

FACULTY OF SOCIAL SCIENCES



HIMACHAL PRADESH UNIVERSITY

(NAAC Accredited "A" Grade University)

COURSE STRUCTURE AND SYLLABUS FOR M.A. IN SOCIAL WORK (2021-2022 onwards)

**DEPARTMENT OF SOCIOLOGY & SOCIAL WORK
HIMACHAL PRADESH UNIVERSITY
SUMMER HILL, SHIMLA-171005**

COURSE STRUCTURE AND SYLLABUS
FOR
M.A. in SOCIAL WORK

About the Course:

- The Course of study leading to Master of Arts in Social Work (M.A. in Social Work), Degree of Himachal Pradesh University, Shimla shall be conducted in Department of Sociology and shall be of two years duration divided equally into four semesters.
- The objective of the course is to impart knowledge, develop skills and create attitudes and behaviour patterns conducive for effective provision of social and welfare services.
- The total number of seats shall be 20.
- The social work course involves considerable expenditure on training of the students. To conduct the course in a professional manner with high quality/standard, the fee for the general students admitted to the course would be as per the University rules. In addition to this each student would be required to pay Rs.5000.00 per semester for Fieldwork, study tour, material and computer etc.
- The admission to the course will be done through Entrance Test and the selection will be done on the basis of marks obtained in the entrance test.
- The eligibility requirement for M. A. in Social Work shall be Bachelor's Degree in any stream (Arts, Science and Commerce) from any recognized University and as prescribed by the University in Handbook of Information. The reservation criteria and other weightage will be as per the prevailing rules and regulations of the University notified from time to time. The candidates will however be required to produce the proof of their having passed the graduate examination with required percentage of marks before the last date of admission as fixed for the candidate by the admission committee of the Department, failing which their candidature will stand cancelled. The reservation of seats and weightage shall be as per the University rules.

The following Course structure for MA in Social Work has been modified and reformulated w.e.f. the academic session 2021-22

Semester	Course Code	Core/ Elective	Course Name	Marks
I	MSW-C-101	Core	Fundamentals of Professional Social Work	100
	MSW-C-102	Core	Social Work Practice with Individuals	100
	MSW-C-103	Core	Sociology for Social Workers	100
	MSW-C-104	Core	Social Work Practice with Groups	100
	MSW-C-105	Core	<i>Concurrent Field Work</i>	50
II	MSW-C-201	Core	Social Work Practice with Communities	100
	MSW-C-202	Core	Social Policy and Social Welfare Administration	100
	MSW-C-203	Core	Social Work Research	100
	MSW-C-204	Core	Psycho-Social Foundations and Human Behaviour	100
	MSW-C-205	Core	<i>Concurrent Field Work</i>	50
III	MSW-C-301	Core	Community Health and Social Work Practice	100
	MSW-C-302	Core	Rural, Urban and Tribal Development	100
	MSW-C-303	Core	Environment and Social Work	100
	MSW-E-304	Elective	Gender and Development	100
	MSW-E-305	Elective	Criminology and Correctional Administration	100
	MSW-E-306	Elective	Dissertation	100
	MSW-C-307	Core	<i>Concurrent Field Work</i>	50
IV	MSW-C-401	Core	Human Resource Management and Labour Welfare	100
	MSW-C-402	Core	Social Exclusion and Inclusive Policy	100
	MSW-C-403	Core	Human Rights and Social Justice	100
	MSW-E-404	Elective	Population Dynamics	100
	MSW-E-405	Elective	Medical and Psychiatric Social Work	100
	MSW-E-406	Elective	Corporate Social Responsibility	100
	MSW-C-407	Core	<i>Concurrent Field Work</i>	50
Maximum Marks				1800

Note:

- i) Concurrent Field Work evaluation of Ist and IInd semesters shall be done externally through Viva-Voce at the end of the IInd semester by the Practitioner/Faculty. The concurrent Field Work shall include Exposure visits to different settings, Orientation Workshops in the Field. The separate Concurrent Field Work report shall be prepared by the students for each semester. The distribution of 50 marks shall be 35 for evaluation of field work report and 15 for Viva-Voce.
- ii) Concurrent Field Work evaluation of IIIrd and IVth semesters shall be done externally through Viva-Voce at the end of the IVth semester by the Practitioner/Faculty. The concurrent Field Work shall include organisation of extension activities and community work in the Rural, Urban and Tribal areas. The separate Concurrent Field Work report shall be prepared by the students for each semester. The distribution of 50 marks shall be 35 for evaluation of field work report and 15 for Viva-Voce.
- iii) Maintaining Field work reports, Dairy/any other prescribed document by the student is a mandatory requirement and 100% attendance at Field work is compulsory.
- iv) The Department will offer only one Elective Course at a time in III and IV Semesters. Another Elective Course will be offered only if there are a minimum of 10 students opting for it and it will be offered depending upon the Faculty expertise and strength.
- v) Number of seats, eligibility, basis of admission, age limit, reservation, fee structure, scheme of examination and qualifying marks will be as per the University rules as prescribed in the HPU Ordinance and Handbook of Information from time to time.

Scheme of choice of the Courses: There will be two categories of Courses:

1. Core (Compulsory) Courses

2. Elective (Optional) Courses

There are 14 Core Courses beside compulsory Concurrent Field Work in each semester and two Elective Courses which the students are required to complete during the M.A. Programme. A student shall be required to complete four Core Courses each in Ist and IInd semesters, and three

Core Courses and one Elective Course each in IIIrd and IVth Semesters beside compulsory Concurrent Field Work in each semester.

Scheme of Examination

- i) Each Course shall be of 100 marks and qualifying marks in each Course shall be 36 for all.
- ii) The distribution of 100 marks shall be 80 for Theory and 20 for Internal Assessment. The Internal Assessment of 20 marks shall comprise of 15 marks for House Test/Assignments/Presentations and 5 marks for attendance.

The attendance marks shall be given to the students as per the following criteria:

75% to 80%	:	1 Mark
81% to 85%	:	2 Marks
86% to 90%	:	3 Marks
91% to 95%	:	4 Marks
96% to 100%	:	5 Marks

- iii) There shall be four units in each Course. The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.

SEMESTER-I

Course Code: MSW-C-101

MaximumMarks100

Course Name: FUNDAMENTALS OF PROFESSIONAL SOCIAL WORK

Time: 3hours

Note: The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.

