevention. Problem of Social Dependence – Elderly, Disability, Beggary, Drug Addiction and AIDS.

SUGGESTED READINGS:

- Verma, H.S and Hasnain (2013) India's Current Social Problem, New Royal Book Company.
- Diana Kendall and Others (2004) Social Problems in a Diverse Society, Pearson, Toronto.
- Madan, G.R (2002, Revised Edition) Indian Social Problems, Mumbai: Allied Publishers Pvt. Ltd.
- V.N. Parrilo and Others (1999) Contemporary Social Problems, Allyn and Bocon: Boston.
- Ahuja, Ram (1997) Social Problems in India, Rawat Publications.
- Elliot and Merrill (1995) Social Disorganization, Himalaya Publishing House, New Delhi.

PAPER NAME: **METHODS OF SOCIAL WORK – I**
:CASE WORK & GROUP WORK

SECTION - A: CASE WORK

Objectives:

1. To understand the case work and its application in practice.
2. To equip learners with theoretical knowledge for working with individuals and families.
3. To develop competencies in learners to use the method in practice while working with individuals.
4. To equip learners with values and skills necessary for working with individuals and families.

UNIT:

1. Social Case Work: Concept, Definition, Objectives, History (India and Abroad). Principles and Components of Social Case Work. Social Case Work Process: Intake, Continuous Assessment and Analysis, Psycho-Social Diagnosis, Intervention, Evaluation, Termination and Follow up. Tools and Techniques of Social Case Work. Concept: Empathy, Transference and Counter-Transference.
2. Client Case Worker Relationship: Concept, Definition and Characteristics. Casework Interview and its Phases. Professional Self of Case Worker. Similarities and Difference between Case Work, Counselling and Psychotherapy.
3. Psychoanalytical Orientation in Social Case Work – Contribution of Freud, Therapeutic Approaches: Psycho-Social, Eclectic, Behaviour Modification and Crisis Intervention. Therapies: Rational Emotive Therapy, Transactional Analysis, Client Centred Therapy and Family Therapy.
4. Social Case Work Recording– Importance of Case Records, Methods of Recording- Verbatim, Narrative, Condensed, Analytical and Summary Records. Practice of Social Case Work in the following Setting- Family and Child Welfare, Medical and Psychiatric Setting, Correctional and Industrial Setting.

SUGGESTED READINGS:

- Rameshwari Devi, Ravi Prakash (2004) Social Work Methods, Practices and Perspectives (Models of Casework Practice), Vol. II, Ch.3, Jaipur: Mangal Deep Publication.
- Upadhyay, R.K, (2003) Social Case Work: A Therapeutic Approach, Rawat Publications, India.
- Mathew Grace (1992) An Introduction to Social Case Work, Bombay: Tata Institute of Social Sciences.

- Joel Fishers (1978) Effective Case Work Practice – And Eclectic Approach: M.C. Growhils, New York.
- Sainshbury, Eric (1975) Social Diagnosis in Case Work: Routledge and Kegen Paul, London.
- Hamilton, Gordon (1970) The New York School of Social Work: Theory and Practice of Social Case Work, New York and London: Columbia University Press.
- Richmond, Mary (1970) Social Diagnosis, New York: Free Press.
- Timms. N (1964) Social Work – Principles and Practices: Routledge and Kegen Paul, London.
- Biestek, F (1961) The Case Work Relationship, London: Allyn and Bacon.
- Pearlman, H. H (1957) Social Case Work- A Problem Solving Process, Chicago: The University of Chicago Press.
- Hamilton, G (1951): Theory and Practice in Social Case work, New York: Columbia University Press.

SECTION - B: GROUP WORK

Objectives:

1. To develop the understanding of group work as a method.
2. To develop the knowledge of skills and techniques to be used for intervention.
3. To gain the knowledge of the scope of this method in various settings where the method could be used.

UNIT:

1. Social Group: Concept, Definitions, Purposes, Classification. Importance of Group on Personality Development of Individuals. Social Group Work: Concept, Definition, Historical Development of Social Group Work, Principles, Techniques and Skills in Social Group Work.
2. Stages of Working with Groups: Forming, Storming, Norming, Performing and Ending. Programme Planning in Social Group Work: Concept, Process, Principles and Importance. Leadership in Social Group Work – Concept and Definition. Supervision, Evaluation and Record Keeping in Social Group Work.
3. Group Work Models: Social Goal, Remedial and Reciprocal Model. Therapeutic Approaches in Group Work – Concept, Principles and Process of Group Therapy. Group Dynamics.
4. Group Work in Various Settings – Institutions for Children, Correctional Settings, Mental Health Settings and Homes for the Elderly.

SUGGESTED READINGS:

- Lindsay, Tand Orton Sui (2008): Group Work in Social Work, Exeter EX1: Learning Matters Ltd.
- Gravin, Charles D., Lorraie M. Gulier (Ed, 2007) A Hand Book of Social Work with Groups, Rawat Publication.

- Mark, D (2006) Using Group Work Social Work Skills Series, USA: Routledge.
- Balgopal, P.R. and Vassily, T.V (1983) Groups in Social Work, Macmillan Publishers, New York, USA.
- Choudhary, Paul (1983) Introduction to Social Work, Delhi: Atma Ram & Sons.
- Konopka, Gisela (1983) Social Group Work a Helping Process, New Jersey: Prentice Hall.
- Davies, Barhard (1975) The Use of Groups in Social Work Practice, USA: Routledge & Kegan Paul. Ltd.
- Douglas, Tom (1977) Group Work Practice, London: Tavistock Publication.
- Trecker, Herleigh, (1970) Social Group Work-Principles and Practices, New York: Associate Press.

PAPER NAME: METHOD OF SOCIAL WORK - II
:COMMUNITY ORGANIZATION

Objectives:

1. Develop understanding regarding community organization as a method of social work.
2. Enhance the understanding of the roles of the agencies and community organizer in working with communities.
4. Enhance critical understanding of the models and strategies for community organization.
5. Develop perspectives and skills for participatory processes in the community and civil society.