Objectives of the Course:

- **To understand the conceptual clarity about social work and historical evolution of professional social work both in India and the West.**
- **To know the Social Work Principles, Values and ethical code of their profession.**
- **To understand as to how to apply problem solving model in various Field Situations; and to form their opinion about the applicability of the basic methods of Social Work in actual Field Situation.**

Unit-1 Introduction to Social Work

Concept, Nature, Objectives, Values, Principles and Functions of Social Work; Relationship of Social Work with other Social Sciences; Concepts related to Social Work- Charity, Social Service, Social Welfare, Voluntary Action, Social Justice, Social Security, Social Policy, Social Defence and Human Rights

Unit -2 Historical Development of Social Work

History of Social Work in UK and USA; History of Social Work in India; Development of Social Work Education in India; Social Reformers and their Contributors in India- Mahatma Gandhi, Sarojini Naidu, Vinoba Bhave, Jyotiba Phule, EVR Periyar, Narayana Guru; Social Reform Movements in India- Arya Samaj, Brahmo Samaj and Prathna Samaj; Contribution of Voluntary Work and NGOs in India

Unit-3 Social Work as a Profession

Concept, Nature, Objectives Scope and Importance of Social Work Profession; Philosophy of Social Work Profession; Principles and Values of Social Work Profession; Code of Ethics for Social Workers; Functions of Social Work- Preventive, Remedial and Developmental

Unit-4 Methods, Models and Fields of Social Work

Introduction to Methods of Social Work and Levels of Practice- Micro, Mezzo and Macro Levels; Indian Models- Vivekananda, Gandhi, Ambedkar and Aurobindo; Bharatyakaran of Social Work; Fields of Social Work-Family, Community, Health, Industry and Other Fields

Suggested Readings

- Banerjee, Gauri Rani (1993) Papers on Social Work- An Indian Perspective, Tata Institute of Social Sciences, Bombay
- Banks, S: Ethics and Values in Social Work (Macmillan Press Ltd, London-1995)
- Bhattacharya, Integrated Approach to Social Work in India, Jaipur: Raj Publishing House
- Bradford, W. Sheafor, Charles, R. Horejsi, Gloria A. - Fourth Edition (1997) Techniques and Guidelines for Social Work, London: Allyn and Bacon, A Viacom Company
- Dasgupta, Sugata (1984) Towards a Philosophy of Social Work in India, New Delhi: Popular Book Services.
- Dash, B.M. (2017).Relevance of Hinduism in Social Work Education.<http://www.newdelhitimes.com/relevance-of-hinduism-in-social-work-education/>
- Dash, B.M. & Roy, S. (2016). Field work Practice in social work Education, New Delhi, Atlantic Publisher, ISSN. 2016.
- Desai M: Curriculum Development on History of Ideologies for Social Change and Social Work, TISS Mumbai-2002)
- Encyclopedia of Social Work, Vol, 1&2 (2010). Ministry of Welfare, New Delhi
- Friedlander, WA: Introduction to Social welfare (New York Prentice Hall, 1959)
- Friedlander, W.A. (2010) Concepts and Methods of Social Work, Englewood Cliffs: Prentice-Hall.
- Gore, M. S. (1995) Social Work and Social Work Education, P. S. Jayasinghe, Bombay : Asia Publication House

- Joseph, J & Gracie, Fernandez(Ed), 2006 An Enquiry into Ethical Dilemmas in Social Work. Research Unit, Nirmala Nikatan, Mumbai
- Singh, R.R. (1985) Field Work in Social Work Education, A Perspective for Human Service Profession, New Delhi: Concept Publishing Company
- Surendra Singh, 2012 (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow
- Wadia, A. R. (Ed.) (1991) History and Philosophy of Social Work in India, Bombay: II Allied Publisher Private Ltd

Course Code: MSW-C-102

MaximumMarks100

Course Name: SOCIAL WORK PRACTICE WITH INDIVIDUALS

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To develop understanding of case work as a method of social work, and appreciate its place in social work practice.**
- **To know about the process and relationship with client in social casework practice.**
- **To capacitate students with appropriate skills and attitudes to work with individuals and families in problem solving.**

Unit-1 Concept of Social Case Work

Case Work- Concept, Nature, Scope and Significance; Historical Development of Case Work as a method of Social work; Principles and Components of Social Case Work Practice; Philosophical Assumptions Underlying Casework Practice; Socio-Cultural Factors Affecting the Case Work Practice in India.

Unit-2 Social Case Work Process

Intake, Study, Assessment (Diagnosis), Intervention (Treatment), Evaluation and

Termination; Supportive Techniques- Observation, Interview, Home-Visit, resource Mobilization, Referral and Collateral Contacts; Case Work Recording- Purpose, Types and Format

Unit-3 Social Case Work Relationship

Case Worker-Client Relationship: Meaning, Purpose and Components; Use of Relationship, Transference, Counter Transference, and Authority; Principles of Client-Worker Relationship; Obstacles in Client-worker Relationship.

Unit-4 Approaches in Case Work Practice

Approaches-Problem Solving, Psycho-Social, Crisis Intervention, Behavior Modification, Functional, Diagnostic, Task-Centered and Radical; Application of Case Work in Different Settings- Family, Community, Residential Institutions, Schools and Hospitals; Role of Social Worker in Case Work Practice

Suggested Readings

- Banerjee, Gauri Rani (1993) Papers on Social Work- An Indian Perspective, Tata Institute of Social Sciences, Bombay
- Biestek, F.P.2006, The Case Work Relationship, London: Unwin University Books, VI Impression.
- Encyclopedia of Social Work in India Vol. 4 (2012) Dr. Surendra Singh(Ed.) , Royal book company, New delhi
- Francis Joseph Turner (2011) Social work treatment: Interlocking Theoretical Approaches
- Hamilton, Gordon (1981) The Theory and Practice of Social Case Work, Columbia University Press, New York
- Hollis, Florence (1964) Casework: A Psychosocial Theory, Random House, Toronto
- Jobise C. Johnson (2001). Social Work Practice, Allign and Bacon, London
- Kadushin, Alfred (1990) The Social Work Interview, New York :Columbia University Press
- Louise C. Johnson (1998) Social Work Practice A Genesolist

- Mathew, G 1993, An Introduction to Social Case Work, TISS, Mumbai.
- Pearlman, H,H, 1987 Social Case Work: A problem Solving Process, Chicago University Press, Chicago.
- Rameshwari Devi, Ravi Prakash (2004) Social Work Methods, Practice and Perspective (Models of Casework Practice), Vol.II, Ch.3, Mangal Deep Publication, Jaipur.
- Richmond, Mary (1970) Social Diagnosis, New York: Free Press.