UNIT:

1. Community– Concept and Definition, Types of Community and its Characteristics. Community Organization: Definition, Objectives, History, Scope, Principles and Techniques. Distinction between Community Organization and Community Development. Community Organization as a Method of Social Work.
2. The Process of Community Organization (Study, Analysis, Discussion, Organization, Action, Evaluation, Networking). The Models of Community Organization (Locality Development Model, Social Planning Model, Social Action Model). Approaches in Community Organization: General Content, Specific Content and Process. Role of Community Organizer.
3. Community Participation: Concept, Importance. Participatory Rural Appraisal, Rapid Rural Appraisal. Community Organization as a Para Political Process, Community Power Structure – Concept and Importance, Leadership in Community Organization. Social Action in Community Organization.
4. Community Organization viz-a-viz: Sarvodaya, Bhoodan, Gramdan Movement.
5. Application of Community Organization and Social Action to Social Problems – Untouchability, Regionalism and Casteism.

SUGGESTED READINGS:

- Meenai, Z (2007) Participatory Community Work, New Delhi: Concept Publications.
- Sanoff, Henry (2000) Community Participation Methods in Design and Planning, London: John Wiley and Sons.
- Siddiqui, H.Y (1997) Working with Communities: An Introduction to Community Work, New Delhi: Hira Publications.
- Chambers R (1992): Rural Appraisal: Rapid, Relaxed and Participatory, Sussex: Institute of Development Studies.
- Cox, Fred (1987) Community Organization, Michigan: F.E. Peacock Publishers.
- Siddique, H.Y (1984) Social Work and Social Action, New Delhi : Harnam Publications

- Rao, MSA (1979) Social Movements in India, New Delhi: Vol. 1 and 2, Manohar.
- Friedlander, W.A. (1978) Concepts and Methods in Social Work, Eaglewood Cliffs, New Delhi: Bentic Hall International Inc.
- Chowdhry, D. P (1976) Introduction to Social Work, Atma Ram, New Delhi.
- Gangrade, K.D (1971) Community Organization in India, Mumbai: Popular Prakashan.
- Ross, Murray and Lappin, Ben (1967) Community Organization: Theory, Principles and Practice: New York: Harper & Row.
- Dunham, A (1958) Community Welfare Organization. Principles and Practice, New York: Thomas Y. Crowell.

MASTER OF SOCIAL WORK

2-YEAR MSW COURSE CURRICULAM AND SYLLABUS UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

MSW-II SEMESTER COURSE DETAILS

SECOND SEMESTER

PAPER-I

FULL MARKS: 50

PAPER CODE:MSWC 201

PAPER NAME: **HUMAN GROWTH AND BEHAVIOUR**

Objectives:

1. Understand the fundamental components of human behaviour.
2. Gain insight into factors contributing to development of personality.
3. Understand growth and development of individual at various stages in the life span.
4. Understand the processes of adjustment and not-adjustment and its impact on human behaviour.

UNIT:

1. Schools of Psychology: Structural, Functional, Behavioural. Scope of Psychology: Abnormal, Clinical, Educational, Industrial, Experimental, Developmental, Child and Adult Psychology, Social Psychology. Relevance of Psychology to Social Work.
2. Concept of Human Behavior, Factors Influencing Human Behavior: Heredity, Environment, Intelligence, Needs, Motivation and its Theories. Emotion. Learning, Forgetting and Memory: Concept and Definitions. Perception: Meaning and Definitions.
3. Human Growth, Development, Maturation: Characteristics, Needs, Tasks and Problems of Stages in Life from Conception to Old Age.
4. Personality : Concept, Definitions, Theories of Personality: Sigmund Freud's Psycho-Analytic Theory, Psychodynamic Theory, Erik Erikson's Stage Theory, Behavioural Theory-Pavlov, Skinner, Humanistic Theory-Maslow, Roger. Concept of Normality and Abnormality: Coping Mechanism.
5. Group Dynamics, Group Morale, Leadership, Public Opinion, Propaganda, Communication and Prejudice. Adjustment Mechanism, Frustration and Conflict and Attitude.

SUGGESTED READINGS:

- Mangal, S.K (2006) An Introduction to Psychology, Sterling Publishers Pvt. Ltd.
- Kuppaswami, B (2004) An Introduction to Social Psychology, Media Promotion and Publishers Pvt. Ltd.
- Germain, Carel B, and Mertin Bloom (1999) Human Behaviour in the Social Environment: An Ecological View, Columbia University Press, New York.
- Mischel, Walter (5th Edition, 1993) Introduction to Personality, Harcourt Brace Jovanovich College Publishers, USA.
- Morgan C.T et al (1986) Introduction to Psychology, Tata Mc Graw Hill Publishing Co, New Delhi.
- Hurlock, E.B. (1980) Developmental Psychology: A Lifespan Approach, Tata Mc Graw Hill, New Delhi.
- Seccord, P.F and Backman Cart W (1964) Social Psychology, Mc Graw Hill Inc, USA.

SECOND SEMESTER

PAPER-II

FULL MARKS: 50

PAPER CODE: MSWC202

PAPER NAME: **HEALTH AND HYGIENE**

Objectives:

1. To orient the students to the concepts of Health & Disease.
2. To provide information about different diseases their symptoms causes, diagnosis, treatment management and prevention.
3. To equip students for their role as health educators, enablers and counsellors while dealing with health problems at individual as well as community level at various levels of prevention.

UNIT:

1. Health and Hygiene: Concept and Definitions, Factors Affecting Health. Public Health, Community Health, Preventive, Promotive and Rehabilitative aspects of Public Health. Levels of Health Care. Defense Mechanism: Concept. Immunity: Meaning, Concept, Various Factors of Immunity.
2. Multiple Causation of Diseases: Concept and Meaning. Role of Microbes in Possession, Transmission and Prevention. Communicable and Non-Communicable Diseases: Concept and Types-Symptoms, Prognosis, Treatment and Prevention of Communicable and Non-Communicable Diseases (Tuberculosis, Leprosy, Diarrhea, Polio, Hepatitis, HIV/AIDS, Malaria, Hypertension, Cancer, Diabetes Mellitus).
3. Concept of Nutrition, Malnutrition, Balanced Diet, Deficiency Diseases.
4. Reproductive and Child Health: Antenatal Care, Post Natal Care, Care of Neonates, Immunization, Concept and Meaning of Family Welfare and Family Planning and Contraception.
5. Major Health Problems in Rural Areas. National Health Programmes of the Govt. of India (ICDS, National Health Mission, National Mental Health Programme, National Aids Control Programme, Tuberculosis, Leprosy, Diarrhea Control).

SUGGESTED READINGS:

- P. Sigamani and Khan N U, (2013) Strategic Public Health Management in India-Emerging Issues and Challenges (eds) New Delhi: Academic Reference Series, Bloomsbury Publishers India Pvt. Limited.
- Ajit (2005) Social Dimensions of Health, Rawat Publications, New Delhi.
- Rama, V Barn (1998) Public Health Care in India, Sage Publication, New Delhi.
- Dhooper, S (1997) Social Work in Health care in the 21st Century Sage Publication, New Delhi.
- Goodwin S (1997) Comparative Mental Health Policy. Sage Publication, New Delhi.
- Narayana (1997) Health and Development, Rawat Publications, New Delhi.
- Joshi (1996) Child Survival, Health and Social Work Intervention. Concept Publication, New Delhi.
- Mangal, S.K (1989) Abnormal Psychology, Starling Publishers Private Limited, New Delhi.
- Park, K, (2007): Parks' Textbook of Preventive and Social Medicine, Jabalpur: M/s Banarsidas Bhanot Publishers.

SECOND SEMESTER

PAPER-III

FULL MARKS : 50

PAPER CODE: MSWC203

PAPER NAME: **SOCIAL WORK RESEARCH AND STATISTICS**

Objectives:

- 1) Develop an understanding about the scientific approach to human inquiry.
- 2) Develop an appreciation of the value and approach in social research and social work research in addressing problems in the field of professional practice.
- 3) Develop skills for use of library and documentation in research work.
- 4) Acquire the skills for data analyses and research based writing.

UNIT:

1. Social Research and Social Work Research: Concept and Definitions, Distinctive Features of Social Research and Social Work Research, Objectives of Social Research, Utility of Social Research. Steps in Social Research: Problem Formulation, Designing the study, Staff Recruitment and Training, Construction of Data Collection Tools and Finalization through Pre-Testing and Pilot Study, Data Collection, Data Compilation, Data Analysis and Reporting. Relevance of Research in Social Work. Ethical Issues in Social Work Research.
2. Research Design: Meaning, Definitions, Components of Research Design and Types of Research Design (Exploratory, Descriptive, Diagnostic, Experimental). Variable and Hypothesis: Concept, Definition, Importance and Sources of Hypothesis.
3. Sampling and Universe: Concept, Definition and Types of Sampling. Probability and Non-Probability Sampling: Types of Probability and Non-Probability Sampling.
4. Sources of Data: Primary and Secondary Sources. Methods of Data Collection: Interview, Questionnaire, Observation, Case Study, Content Analysis, Focussed Group Discussion. Tools for Data Collection: Interview Schedule, Questionnaire, Observationnaire, Case Study Inventory. Data Processing /Compilation: Concept, Meaning and Steps in Data Processing – Editing, Coding, Preparation of Code Book, Preparation of Master Chart, Classification, Tabulation, Data Analysis and Interpretation. Research Reporting – Sequence and Format Specifications of Research Report.
5. Statistics: Definition, Usages and Limitation of Statistics. Measures of Central Tendency – Mean. Median and Mode. Measures of Dispersion– Mean Deviation and Standard Deviation. Testing of Hypothesis: Parametric and Non-Parametric Statistical Tests, Correlation and Regression. Computer Application in Data Analysis (Use of Excel and SPSS).

SUGGESTED READINGS:

- Das, N.G (2009) Statistical Methods (Vol. I & II), Tata McGraw Hill Education Private Limited, New Delhi.
- Kotheri, C.R (2009) Research Methodology: Methods and Techniques, New Age International Publishes, New Delhi.
- Lal Das, D.K. Bhaskaran Vanila (Ed, 2008) Research Methods for Social Work, Rawat Publication, New Delhi.
- Ahuja, Ram (2007) Research Methods, Rawat Publications, New Delhi.
- Gupta, S.P (2005) Statistical Methods, Sultanchand Publishers, New Delhi.
- Bryman, Alan (2004) Social Research Methods, Oxford University Press, New Delhi.
- Lal Das, D.K (2000) Practice of Social Research: Social Work Perspective, Jaipur: Rawat Publications.

- Krishnaswami, O.R (2000) Methodology of Research in Social Sciences, Himalaya Publishing House.
- Wilkinson, T.S and Bhandarkar, P. L (1998) Methodology and Techniques of Social Research, Himalaya Publishing House.
- Young, Pauline V (1982) Scientific Social Survey and Research, New Delhi, Prentice-Hall of India Pvt. Ltd.
- Goode, W.J and Hatt, P.K (1981) Methods in Social Research, Singapore: McGraw Hill

SECOND SEMESTER

PAPER-IV

FULL MARKS: 50

PAPER CODE: NSW204

PAPER NAME: **HUMAN RESOURCE MANAGEMENT AND INDUSTRIAL RELATIONS**

Objectives:

1. Understand the importance of Management and Human Resource Management in industry and various applications of strategic HRM.
2. Develop an insight of various policies, practices, importance and relevance of HRM.
3. Develop knowledge and understanding about functions of HRM.

UNIT:

1. Management: Concept, Nature, Elements and Functions. Human Resource Management: Concept, Meaning, Scope, Objectives, Importance of Human Resource Management, Evolution of Human Resource Management and Its Functions: Operative and Managerial Functions. Role and Functions of HR Manager. Structure of HRM department. Difference between Personnel Management and Human Resource Management. Current Trends in HRM: Corporate Social Responsibility.

2. Human Resource Planning: Objectives, Need, Importance and Process. Recruitment and Selection: Recruitment Policies, Sources and Methods, Recruitment Practices in India. Selection: Methods and Process of Selection. Induction and Placement of Employees. Succession Planning. Difference between Human Resource Planning and Manpower Planning.
3. Compensation: Meaning of Compensation, Objectives of Wages and Salary, Administration of Wage and Salary: Need and Importance, Essentials of Sound Wage Structure - Incentives, Fringe Benefits, Monetary and Non-Monetary Reward System. Welfare Provisions for Industrial Workers: Nature of Welfare Programmes, Industrial Health, Safety Statutory Provisions, Need for Social Security and Various Measures of Social Security.
4. Training and Development: Meaning and Objectives of Training, Training Process, Training Methods, Training Need Assessment and Evaluation of Training. Meaning of Management Development, Methods of Management Development. Performance Appraisal: Meaning, Characteristics and Objectives of Performance Appraisal, Problems with Performance Appraisal Methods, Meaning and Objectives of Potential Appraisal and Difference between Performance Appraisal and Potential Appraisal.
5. Separation of Employees: Retirement and Superannuation: Causes of Separation, Retirement on Superannuation, Resignation, Retrenchment, Voluntary Retirement Schemes, Dismissal and Discharge. Retention: Need and Objectives. Industrial Relations: Meaning, Characteristics, Objectives of Industrial Relations, Factors Influencing Industrial Relations and Conditions for Congenial Industrial Relations. Industrial Disputes, Concept, Causes, Forms, Prevention and Settlement of Industrial Disputes.