Course Code: MSW-C-103

MaximumMarks100

Course Name: SOCIOLOGY FOR SOCIAL WORKERS

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To understand the sociological concepts and it's important to individual and society.**
- **To know about the importance of social institutions and its changing pattern in society.**
- **To study the various issues and challenges related to social concern and its impact on society.**

Unit-1 Basic Sociological Concepts

Sociology– Meaning, Nature, Scope of Sociology and its relationship with social work; Fundamental Concepts- Society, Community, Association, Institution and Organisation; Socialization- Concept, Stages, Process and Agencies

Unit -2 Social Change and Social Mobility

Social Change- Concept, Factors and Theories of Social Change; Processes of Social Change- Sanskritization, Westernization, Modernization and Globalization; Social Mobility- Concept, Types and Factors; Social Control- Concept, Types, Functions and Agencies

Unit-3 Social Institutions in India

Social Institutions – Family, Marriage and Kinship: their functioning, Changing Structure and Patterns; Religion, Culture, Traditions, Customs, Norms and Values

Unit-4 Indian Social Structure and Social Problems

Social structure and anomie-its manifestation in the Indian social structure- Casteism; communalism; regionalism and youth unrest; Divorce; desertion, dowry and family conflicts; Contemporary Indian Social Problems- Unemployment; Alcoholism and Drug addiction; Old age; destitution, slum dwelling and suicide

Suggested Readings

- Ahuja, Ram: Social Problem in India (Rawat Publishers, Jaipur 1997)
- Beteile, A. Sociology. (New Delhi: Oxford.2002)
- Bhushan, V. & Sachdeva, D.R., 2006. An Introduction to Sociology, Allahabad: KitabMahal.
- Davis, Martin (ed.). (1991). The Sociology of Social Work. London : Routledge
- Desai, A.R.1986. Agrarian Struggles in India after Independence, Oxford University Press Delhi.
- Dube, S. C. (1990). Indian Society. New Delhi: National Book Trust
- Ghanshyam, Shah: Dalit identity and Politics(Sage Publications, New Delhi 20010)
- Giddens, Anthony (1980). The Class Structure of the Advanced Societies. London: Unwin Hyman.
- Kinch, John, W. Social Problems in the World Today, Addison-Wesley Pub. Co. California ,London
- MacIver, R.M. & Page C.H. 1985. Society: An introductory Analysis, Madras Macmillan Co.ofIndia Ltd.
- Madan, G.R. 2002 (revised edition) Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd.

- Oommen T.K. (2004). Development Discourse: Issues and Concerns. New Delhi: Regency.
- Parsad, B.K., 2004 Social Problems in India, Anmol Publications, New Delhi.
- Ram Ahuja, 1999. Society in India, Rawat Publications, Jaipur.
- Singh, Yogendra 1988. Modernization of Indian tradition, Delhi Thomson Press
- Srinivas, M.N. Indian Social Structure. New Delhi: Hindustan Publishing House.1991)
- Sharan, Raka A Handbook of Sociology. (New Delhi: Anmol Publications.1991)

Course Code: MSW-C-104

Maximum Marks 100

Course Name: SOCIAL WORK PRACTICE WITH GROUPS

Time: 3 hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To understand the concept of social groups and social group work as a method of social work.**
- **To learn about the processes of various stages during group work formation.**
- **To study the diverse setting of group work practice and begin to see their scope in field work.**

Unit-1 Understanding Social Groups

Social Groups- Meaning, Types, Characteristics, Functions and Significance and Functions; Classification of Groups- Cooley, Sumner, MacIver and Page, Jennings and Tonnies; Social Group Work- Concept, Historical Development, Values, Skills, Principles and Purpose of Group Work

Unit-2 Theoretical Approaches and Models of Group Work Practice

Psychoanalytic, Learning, Field, Social Exchange, System Theories; Models of Social Group Work- Remedial, Reciprocal, Developmental and Social Goals;

Tuckman's Model of Group Developmental Stages; Potential of Groups as an Instrument of Change

Unit-3 Group Process and Dynamics

Process of Group Formation- Socio-Psychological factors in Group Formation; Group Development- Meaning, Indicators and Stages; Group Dynamics- Intra and Inter Group Communication, Group Bond, Sub Groups, Decision Making, Problem-Solving, Isolation, Leadership, and Conflict; Group Techniques- Conflict Resolution, Relationships, Communication and Environment

Unit-4 Group Work in Diverse Settings

Group Work in Diverse Settings- Educational, Correctional, Community, Institutional, Corporate Social Responsibility, Medical, Psychiatric and Geriatrics; Scope and Limitations of Group Work Practice in India; Role and Functions of Group Worker

Suggested Readings

- David, C., Douglas, R.G. & Mark, D.S: Introduction To Group Work (RawatPublication)
- Mc Gaugnan, (ed). Group Work: Learning and Practice. London: Unwin. 1998
- Gravin, C. D., Lorriae M.G. (Ed.) 2007: A Hand Book of Social Work with Groups Rawat Publications
- Konopka, G. 1983: Social Group Work: A Helping Process (Prentice Hall International)
- Siddiqui, H.Y. 2008: Group Work: Theories and Practices (Rawat Publication)
- Northen, H 1969: Social Work with Groups, New York (Columbia University Press)
- Samuel, T. Gladhing 1999. Group Work: A Counseling Specility, Simon&Schaster, NJ (Printice Hall Inc)
- Trecker, Harleigh B 1990. Social Group Work: Principles and Practice (New York:Association Press)
- Deol,Mark.2010: Using Groupwork (Rawat Publications, Jaipur)
- Kemp, C.G. 1970: Perspectives on the Group Process, Boston (Houghton Mifflin C)
- Brown And Clough (1989): Groups and Grouping' London (Tavistock)

- Konopka Gisela (1984): Group Work in the Institution a Modern challenge, New York (White Side Inc. & William Morow and Co)
- Firedlander, W. A. (1978). Concepts and Methods of Social Work.(Englewood Cliffs: Prentice Hall)
- Capuzzi,D.et.al.2010: Introduction to Group Work(Rawat Publications,Jaipur)
- Wilson & Ryland (1979): Social Group Work Practice, Cambridge (Houghton Mifflin Co)

SEMESTER-II

Course Code: MSW-C-201

MaximumMarks100

Course Name: SOCIAL WORK PRACTICE WITH COMMUNITIES

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To develop a conceptual understanding of community and social work intervention in community settings.**
- **To learn about the approaches of community organization.**
- **To enhance the understanding of social action and its strategies in community organisation.**

Unit-1 Understanding Community

Community-Concept, Nature, Characteristics, Objectives, Principles and Relevance; Types of Community- Rural, Urban and Tribal Community; Community Dynamics- Caste, Class, Religion and Gender; Identity Issues, Social Inclusion and Exclusion; Community Leadership; Community Work within Social Work