SUGGESTED READINGS:

- Sharma, Anuradha and Khandekar, Aradhana (2006) Human Resource Management – An Indian Perspective, Response Books, New Delhi.
- Armstrong et al (2006) Handbook of Strategic HRM, Mumbai: Jaico Publishing House.
- Jyothi, P and Venkatesh D.N (2006) Human Resource Management, Oxford University Press, New Delhi.
- Gary, Dessler (2002) Human Resource Management, Practice-Hall of India Private Limited, New Delhi.
- Rao, V.S.P (2000) Human Resource Management, Sage Publications, New Delhi.
- Rao, P. Subba (1999) Essentials of Human Resource Management & Industrial Relation; Himalaya Publication, Mumbai.
- Mamoria, C.B (1996) Personnel Management, Himalayan Publications, New Delhi.
- Sigh, M. K. and Bhattacharya, A (Ed, 1990) Personnel Management, New Delhi: Discovery Publishing House.

Child Rights and Protection
(MSW MIE 201 Minor Elective)

Objectives:

- To make the students familiar with the issues affecting child rights and protection.
- To provide a bird's eye view on laws, programmes, policies and institutional framework related to children.
- Develop an understanding on various intervention strategies in the sphere of child welfare, child rights and protection.

Unit –I

Concept of Child, Meaning of Child Welfare, Child Development, Child Rights and Child Protection. Evolution of Child Welfare Services in India, Types of Child Welfare Services- Institutional and Non-Institutional Services. Adoption and Foster Care.

Unit –II

Constitutional Provisions, Legislations (various Acts), National and Global Policies on Children. Child Welfare Programmes, National Commission for Protection of Child Rights, Central Adoption and Resource Agency (CARA), State Adoption and Resource Authority (SARA), Child Welfare Committee, Juvenile Justice Board, Shelter Home, NIPCCD.

Unit –III

Child Labour, Street Children, Juvenile Delinquency, Child Trafficking, HIV/AIDS affected and infected Children, Child Begging, Child Prostitution, Child Marriage, Special Problems of Girl Child, Children as Victims of War, Terrorism, Natural Disasters, Physically and Mentally Challenged Children. Child Abuse: Concept, Definition and Types of Child Abuse.

Unit –IV

Play Therapy, BiblioTherapy, Creativity, Art Therapy, Modelling, Role Play.Functions of Child Guidance Clinic.

Unit –V

BachpanBachaoAndolan, CINI, CRY, UNICEF, Save the Children, Plan India, Child in Need Institute, SOS Children’s Village,

References:

1. Bajpai, A. (2003), *Child Rights in India – Law, Policy and Practice*, Delhi: Oxford University Press.
2. HAQ: Centre for Child Rights (2011), *India Child Rights Index*, New Delhi: HAQ: Centre for Child Rights.
3. Joshi, S. (1996), *Child Survival, Health and Social Work Intervention*, New Delhi: Concept Publishing Company.
4. Berry, J. (1972), *Social Work with Children*, London: Rutledge and Kegan Paul.
5. Kumari, V. Brooks, S.L. (2004), *Creative Child Advocacy – Global Perspectives*, New Delhi: Sage Publications.
6. Manooja, D.C. (1993), *Adoption Law and Practice*, New Delhi: Deep and Deep Publications.
7. Maluccio, A.N. Pine, B.A. & Tracy, E.M. (2002), *Social Work Practice with Families and Children*, New York: Columbia University Press.
8. Pandey, R. (1991), *Street Children of India*, Allahabad: Calugh Publication.
9. Petr, C.G. (2004), *Social Work with Children and Their Families: Pragmatic Foundations (2nd ed.)*, New York: Oxford University Press.
10. Seamus, H. & Mithu, A. (ed) (2002), *Education and Children with Special Needs: From Segregation to Inclusion*, New Delhi: Sage Publications.
11. Sinha, Debotosh, 2009: *Child Rights and Welfare in our Society*; Fine Prints, Kolkata

MASTER OF SOCIAL WORK

2-YEAR MSW COURSE CURRICULAM AND SYLLABUS UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

MSW-III SEMESTER COURSE DETAILS

THIRD SEMESTER

PAPER-1

FULL MARKS: 50

PAPER CODE: MSWC301

PAPER NAME: **SOCIAL LEGISLATION**

Objectives:

1. Develop understanding about basic concepts related to social justice, social legislation, fundamental rights and human rights.
2. Develop an understanding about the structure and functions of various agencies in the justice System.
3. Understanding social legislations related to specific groups.
4. Develop insights about legal aid provisions for underprivileged and marginalized.

UNIT:

1. Legislation and Social Legislation: Concept, Definition and General Principles. Social Legislations as an Instrument for Social Change. Social Security: Concept, Definition and Objectives. Structure, Functions and Powers of National Human Rights Commission. Consumer Protection Act 1986. The Environment Protection Act 1986. Right to Information Act 2005.

2. Hindu Marriage Act 1955. Hindu Succession Act 1956. Hindu Adoption and Maintenance Act 1956. Muslim Laws of Marriage, Divorce and Maintenance. Family Court Act 1984. Legal Aid: Concept & History of Legal-Aid, Structure, Persons Needing Legal-Aid and Problems in Legal Aid. Lok Adalat. Public Interest Litigation: Meaning, Concept and Process.
3. Laws Related to Children: Child Labour (Prohibition and Regulation) Act 1986, Prohibition of Child Marriage Act 2006, Right of Children to Free and Compulsory Education Act 2009, Protection of Children from Sexual Offences Act 2012, Juvenile Justice (Care and Protection) of Children Act 2016. Laws Related to Women: Dowry Prohibition Act 1961, Medical Termination of Pregnancy Act 1971, Immoral Traffic Prevention Act 1986. Pre- Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994, Protection of Women from Domestic Violence Act 2005, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
4. Laws Related to Disabled Groups: Mental Health Act 1987, The Rights of Persons with Disabilities Act 2016. Laws Related to Scheduled Castes and Scheduled Tribes: SC ST (Prevention of Atrocities) Act 1989.
5. Laws Related to Workers: Workmen's Compensation Act 1923, Industrial Dispute Act 1947, Factories Act 1948, Employees State Insurance Act 1948, Maternity Benefit (Amendment) Act 2016.