Unit-2 Community Organisation

Community Organisation- Meaning, Objectives, Principles, and Components; Historical Development of Community Organisation; Community Organisation in India; Models of Community Organization - Locality Development Model, Social Planning Model, and Social Action Model; Steps in Community Organisation; Roles of Social Worker- Guide, Communicator, Expert, Councillor, Consultant, Model, Mediator, Enabler, Facilitator; Community Organisation and Community Development

Unit-3 Approaches and Methods of Community Organization

Approaches- Indigenous and Worldwide; Methods- Awareness Creation, Planning, Education, Communication, Participation, Networking, Leadership, Resource Mobilization, Community Action, Legislative and Non-Legislative Actions; Community Organisation with Vulnerable Communities- Migrants, Refugees, Slum Dwellers and Transgender

Unit-4 Social Action in Community Organisation

Social Action: Concept, Objectives, Principles and Scope; Social Action as a Method of Social Work; Advocacy as a Strategy of Social Action- Concept, Public Interest Mobilization, Dealing with Authorities; Social Action Perspectives and Strategies in India- Gandhian, Phule, Ambedkar and Citizen's Rights Perspective and; at International Level- Paulo Freire and Saul Alinsky

Suggested Readings

- Jodhka, S. 2013: Community and identities (Sage Publishers)
- Joseph, S. Community organization in social work. Discovery Publishing House, New Delhi, 2013.
- Rothman, J. 1970: Three Models of Community Organization Practice: Strategies of Community Organization (Columbia University Press)
- Gangrade, K.D. 1971 Community Organization in India, Mumbai (popular Prakashan)
- Lee Judith 2001 The Empowerment Approach to Social Work Practice: Building The Beloved Community (Columbia Press)
- Meenai, Z. 2007: Participatory Community work (Concept publications)
- Ross, Murray & Lappin, Ben 1987 Community Organization: Theory, Principles and Practice (New York: Harper & Row)
- Rao, M.S. 2000: Social Movements in India (Manohar Publishers)
- Shrivasta, S. K (1988) Social Movements for development, Allahabad (Chugh Publications)
- Siddiqui, H.Y. 1997 Community Organization in India. (New Delhi: Harnam)
- Someshkumar (2002): Methods for community participation, New Delhi : sage India vista
- Siddiqui, H.Y. and Britto, G, (1984): Social Work and Social Action. New Delhi: Harnam Publications
- Cox Fred 1987 Community Organization, Michigan (F.E. Peacock Publishers)
- Samuel, J. (2000): Social Action: An Indian Panorama, (ed.), Pune: Voluntary Action Network India
- Moorthy, M.V., (1966): Social Action (Asia Publishing House, Bombay)

Course Code: MSW-C-202

MaximumMarks100

Course Name: SOCIAL POLICY AND SOCIAL WELFARE ADMINISTRATION

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To understand the issues in social development and Social Policies in India.**
- **To gain knowledge about the policy formulation process and understanding of the policies.**
- **To understand the needs of social welfare administrative machinery and its enforcement process.**

Unit-1 Social Policy

Basic Concepts- Policy, Public Policy, Public Welfare, Social Welfare Policy, Social Policy and Economic Policy; Social Policy- Concept, Objectives, Models and Scope; Evolution of Social Policy in India; Role of Ideology and Values in Social Policy; Process of Social Policy Formulation

Unit-2 Social Policy in India

Sources of Policy- Indian Constitution: Fundamental Rights, Directive Principles of State Policy; the Basic Structure of Indian Political System- Legislature, Judiciary and Executive; Social Policies in India- Education, Health, Housing, Environment, Social Security, Food Security, Employment and Labour; Social Welfare Programmes in India- Family, Children, Youth, Orphaned and Adopted, Women, Elderly, Persons with Disabilities, Labour in the Unorganised Sector, SC's/ST's and other Minority Groups

Unit-3 Social Welfare Administration

Concept, Nature, Objectives, Principles and Scope of Social Welfare Administration; Distinction between Social Welfare Administration, Social Service Administration, Public Administration and Social Security Administration; Service Providers- Government Organizations and Non-Government Organizations; Administrative

Structures of Government Organizations at the Central, State and Local Levels;
Administrative Structures of NGOs engaged in Welfare and Development Services;
Traditional Forms of Welfare- Charity, Mutual-Aid, Religious Organisations,
Community Support

Unit-4 Administrative Processes

Basic Administration Process- Planning, Organising, Staffing, Directing, Coordinating, Reporting and Budgeting (POSDCORB); Mobilization of Financial Resources; Grants in Aid; Foreign Contribution Regulations Act, 1976; Exemption from Income Tax; Administrative Skills- Writing Reports, Letters and Minutes of Meeting; Project Formulation, Implementation, Monitoring and Evaluation

Suggested Readings

- Kulkarni, P.D. 1979, Social Policy and Social Development in India, Madras, ASSWI.
- Gore, M.S. 1973, Some Aspects of Social Development, Bombay, TISS
- Drez Jean and SenAmartya, 2007, Indian Development, New Delhi, Oxford University Press.
- Bhat K.S. ed, 2008, Towards Social Development, Delhi, Rawat Publications.
- Titmus Richard M., 1974, Social Policy, London, George Allen &Unwin Ltd.
- Singh, Sheobahal (2010). Sociology of Development, Rawat, Jaipur
- Boase AB: Social Welfare Planning in India (Bangkok, ESCAPE,1970)
- Abdul Kalam and Ranjan YS: India2020 (Viking Penguin India, New Delhi-1998)
- Gore MS: Social Aspects of Development (Rawat Publications, New delhi-2001)
- Alfred J. Kahn (1969), Theory and Practice of Social Planning. Russell Sage Foundation, New York.
- Singh, R.R. (Ed.) Whither Social Development, ASSWI, Delhi. 2000
- Choudhari, D. Paul. 1983: Social Welfare Administration, Delhi, Atma Ram and Sons.
- Spicker, Paul (1998): Principles of Social Welfare : An Introduction to Thinking About the Welfare State, London: Routledge
- Atwter Pierce, 2009: Problems of Administration in Social work, University of Minnesota Press.
- Bhattacharya, Sanjai, 2006: Social Work Administration and Development, Rawat Publication.

- Vishwanat. 1993. NGOs and Women's Development in Rural South India.
- Fadia, B.L., Fadia Public Administration: Theories and Concept. SahityaBhawan, Kuldeep 2013 Agra.
- Dimitto, D.M. 1991 : Social Welfare: Politics and Public Policy, New Jersey: Prentice

Course Code: MSW-C-203

MaximumMarks100

Course Name: SOCIAL WORK RESEARCH

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To understand the nature of scientific investigation need of social work research to acquire societal knowledge with ethical considerations.**
- **To learn the different research designs, sampling methods and writing of research report.**
- **To understand the Statistics for research, techniques and its application.**

Unit-1 Introduction to Social Work Research

SocialResearch- Meaning, Significance and Scope; Steps in Social Research; Social Science Research & Social Work Research; Basic Elements of Social Science Research – Concept, Construct, Variables and Hypothesis; Theory and Research; Theory and Fact; Ethics in Social Work Research

Unit-2 Research Design and Sampling

Research Designs: Meaning, Nature and Significance; Types- Exploratory, Descriptive and Experimental
Sampling: Meaning and Significance; Types- Probability and Non-Probability

Unit-3 Methods of Social Work Research

Quantitative-Observation, Interview, Questionnaire and Schedule; Qualitative-Case study, Ethnography and Content Analysis; Levels of Measurement-Nominal, Ordinal, Interval and Ratio; Scaling Techniques- Likert, Bogardus and Thurstone

Unit-4 Statistics in Social Work Research

Measures of Central Tendency- Mean, Median and Mode; Measures of Variability- Standard Deviation; Test of Significance- Chi-Square and t-test; Use of Computer in Social Work Research

Suggested Readings

- Ahuja, Ram. 2001. *Research Methods*. Delhi:Rawat Publications.
- Alston, M. Bocolos, W. (Indian Edition 2003) *Research for Social Workers-An Introduction to Methods*, Jaipur : Rawat
- Bajpai, SR: *Methods of Social Survey and Research* (Kitab Ghar,Kanpur1999)
- Coolidge, Frederick: *Statistics: A Gentle Introduction* (Sage Publication, New Delhi 2000)
- Gupta CB: *An Introduction to statistical Methods* (Ram Prasad and Sons , Agra 1980)
- Kothari, C. R. (2004 2nd edition reprint) *Research Methodology: Methods & Techniques*, New Delhi, New Age International
- Mark, Sirkin R. (1995). *Statistics for the Social Sciences*. London: Sage Publications.
- Norman, R.Kurtz (1985). *Introduction to Social Statistics*. London: McGraw Hill Book
- Ramchandran P: *Issues in Social work research in India* (Tata Institute of Social Sciences, New Delhi 1990)
- Sharma, K. R. (2002) *Research Methodology*, Jaipur : National Publishing House
- Wilkinson, T.S. &Bhandarkar, P. L. (1984) *Methodology and Techniques of Social Research*, Bombay: Himalaya
- Young, Pauline (Asian students edition 1990) *Scientific Social Surveys and Research*, Japan: Asia Publishing House

Course Code: MSW-C-204

Maximum Marks: 100

Course Name: PSYCHO-SOCIAL FOUNDATIONS AND HUMAN BEHAVIOUR *Time: 3hours*

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To understand the fundamental components of human behavior and psychology.**
- **To orient students regarding basic psychological process and their significance in personality development.**
- **To develop insight into abnormal psychology and role of social work intervention.**

Unit-1 Human Behaviour and Psychology

Human Behaviour- Concept, Determinants and Reflectors; Factors Influencing Human Behaviour – Hereditary, Environment, Intelligence, Needs and Motives; Tasks and Problems of Stages in Life from Conception to Old Age; Schools of Psychology – Structural, Functional and Behaviourist; Psychology for Social Workers

Unit-2 Personality Development

Personality – Concept, Determinants and Types; Theories of Personality- Sigmund Freud, Carl Jung, Alfred Adler, Karen Horney, Sullivan, Otto Rank, Eric H. Erikson; Maslow’s Hierarchy of Needs

Unit-3 Socio-Psychological Processes

Perception; Learning; Motivation; Sensation; Attitudes; Beliefs; Prejudices; Stereotypes; Socialization; Leadership

Unit-4 Abnormal Psychology

Psychological Disorders- An Introduction; Etiology of Abnormal Behaviour; Symptoms of Abnormal Behaviour; Types of Abnormal Behaviour- Psychosis and

Psycho-neurosis; Defense Mechanisms; Management of Mental Disorder; Therapy-
Concepts & Types; Coping Strategies

Suggested Readings

- Berry, John W., Mishra R. C., Tripathi R. C. (2003) Psychology in Human and Social Development, London : Sage Publications
- Hall, C.S. and Lindzey, G. : Theories of Personality (Wiley New York,1978)
- Hurlock, E.B. : Developmental Psychology, A Life Span Approach (Tata McGraw-Hill, New Delhi, 1997
- Hurlock, Elizabeth (1996) Personality Development, New Delhi:Tata McGraw Hill Publishing Co. Ltd.
- Jayaswal, S.R. : Guidance and Counseling : an Elective Approach(Lucknow,1968)
- Kimball Young (1980) Handbook of Social Psychology, London : Routledge and Kegan Paul Ltd.
- Maslow,A.H.(1973) A Theory of human motivation. Psychological Review
- McGregor,D. (1980) The Human side of enterprise. N.Y. McGraw-Hill
- McInnell James V. (1977) Understanding Human Behaviour, New York : Holt, Rinehart and Winston
- Munn, Norman (1992) Introduction to Psychology, Boston : Houghton Mifflin Company
- Munn Norman (1985) The Evaluation and Growth of Human Behaviour, Boston : Houghton Mifflin Company
- Robinson,A.J.(1972)The 1972 annual handbook for group facilitators. San Diego, CA:Pfeiffer& Company
- Sherif, Muzafer and Sherif, Carolyn W. (1989) Social Psychology, New York: Harper and Row.
- ShariffIqbal (2006) Personality Development and Social Work, Jaipur : Raj Publishing House

SEMESTER-III

Course Code: MSW-C-301

MaximumMarks100

Course Name: COMMUNITY HEALTH AND SOCIAL WORK

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To understand the concept of health and its related concepts.**
- **To acquire knowledge of health care system in India, health policies and programmes.**
- **To understand the relevance of social work interventions in community health settings.**

Unit-1 Concept of Health and Disease

Concept of Health; Dimensions of Health- Physical, Mental, Social, Cultural; Interdependence of all Dimensions of Health; Determinants and Indicators of Health; Changing Concept of Health; Basic Rules for Healthy Living; Concept of Communicable and Non-Communicable Diseases-Causes, Prevention and Treatment; Nutrition and Deficiency Disorders – Causes, Prevention and Control

Unit-2 Community Health Care and Development

Structure of Health Care Services in India- Primary, Secondary and Tertiary Level Healthcare Structure and their Functions; National and International Health agencies- Voluntary health association of India (VHAI), Indian Red Cross, World Health Organisation (WHO), International Red Cross; Health Problems; Health Scenario of India; Health Committees in India