SUGGESTED READINGS:

- Gaur K. D (2004) A Text Book on the Indian Penal Code, Delhi: Universal Law Publication Co.
- Purohit, B. R and Joshi, Sandeep (Ed, 2003) Social Justice in India, Jaipur : Rawat Publication.
- Gangrade, K. D (1998) Social Legislation in India (Vol-1 & Vol.2) Delhi: Concept Publishing Company.
- Kant, Anjani (1997) Women and the Law, New Delhi: APH Publication Corporation.
- Saxena, D. R (1996) Law Justice and Social Change, New Delhi: Deep & Deep Publications.
- Sharma, S. S (1993) Legal Aid to the Poor, New Delhi: Deep & Deep Publications.
- Galanter, Marc (1992) Law and Society in Modern India, Delhi: Oxford University Press.
- Qureshi, M. A. (1992) Muslim Laws of Marriage, Divorce and Maintenance, New Delhi: Deep & Deep Publications.

PAPER-11

FULL MARKS: 50

PAPER CODE: MSWC302

PAPER NAME: **SOCIAL WELFARE ADMINISTRATION**

Objectives:

1. Understand the administration and management of welfare organization and NGOs.
2. Develop the understanding the needs of administrative machinery and its enforcement.
3. Develop the understanding good governance & management practices in government & NGO sectors.
4. Develop the understanding the application of administrative & managerial skills.

UNIT:

1. Administration, Public Administration and Social Welfare Administration: Concept, Definitions, Functions of Administration: Core and Operative Functions, POSDCORB, Social Welfare Administration: Scope, Principles and Social Welfare Administration as a Method of Social Work. Approaches to Organizational Management: Bureaucratic, Democratic, Human Relations Model, Theory X and Theory Y, Systems Approach.
2. Social Welfare Administration Process: Planning, Organization, Staffing, Organizational Communication, Decision Making, Coordination, Monitoring, Evaluation, Supervision, Motivation and Morale. Public Relations: Concept, Meaning, Objectives and Methods of Public Relations. Governance and Good Governance: Concept, Meaning of Transparency, Accountability
3. Voluntary Organization: Concept, Meaning, Types, Characteristics of Organization. Role of Voluntary Organization in Social Welfare and Problems Faced by Voluntary Organization. Procedures in Registering Organization: Societies Registration Act, Trust Act, Companies Act and Foreign Contribution Regulation Act (FCRA).

4. Project Proposal: Steps, Logical Frame Analysis and Matrix. Monitoring, Evaluation of the Projects: Tools and Techniques. Financial Management & Administration: Methods of Fund Raising, Community Resources Mobilization, Grants in Aid Rules from State, Central Government and Autonomous Bodies. Principal and Procedures of Audit and Concept of Social Audit.
5. Social Welfare Administration at: CSWB, State Social Welfare Advisory Board, National Commission for Women, National Commission for Backward Classes, National Commission for SCs & STs, National Human Rights Commission, NIRD, NIPCCD, CAPART. International Social Welfare Organizations: UNDP, UNESCO, WHO, Ford Foundation, Helpage India.

SUGGESTED READINGS:

- Sachdeva, D.R (2013) Social Welfare Administration in India, Kitab Mahal, Allahabad.
- Goel, S.L (2010) Social Welfare Administration, Deep & Deep Publications Pvt. Ltd. New Delhi.
- Abja, Vijay and Prakash (2000) Voluntary Organizations and Social Welfare, ABD Publishers, New Delhi.
- Lawani, B.T (1999) NGOs in Development, Rawat Publication, Jaipur.
- Chowdhury, D. Paul (1992) Social Welfare Administration, Atma Ram, New Delhi.
- Chowdhary, S (1990) Project Management, Delhi, Tata McGraw-Hill.
- Sidmore, Rex A (1990) Social Welfare Administration: Dynamic Management and Human Relationship, Prentice Hall, New Jersey.
- Rao, V (1987) Social Welfare Administration, Tata Institute of Social Sciences, Bombay.
- Patti, R (1983) Social Welfare Administration, Printice Hall, Englewood, Cliffs.

PAPER-III

FULL MARKS: 50

PAPER CODE: MSWMJE301

PAPER NAME: **MENTAL HEALTH AND COUNSELLING TECHNIQUES**

Objectives:

1. To equip students with concept of mental health.
2. To develop an understanding of minor and major psychiatric disorder, their causes, symptoms, diagnosis and treatment/management.
3. To equip the students for their roles as medical and psychiatric social worker in the field.

UNIT:

1. Mental Health and Mental Illness: Concept, Meaning and Definition. Mental Health in India. Changing Trends in Mental Health Care. Understanding Medical and Psychiatric Social Work, Role of a Medical Social Worker. Mental Health Act 1987. National Mental Health Programme. National Mental Health Policy. Normal and Abnormal Behaviour: Concept and Definition; Causes of Abnormal Behaviour.
2. Causes, Symptoms, Classifications, Prognosis, Treatment of the Following Diseases: Neuroses, Anxiety, Hysteria, Obsessive Compulsive Disorder, Phobia, Panic Disorder, Post Traumatic Stress Disorder, Neurotic and Other forms of Depression, Psychoses, Schizophrenia, Somatization Disorder, Learning Disorders, Developmental Disorders including Autism, Attention Deficit Disorders, Behaviour Disorders and Substance related Disorders. Suicide. Mental Retardation. Child Guidance Clinic.
3. Psychiatric Interviewing: Case History, Recording and Mental State Examination, Psychiatric Assessment – Psycho-Social and Multi-dimensional.
4. Counseling: Concept, Needs, Goals, Principles and Methods, Techniques of Counselling, Counselling Process, Stages of Counselling, Burn Out.

5. Approaches to Counseling: Psycho-Analysis, Client-Centered approach, Group Therapy, Eclectic Approach, Crisis Intervention, Rational Emotive Therapy, Cognitive Behaviour Modification.

SUGGESTED READINGS:

- Bhugra, Gopinath, Vikram Patel, (2005) Handbook of Psychiatry- A South Asian Perspective. Byword Viva Publishers Pvt.Ltd. Mumbai.
- Mane & Gandevia, 1998 Mental Health in India: Issues and Concerns, Tata Institute of Social Sciences, Mumbai.
- Coleman and James, 1996 Abnormal Psychology Modern Life: Tarapore Vala and Sons, Mumbai.
- Verma R.K (1991) Psychiatric Social Work in India. Sage Publications, New Delhi.
- Kaplan , Harold, I., Sadock, B.J (1989) Comprehensive Text Book of Psychiatry,
- Williams & Wilkins, Baltimore, London.
- Robert N: Mental Health and Mental Illness, Routledge and Kegan Paul, London.