Unit-3 Community Health and Social Work Practice

Community Health- Concept, Indicators and Scope; Community and Disease; Social Worker as a Multidisciplinary Health Care Team member- Roles, Skills and Interventions; Domains of Social Work Practice in Institutional Health Services; Important Concepts- Public Health, Social Medicine, Preventive Medicine and Community Medicine

Unit-4 Health Policy and Programmes

Public Health Programmes- Tuberculosis, Leprosy, Cancer Control, HIV/AIDS, Polio, Malaria, Diarrhea, Control of Blindness, Family Planning Programme; Healthcare Services in Himachal Pradesh; Health Policies - National Health Policy; National Health Programme in India; National Mental Health Policy; National Health Mission; Reproductive and Child Health (RCH)- Concept, Components and Strategies

Suggested Readings

- Park J.E. and Park 1991 -Text Book of Preventive and Social Medicine.Jabalpur: Banarsi Das.
- Suchman, E.H. Sociology in the Field of Public Health.
- Leavell, H.R. and Clark, E.G. –Preventive Medicine for the Doctor in community.
- Smolenske, J. And Hear, F.B.-Principles of Community Health.
- Government of India-Annual Report-Ministry of Health and Family Welfare.
- Smith, .O.C.-Community Health.
- Singh, Surendra and Misra, P.D. Health and Diseases: Dynamics and Dimensions.
- Misra, P.D. and Misra, Beena-nature Cure: Philosophy and Methods.
- Mahajan, B.K. : The Text Book of Social & Preventive Medicine.
- Singh, Surendra and P. D. Misra,: Health and Diseases: Dynamics andDimensions.
- Coleman, J.C. : Abnormal Psychology & Modern Life.
- Jum C. &Nunnally J.R. : Popular Conception of Mental Health:Development and Changes.
- Goldstein, D.: Expanding Horizons in Medical Social work.
- Goldstein, D.: Readings in the Theory & Practice in Medical Social work.

Course Code: MSW-C-302

MaximumMarks100

Course Name: RURAL, URBAN AND TRIBAL DEVELOPMENT

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To gain in-depth understanding of the concepts of development**
- **To understand the significance and relationship between rural, urban and tribal development**
- **To assess issues, concerns and approaches of development in different communities**

Unit-1 Development

Development-Concept, Objectives and Indicators; Theories and Paths of Development: Modernization, Centre-Periphery, World- Systems, Unequal Exchange, Capitalist, Socialist and Gandhian; Critique of Development; Sustainable Development; Community Development- Concept, Objectives, Principles and Theories

Unit-2 Rural Development

Concept, History and Determinants of Rural Development; Rural Mobilization-Concept, Agrarian Movements, Cooperatives, Green Revolution, and White Revolution; Policies and Programmes for Rural Development; Emerging Issues in Rural Development- Ecological, Education, Health, Poverty, Rural Connectivity, Credit Indebtedness and Emerging Inequality; Role of Panchayati Raj Institutions in Rural Development

Unit-3 Urban Development

Meaning Goals, Objectives and Objectives of Urban Development; History and Process of Urban Development; Urbanism and Urbanization; Urban Planning-Concept and Methods; Emerging Issues in Urban Development- Slums, Congestion, Poverty and Waste Disposal and Management; Policies and

Programmes of Urban Development; Urban Local Self-Government- Concept, Significance, Structure and Functions

Unit-4 Tribal Development

Tribal Development – Concept and Approaches; Constitutional Safeguards for Scheduled Tribes; Policies and Programmes for Tribal Development; Tribal Ethnicity- Revivalism and Reintegration, Land, Environment, Forest, Gender Issues, Developmental Issues, Transition and Change

Suggested Readings

- Ahuja, R. (1999) Society in India: Concepts, Theories and Recent Trends. Jaipur: Rawat.
- ArunGhosh (1992) Planning in India, New Delhi: Sage
- Bhargava, Gopal (ed.) (1981). Urban Problems and Policy Perspectives. New Delhi: Abhinav Publications
- Catanes, A & Snyder J., Introduction to Town Planning
- Chambers, R 1992, Rural Appraisal: Rapid, Relaxed and Participatory, Institute of Development Studies, Sussex
- Desai, A.R. (1977). Rural Sociology in India. Bombay: Popular Prakashan.
- Doxiadis, C. A., Ekistics: An introduction to the science of human settlement
- Gallon, A B. The Urban pattern: City planning and design
- Gill, Rajesh (1993). Urban Poverty in India:Theoretical Understanding and Policy Implications, in Urban India, Vol.XIII, No.2, pp
- Hegade, O. P. Urbanisation in India 1981-91 Emerging Trends Patterns and Issues, Habitat International 19(3)
- Hayden Roberts (1979) Community Development: Learning and Action
- Kumar.A (2002). Tribal Development in India. New Delhi: Sapru& Sons.
- Korten, David C. (1980) Community Organization and Rural Development: A Learning Process Approach, Public Administration Review, Vol. 40, No. 5 (Sep. - Oct., 1980), pp. 480-511
- Laxmidevi (1997) Planning for Employment and Rural Development, New Delhi: Anmol.

- Mascarentas (1988) A strategy for rural development, New Delhi : Sage.
- National Institute of Urban Affairs (1988). State of India's Urbanization. New Delhi: NIUA.
- Pfeffer, George & Behera, D.K. (eds.) (1997). Contemporary Society : Tribal Studies. Volumes 1 to 5. New Delhi: Concept Publishing House
- Ratnakar G. Poverty in India, Deep & Deep Publication, New Delhi, 1999

Course Code: MSW-C-303

Maximum Marks: 100

Course Name: ENVIRONMENT AND SOCIAL WORK

Time: 3 hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To develop understanding of environment related concepts and its movements**
- **To acquire knowledge on the environmental issues, policies and programmes relating to environment**
- **To develop understanding of disaster management and actions taken for environment management at national and global level**

Unit-1 Basic Concept and Environmental Movements

Ecology and Ecosystem –Concepts, Types and Functions; Man, Environment and Society; Environment Movements: Global Level; People's Initiatives- Chipko Movement; Movements against Big Dams-Narmada and Tehri; Movements against Mining; Role of State, NGOs and Social Workers in Environmental Protection

Unit- 2 Environmental Issues and Problems

Environment Degradation and Pollution of Natural Resources- Air, Water and Land Pollution; Environment Degradation and Population; Global Warming and

Climate Change; Construction of Dams and its Consequences-Displacement, Relocation and Rehabilitation; Deforestation and Ecological Imbalance-their Impact on Human Life and the Eco-System

Unit-3 Environment Action and Management

Forestation Programmes and Policies; Rio Summit and its Implications; Government Policies and Programmes; Environmental Legislation in India-Needs and Importance; Women and Conservation of Environment