PAPER-III

FULL MARKS: 50

PAPER CODE: MSWMJE303

PAPER NAME: LABOUR WELFARE, PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS

Objectives:

1. Understand the importance of Management and Human Resource Management in industry and various applications of strategic HRM.
2. Develop an insight of various policies, practices, importance and relevance of HRM.
3. Develop knowledge and understanding about functions of HRM.

UNIT:

1. Human Resource Management: Concept, Meaning, Principles and Approaches of HRM, Personnel Management and Industrial Relation. Functions of HRM. Human Resource Planning, Recruitment and Selection, Job Analysis and Evaluation, Placement, Performance Management. Wage and Salary Administration, Communication. Employee's Grievances, Job Satisfaction and Work Culture in Industry and Organization. Industrial Relations: Meaning, Definition, Concepts, Origin,
2. International Labour Organization: Structure and Functions, Indian Labour Conference, Joint Consultative Machinery, Standing Labour Committee. Collective Bargaining: Concept, Meaning and Definition, Principles of Collective Bargaining, Procedures, Machinery for Collective Bargaining, Problems Pertaining to Collective Bargaining in India and Negotiation Process.

3. Problems Concerning Industrial Labour in India: Absenteeism, Migratory Character, Indebtedness and Exploitation. Industrial Dispute: Meaning and Concept, Instruments of Coercion – Strike, Picketing, Gherao, Bandh, Lock – Out; Dispute Settlement Mechanisms: Bipartite Approach – Negotiation, Mediation, Works Committee, Significance of Employers’ Federations; Tripartite Approach - Conciliation, Arbitration, Adjudication - Courts of Enquiry, Labour Courts, Industrial Tribunal, National Tribunal. Workers Participation in Management – Concept, Levels of Participation, Approaches to Industrial Relation.

4. Labour Welfare: Definition, Scope, Classification, Approaches, Principles, Origin. Labour Welfare Officer: Role, Functions and Duties. Occupational Health & Voluntary Welfare Measures: Study of Working Conditions and Hazards in Factories, Mines, Plantations and Docks. Industrial Hygiene and Health – Occupational Hazards and Diseases, Role of Industrial Social Worker in Promoting the Occupational Health at Work Place. Industrial Accidents: Causes, Prevention, Safety Administration. Housing of Industrial Labour: Significance of Housing, Government Housing Schemes; Organization and Administration of Crèche, Canteen, Credit and Consumer Cooperatives in Industries.

5. Labour Welfare Legislation: Concept, Aims and Objectives of Labour Welfare Legislation. Factories Act – 1948, Trade Union Act -1926 and Other Legislations Relating to Trade Union. Industrial Dispute Act 1947, Employees State Insurance Act 1948. Wages, Gratuity, P.F., Bonus, Plantation and others Legislations.

SUGGESTED READINGS:

- Saxena, R.C, (2006) Labour Problems and Social Welfare, K.Nath & Co. Educational Publishers, Meerut.
- Mamoria. C.B (2000) Dynamics of Industrial Relations, Himalaya Publishers, Mumbai.
- Tripathi. P.C (1998) Industrial Relations & Labour Laws, Sultanchand Publication, New Delhi
- Lal Das, D.K (1991) Personnel Management, Industrial Relation and Labour Welfare Y.K. Publishers, Agra.
- Misra.S.N (1986) Labour & Industrial Laws, Allahabad Book Agency, Allahabad.
- Verma, Pramod and Mukherjee, Surya (1982): Trade Union in India, Oxford and IBH Publishing Co, New Delhi.

MASTER OF SOCIAL WORK

2-YEAR MSW COURSE CURRICULAM AND SYLLABUS UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

MSW-IV SEMESTER COURSE DETAILS

FOURTH SEMESTER

PAPER-1

FULL MARKS: 50

PAPER CODE: MSWC401

PAPER NAME: **COMMUNITY DEVELOPMENT :RURAL AND URBAN
COMMUNITY .**

SECTION - A: RURAL COMMUNITY DEVELOPMENT

Objectives:

1. To get an understanding about the key sectors in community development.
2. To understand the efforts and programs in each sector for development in rural and urban communities.
3. To get critical insights about the approaches and strategies used in each sector.

UNIT:

1. Community Development : Concept, Definition, Scope and philosophy, process and methods of Community Development. Relation between Community Development and Community Organization. Rural Community Development : Definition, Concept and Scope. History of Rural Community Development : Rabindranath Tagore's Philosophy of Rural Reconstruction – Sriniketan experiment. Marthanda, Gurgon, Nilokheri and Etwaha projects. Gandhiji's

vision on Rural Development. Rural extension programme : meaning and concept. Its role in Rural Development.

2. Rural Development Programmes : IRDP DWACRA, TRYSEM, IAY, MNREGS, Forestry and Fishery Projects. Panchayati Raj System in India, function and duties of PRI, Administration and staffing, Panchayat and Rural Development.
3. Rural Development Planning and Management : An overview of planning for Rural Development. Planning Process. Management of Rural Development Projects – an overview. Project identification and formulation. Project appraisal. Project implementation, evaluation and monitoring.

SECTION - B: URBAN COMMUNITY DEVELOPMENT

UNIT:

1. Urban Community: Concept, Characteristics of Urban Community. Characteristics of Town, City, Metropolis, Suburbs, Satellite Town. Urban Slums: Definition, Causes, Characteristics, Problems of Slum Dwellers and Slum Renewal Policies and Programmes. Urban Community Development: Meaning, Need and Origin of Urban Community Development in India. Urbanization and Urban Growth: Concept, Nature of Urban Growth in India, Migration. Issues of Urban Communities: Poverty, Livelihood, Housing, Health, Sanitation, Displacement and Settlement.
2. Community Development Institutions: Role and Functions of UN Habitat, Calcutta Metropolitan Development Authority, Constitution 74th Amendment Act 1993. Urban Local Bodies: Forms, Structure and Functions.

SUGGESTED READINGS:

- Thodipara, Jacob (2012) Urban Community Development, Jaipur: Rawat Publication.
- Singh, Kartar (2009) Rural Development Principles, Policies and Management, New Delhi: Sage Publication.
- Hans, Nagpaul (2005) Social Work in Urban India, Jaipur: Rawat Publication.
- Bhattacharya, B (2000) Urban Development in India, Shree Publishing House, New Delhi.
- Dubhashi, P.R (2000) Rural Development Administration in India, Mumbai.
- Jain, S.C. (1998) Community Development and Panchayati Raj in India, Allied Publishers Ltd. Chennai.
- Jain, S.C (1998) Rural Development Institute and Strategies, Rawat Publications, New

Delhi.