Unit-4 Disaster Management

Disaster: Concept, Types and Impact; Disaster Management- Concept & Phases; Disaster Mitigation, Resettlement & Rehabilitation-Issues & Concerns; Disaster Management Act, 2005

Suggested Readings

- Centre of Science and Environment, The State of India's Environment: the Citizens Reports Vol. I-IV, New Delhi.
- Chopra Ravi, natural Bounty-Artificial scarcity, Peoples Science Institute(PSI), Dehradun.
- Dansereau, Pierre, The Human Predicament 1. The Dimensions of Environmental quality in Human Ecology in the Common Wealth
- Proceedings of the First Common Wealth Conference on Development and Human Ecology, Malta 18-24, London, Charles Knight and Co. Ltd. P.1.
- Dogra B, Forests and People, 1980.
- Gadgil Madhav, Ecology, Penguin Books, New Delhi.
- Gadgil, Madhav and Ramchandra Guha, This fissured Land: An ecological History of India, Delhi, OUP, 1994.
- Gadgil, Madhav and Ramchandra Guha, Ecology and Equity; the use and Abuse of Nature in Contemporary India, Penguin, Delhi, 1995.

- Goldsmith, E. And Hildyard, N. (ed.) the Social and Environmental Effects of Large Dams; Vol. I-III (Overview, Case studies and Bibliography), Wadebridge Ecological Centre U.K.
- Guha Ramchandra, The Unquiet woods, Ecological Change and Peasant Resistance in the Himalayas, Delhi: OUP, 1991.
- Krishna, Sumi, Environmental Politics; People's lives and Developmental Choices, Delhi, Sage, 1996.
- Mishra Anupam, Aajbhi Kharehain Talab (in Hindi), Gandhi Peace foundation, New Delhi.
- Sharma B.D. Whither Tribal Areas? Sahayog Pustak Kutir, New Delhi.

Course Code: MSW-E-304

Maximum Marks: 100

Course Name: GENDER AND DEVELOPMENT

Time: 3 hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks*

Objectives of the Course:

- **To develop the basic understanding about gender as a social construction.**
- **Understand the efforts at the International, National state and local levels for development and empowerment of Indian women.**
- **Current socio-legal protection and programmes for women.**

Unit-1 Understanding Gender

Gender- Meaning, Concept and Construct, Gender, Gender Gap, General roles, Gender inequality and patriarchy in India; Understanding desegregated picture of men (Masculinities) and women (Femininities) and their social relations in society; Gender Role Socialization; Feminist theories: Radical, Liberal, Marxist and Socialist Perspectives

Unit -2 Gender Perspectives in Development

Status of women in India- Retrospect and Prospect; Factors affecting status of women in India; Indicators of women's position- Demographic profile related to education, health, employment and political participation; Gender approaches to development- Practical and Strategic Gender Needs, WID,WAD,GAD

Unit-3 Gender Analysis Tools

Social Institutions and Gender Index (SIGI); Gender inequality Index; Gender Parity Index; Gender budgeting; Gender Development Index; Gender Empowerment Measure; Global Initiatives and UN Safeguards for Women's Development; Introduction to Institutional mechanisms- National Commission for Women, Women Cell, Family Court, Family Counselling Centres and Crisis intervention Centres

Unit-4 Legal and rights perspective

Rights against discrimination- Constitutional rights, Marital rights; Constitutional and legislative safeguards for women; Roles in local, regional and National Politics with special reference to 73rd and 74th Amendments; Convention on Elimination of Discrimination Against Women (CEDAW) and Human rights approach; Women in organized and unorganized Sectors and their problems; Sexual harassment at workplace.

Suggested Readings:

- Hyde, C. (2008, April 24). Feminist Social Work Practice. The Encyclopaedia of Social Work (20th Edition). New York: Oxford University Press.
- Kabeer, Naila (2008)., Gender and Social Protection strategies In the Informal economy, Routledge Publisher
- Ganesamurthy, V.S.(Ed.)(2008). Empowerment of Women in India-Social, Economic and Political, New Century Publications, New Delhi.
- Ministry of Women and Child Development, Government of India. (2007). GenderBudgeting Handbook for Government of India Ministries and Departments.<http://wcd.nic.in/gbhb/Link%20hand%20pdf/Gender%20Budgetting%20Hand%20Bookpdf>.

- Tong, R. (2009). Feminist Thought: A More Comprehensive Introduction, Colorado:Westview Press.
- Seth, Mira(2002).Women & Development – The Indian Experience, Sage Publications.
- MarjoriaAgosin (2003).Women, Gender and Human Rights: A Global Perspective, Rutgers University Press, New Jersey.
- Arunachalam, J. &Kalpagam, U., (2006). Development and Empowerment - Rural women in India. Jaipur: Rawat publication.
- Bhardwaj - Badar, S.,(2009). Gender Social Structure & Empowerment - Status Report of Women in India. Jaipur: Rawat publications.
- Goswami, S., (2007). Female Infanticide and Child Marriage. Jaipur: Rawat Publisher.
- Krishna, S., (2007). Single women: Changing perceptions in India. New Delhi: The Women Press.
- Mazumdar, V., Sharma. K., Sujaya C.C. Towards equality: Report of the committee on status of women in India.
- Domenelli, L. (2007) Women and community action, Rawat Publications.
- Gandhi, A. (2007) Women's work health & empowerment, Aakar Books.
- Narasaiah, M.L, (2008). Women and Micro Credit. New Delhi: Discovery Publishing House.

Course Code: MSW-E-305

Maximum Marks: 100

Course Name: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To understand criminology and correctional administration**
- **To obtain comprehensive understanding of theories, legislations and strategies to prevent crime in the society**
- **To understand the role of social worker in the area of crime prevention**

Unit-1**Criminology**

Criminology- Meaning, Nature and Scope; Criminology as a Social Science; Theories of Criminology- Classical and Neo-Classical Theories, Biological School Theories, Psychogenic Theories, Social Learning Theories, Contemporary Theories and Feminist Theories; Social Deviance - Concept, Causes and Prevention; Crime Statistics and Trends

Unit- 2**Understanding Crime**

Crime- Meaning, Elements, Causes, Prevention and Control; Forms of Crime- Traditional Crimes, White-Collar Crimes, Organized Crime, Public Order Crime, Crime Against Persons, Youth Crime, Crime Against Property, Occupational Crime, Drug Abuse, Terrorism, Corruption and Cyber Crime; Emerging Patterns and Trends of Crime; Social Legislations for Prevention of Crime