- Desai A.R (1995) Rural Sociology in India, ISAE, Bombay.
- Sinha, Satish (1995) Slum Eradication & Urban Renewal, Inter-Publications, New Delhi.
- Jayamala, Didee & Rangasamy, N (1993) Urbanisation Trends, Perspectives & Challenges, Rawat Publications, Jaipur.
- Ramachandran, R (1975) Urbanisation & Urban Systems in India, Oxford University Press.
- Gangrade, K.D (1971) Community Development in India, Popular Prakashani, Bombay.
- Desai A.R & Pillai, Devadas (Ed 1970) Slums & Urbanization, Popular Prakashan Pvt. Ltd. Mumbai.
- Mukherjee, B (1960) Community Development in India, Orient Longman, New Delhi.

PAPER-11

FULL MARKS: 50

PAPER CODE: MSWC402

PAPER NAME: **CRIME AND CORRECTIONAL ADMINISTRATION**

Objectives:

1. To impart knowledge and develop skills relating to application of criminological and penological thoughts in the administration of criminal justice system.

UNIT:

1. Concept of Criminology: Meaning, Definition, Scope and Extent. Concept of Deviance: Definition. Concept of Crime: Meaning, Definition, Major Factors and Classification of Crime. Theories of Criminology: Pre Classical, Classical, Neo-Classical and Positive School, Physiological and Psychological Theories. Sociological Theories: Economic Explanation, Labeling, Differential Association and Cultural Theories.
2. Juvenile Delinquency: Concept, Definition, Causes, Legal Provision, Juvenile Justice System and Programme for Control and Prevention of Juvenile Delinquency. Correctional Institutions: State Organizations, Certified Approved School, Remand and Observation Homes, SJPU, Brostals and Functions of these Institutions.

3. Concept and Importance of Correctional Services, Theories of Punishment, Reformatory School. IPC, Cr.P.C, Cognizable and Non-Cognizable Offences, Bailable and Non-Bailable Offences, Compoundable and Non-Compoundable Offences. Administrative and Organizational Structure of Prison, Filing of Reports (FIR) Registration, Arrest. Functions of Correctional Institutions with Reference to Presidency Jail and Alipur Central Jail. Prison Reform Movement in India: Origin, Concept, Prison Act, UN Standard Minimum Rules for the Treatment of Prisoners.
4. Probation, Parole and Aftercare: Concept and Meaning, Rise of Probation, Parole and Aftercare and their Role in the Control and Management of Crime. Probation of Offenders Act 1958, Role of Welfare / Probation Officers in Probation, Parole and Aftercare.
5. Application of Social Work Method in Correctional Institutions, Role of Social Worker in Probation, Parole and After Care.

SUGGESTED READINGS:

- Conklin, J.E (2001) Criminology, Macmillan Publishing Company.
- Ratanlal & Dhirajlal (2000) The Code of Criminal Procedure, Nagpur: Wadhwa & Co.
- Chakraborty, N.K (Ed, 1997) Administration of Criminal Justice (Volume I) Deep & Deep Publications, New Delhi.
- Maguirem, et. al. (Ed, 1994) The Oxford Handbook of Criminology, London: Clarendon Press.
- Siddique, A (2nd Ed, 1993) Criminology, Problems and Perspectives Lucknow, Eastern Book House.
- Bhattacharya S.K (1986) Probation System in India, Mans Publications, New Delhi.
- George, Vold and Thomas J. Bernard (1986) Theoretical Criminology, New York: Oxford University Press.
- Gaur, K.D (2nd Edition, 1985) Criminal Law, N.M.Tripathi, Bombay.
- Ratanlal & Dhirajlal (1984) The Indian Penal Code, Nagpur: Wadhwa & Co.
- Carney, Louis P (1977) Probation and Parole: Legal and Social Dimensions, McGraw Hill Book Co.

PAPER-III

FULL MARKS: 50

PAPER CODE: MSWMJE401

SPECIAL PAPER

PAPER NAME: WOMEN EMPOWERMENT AND CHILD WELFARE

Objectives:

1. To understand the situation of women and children in India.
2. To understand the national & international efforts for women and child welfare.

UNIT:

1. Critical Analysis of Women's Status in India. (Female Feticide, Child Marriage, Dowry, Domestic Violence, Rape, Trafficking, Prostitution, Sexual Harassment of Women at Workplace, Problems of Women in Unorganized Sector). General Health Problems among Women, Reproductive Right, Family Planning Methods and Their Impacts on Women. Women at Work, Political Participation of Women. Patriarchy, Feminism: Objectives, Goals and Phases. Empowerment – Alternative Approaches – WID-WAD-GAD.
2. Constitutional Provisions for Women, Laws Related to Women: Dowry Prohibition Act, PITA, MTPA, PNDDT, Protection of Women from Domestic Violence Act, Sexual Harassment of Women at Work Place Act, Maternity Benefit Act, Personal Laws Related to Inheritance, Marriage, Adoption, Maintenance and Custody of Children, Indian Penal Code (IPC), Sections 294,354,363,366,368,372,376,498A, 304B and 306. Schemes and

Programmes Related to Women Welfare, Gender Budgeting, National Commission for Women, National Policy for the Empowerment of Women and National Policy for Women.

3. Definition of Child, Child Welfare, Child Rights and Child Protection. Critical Analysis of Children's Situation in India (Child Labour, Street Children, Child Abuse, Child Marriage, Child Trafficking, HIV AIDS Affected and Infected Children, Child Begging, Children with Armed Conflicts).
4. Constitutional Safeguards for Children. Laws Related to Children: RTE Act, 2009, Child Labour (Prohibition and Regulation) Act, 1986, Hindu Adoption and Maintenance Act, 1956, PNDT Act, 1994, The Protection of Children from Sexual Offences Act, 2012, Juvenile Justice (Care and Protection) of Children Act, 2016. Prohibition of Child Marriage Act, 2006, Immoral Traffic Prevention Act, 1986, the Commission for Protection of Child Rights Act 2005. Child Welfare Programmes, National and Global Policies for Children. National Commission for Protection of Child Rights. Central Adoption and Resource Agency (CARA), SARA.
5. Adoption, Foster Care, Methods of Working with Children in Difficult Circumstances. Understanding Children with Special Needs, Disability. Changing Trends in Child Welfare Services, Types of Child Welfare Services.

SUGGESTED READINGS:

- Tong, R (2009) Feminist Thought: A More Comprehensive Introduction. Colorado: West view Press.
- Santrock, J.W. (2007) Child Development. New Delhi: Tata McGraw Hill Publishing Company Limited.
- Ray, Bharathi. (Ed 2005) Women of India: Colonial and Post Colonial Periods in History of Sciences and Philosophy in Indian Civilization, Vol. IX Part 3, Sage, New Delhi.
- Bajpai, Asha (2003) Child Rights in India: Law, Policy and Practice, Oxford University Press, New Delhi.
- Bharat J, Madhu J (2004) Indian Approaches to Women's Empowerment, Rawat, Jaipur.
- Chowdhary, Paul (2004) Child Welfare & Development, Atma Ram & Sons, New Delhi.
- Rao, Venakaterwara (2004) Child Rights, Manak Publications, New Delhi.
- Bose, A.B (2003) The State of Children in India, Manohar Publishers, New Delhi.
- Lena Dominelli (2002) Feminist Social Work Theory and Practice, Palgrave, New York.

- Baroocha, Pramila Pandit (1999) Hand book on Child, New Delhi: Concept Publishing Com.
- Bhasin, K (1993) What is Patriarchy? New Delhi: Kali for Women.
- Krishna Raj, Maithreyi (1986) Women Studies in India – Some Perspectives, Popular.

PAPER-III

FULL MARKS: 50

PAPER CODE: MSWMJE402

SPECIAL PAPER

PAPER NAME: INTEGRATED RURAL DEVELOPMENT AND MANAGEMENT

Objectives:

1. To understand the efforts and programs for development in rural community.
2. To get critical insights about the approaches and strategies used in rural community development.

UNIT:

1. Rural Development: Meaning, Concept, Definitions, Nature, Scope and Objectives. Approaches to Rural Community Development, History of Community Development and Community Development Interventions: Sriniketan, Marthandam, Gurgaon, Firka and Etawah Project. Extension: Meaning, Concept and Its Role in Rural Development.

2. Analysis of Rural Problems: Illiteracy, Poverty, Unemployment, Problems Related to Agriculture, Health, Migration, Social Exclusion, Access to Amenities and Common Property Resources. Rural Poverty Alleviation and Employment Generation Programmes. Rural Housing, Connectivity Programme. Rural Health Programmes.
3. Rural Local Self Government: Democratic Decentralization and Devolution of Powers. Panchayati Raj Institutions: Historical Perspectives, Balwant Rai Mehta Committee Report, Ashok Mehta Committee Report, 73rd Constitution Amendment Act. Three Tier Systems of PRIs: Administrative Set-up, Functions, Finance and Elections. Understanding Participatory Budgeting & Social Audit.
4. Administrative Structure and Functions for Rural Development Central and State level, Planning Commission, Five Year Plan (12th Five Year Plan) and Other Welfare Departments. Rural Development Agencies: Council for Advancement of Peoples Action and Rural Technology (CAPART), National Institute for Rural Development (NIRD), National Bank for Agriculture and Rural Development (NABARD) Regional Rural Bank (RRB). Role of Voluntary Organization in Rural Development.
5. Approaches/Strategies: Livelihood Approaches, Natural Resource Management, Watershed Development. Micro Planning.

SUGGESTED READINGS:

- Singh, Kartar (2009) Rural Development Principles, Policies and Management, New Delhi: Sage Publication.
- Narang, Ashok (2006) Indian Rural Problems, New Delhi: Murari Lal & Sons.
- Palanithurai (2006) Dynamics of New Panchayati Raj System in India (Vol. 5) Concept Publications.
- Karalay, G.N (2005) Integrated Approach to Rural Development: Policies, Programmes and Strategies, New Delhi: Concept Publishing Company.
- Jain, S.C, (1998) Community Development and Panchayati Raj in India: Allied Publishers Ltd.
- Jain, S.C (1998) Rural Development Institute and Strategies, Rawat Publications, New Delhi.
- Mukherjee, B Community Development in India, Orient Longman, New Delhi.
- Dahama, O.P (1962) Extension & Rural Welfare, Ramprasad & Sons, Agra.
- Desai, A. R (1961) Rural Sociology in India, Bombay: Popular Prakashan.

THIRD SEMESTER

PAPER-IV

FULL MARKS-50

PAPER CODE: MSWMIE 301

COURSE TYPE: MINOR ELECTIVE

PAPER NAME: ADMINISTRATION AND MANAGEMENT OF NGOs

Objectives:

1. Develop in students understanding about the concept and nature of NGOs.
2. Equip students with managerial skills and competencies required to run and serve NGOs.
3. Develop in students' knowledge about the administration and management of NGOs.

UNIT:

1. NGOs: Definition, Concept, Objectives and Types. Genesis and Present Status of NGOs. Role of NGOs, Historical Development of NGOs in India. Civil Society: Concept and Meaning, Role of Civil Society in Social Change.
2. Social Movements in India: Women's Movement, Dalit's Movement, Peasant Movement. Human Rights: Definition, Concept and Scope, National Human Rights Commission. Right to Information Act 2005. Gender Equality: Status and Issues.
3. Management: Definition, Nature and Significance, Principles and Functions of Management. Role of Manager, Managerial Skills. Organization: Definition, Nature, Types and Structure. Leadership: Definition, Types and Functions. Motivation and Morale: Definition, Types and Significance.
4. Planning: Concept, Objectives and Scope, Limitations of Planning. Delegation of Authority: Centralization and Decentralization with Reference to NGOs. People's Participation: Concept, Meaning and Objectives, Role of People's Participation in Community Development.
5. Societies Registration Act, 1860, Co-operative Societies Act, 1912, Company Act, 1956, FCRA, Income Tax Act, 1961. Role of NGOs in Social Mobilization and Change. Major Schemes of the Government of India.

SUGGESTED READINGS:

- Abja, Vijay and Prakash (2000), Voluntary Organizations and Social Welfare, ABD Publishers, New Delhi.
- Lawani, B.T. (1999), NGOs in Development, Rawat Publications, Jaipur.
- Goel, S.L. (2010), Social Welfare Administration, Deep & Deep Publications Pvt. Ltd, New Delhi.
- Mamoria, C.B (2000), Dynamics of Industrial Relations, Himalaya Publications, Mumbai.