Unit-3**Correctional Administration**

Meaning, Objectives & Scope, Problems of Correctional Administration in India; Human Rights and Corrections; Correctional Programmes in Prisons and Juvenile Corrections; Correctional Techniques- Counseling, Guidance, Vocational Training and Behavior Modification; Changing Paradigm and Correctional Administration

Unit-4**Crime Prevention**

Crime Prevention: Meaning, Nature and Strategies; Stages of Crime Prevention- Primary, Secondary and Tertiary; Criminal Justice System in India- Components, Processes and Perspectives- Police, Prosecution, Judiciary and Prisons; Role of Social Workers in Crime Prevention

Suggested Readings

- Shah, Giriraj. 1999.: Crime and Criminology (AnmolPublications,New Delhi)

- Glestnorpe, L. and Allison Morris (eds) (1990): Feminist Perspectives in Criminology, England, Open University.
- Srivastava, S.P. : Juvenile Justice in India: Policy, Programme and Perspective
- Srivastav, S., (2008): Women and Crime, New Delhi, Commonwealth Publication.
- Akers, R. L & Sellers, C. S.2004: Criminological Theories(Rawat Publications)
- K. Rajendra Sharma Dr. (1998).Criminology and Penology (Atlantic Publishers. New Delhi)
- Valier, C. (2001) Theories of Crime and Punishment. Essex: Longman.
- Dahir, R.N. : Prisons and Society: A Study of the Indian Jail System
- Gibbons, D.C. - Society, Crime and Criminal Careers
- Carter Robert, M. : Probation, Parole and Community Corrections
- Bhatnagar, R.R., (1990): Crime in India: Problems and Policy New Delhi (Ashish Publishing House)
- Buxi, U. : The Crisis of the Indian Legal System
- Srivastava, S.P.: The Indian Prison Community.
- Coleman, Clive. 2000: Introducing Criminology (Willan Publication, UK)
- Ebbe, Obi N. Ignatius. 2000: Comparative and International CriminalJustice System: Policing, Judiciary andButterworth, Boston Corrections,.
- Paranjape N.V, (1998) Criminology and Penology; Allahabad (Central Law Publications)
- Ahuja, R.2012: Criminology (Rawat Publications)
- Ahuja, R.2014: Social Problems in India (Rawat Publications)

Course Code: MSW-E-306
Course Name: Dissertation

Maximum Marks: 100

Time: One Semester

The dissertation shall be on any of the relevant fields of social work decided by the candidate in consultation with his/her supervisor. The dissertation based on empirical data shall be about 50-60 pages. The number of students opting for dissertation shall be determined on the basis of merit. The dissertation shall be offered only to those students who qualify all the papers of Ist and IInd semester securing at least 55 per cent marks in aggregate in both semesters. The candidates will submit two copies in the department at the end of the semester. The dissertation will be of 100 marks, of which 75 marks will be for the dissertation evaluation and 25 marks for viva-voce examination. The evaluation of the dissertation shall be done by the external examiner appointed by the University. The examiner while evaluating the dissertation will take into consideration the following four components of the dissertation and each component shall be of equal weightage.

1. Formulation of the Research problem and Objectives
2. Research Methodology
3. Data analysis and Interpretation
4. Conclusion and Suggestions

SEMESTER-IV

Course Code: MSW-C-401

MaximumMarks100

Course Name: HUMAN RESOURCE MANAGEMENT AND LABOUR WELFARE

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To gain conceptual understanding of human resource management**
- **To develop understanding of human resources and its aspects of development**
- **To acquire knowledge of labour welfare and legislations provisions relating to labour welfare in India**

Unit-1 Human Resource Management

Management- Concept, Elements, Principles and Process; Human Resource Management- Concept, Objectives, Scope and Significance; Difference between Personnel Management, Human Resource Management and Human Resource Development; Functions of Human Resource Management; Recent Trends of Human Resource Management and Challenges in India

Unit- 2 Development of Human Resources

Training and Development: Concept and Difference between Employee Training and Management; 4-Step Training Process (Training Need Identification, Instructional Design, Training Programme Implementation, Training Evaluation); Management Development Methods; Training Effectiveness; Executive Development- Meaning, Need, Importance, Steps and Methods of Development Programme; Career Planning, Career Development and Succession Planning- Meaning, Stages and Process

Unit-3 Labour Welfare

Labour Welfare- Concept, Nature, Objectives, Principles and Scope; Historical Background of Industrial Development; Emergence of Industrial Working Class in India; Theories of Labour Welfare; Agencies of Labour Welfare in India; Labour Welfare Officer- Role and Functions

Unit- 4 Labour Legislations

Meaning, Scope, Principles and Need of Labour Legislations; Indian Constitution and Labour Laws; The Factories Act, 1948; The Employees State Insurance Act, 1948; The Contract labour (Regulation & Abolition Act, 1970; The Maternity Benefits Act, 1961; The Child Labour (Prohibition and Regulation) Act, 1986; The Unorganised Worker's Social Security Act, 2008

Suggested Readings

- Aswathappa, K. (2010). Human Resource Management – Text and Cases. Tata McGrawHill, New Delhi.
- DeCenzo, David A. and Robbins, Stephen P. (2007). Personnel / Human Resource Management (3e). Prentice – Hall of India, New Delhi.
- Dessler, Gary and Varkley, B. (2011). Human Resource Management (12e). Pearson, New Delhi.
- Fisher, Cynthia, D., Schvenfeldt, Lyle.F., & Shaw, James, B. (2008). Human Resource Management (6e). Bizantra, New Delhi.
- Ivancevich, John.M. (2007). Human Resource Management (10e). Tata McGraw Hill, New Delhi.
- Rao, V.S.P. (2005). Human Resource Management – Text and Cases (2e). Excel Books, New Delhi.
- Singh, N. 2012 Industrial Sociology ,Rawat Publication, Jaipur
- Sharma A.H. 1988 Aspects of Labour Welfare and Social Security, Himalaya Publishing Company, Mumbai.
- Sodhi J.S. 1996 Industrial Relations and Human Resources in India, B.R. Publishing Corporation, Delhi.

Course Code: MSW-C-402

Maximum Marks: 100

Course Name: SOCIAL EXCLUSION AND INCLUSIVE POLICY

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To obtain the understanding of social exclusion and inclusive policy**
- **To acquire the knowledge of various groups at risks of social exclusion in India**
- **To gain understanding of policies, programmes and legislation provisions relating to social inclusion in India**

Unit-1 Introduction to Social Exclusion

Concept, Forms and Dimensions of Social Exclusion; Emergence of Social Exclusion; Interdisciplinary Approaches to the Study of Social Exclusion; Role of Culture in Social Exclusion; Economy and Exclusion

Unit-2 Social Exclusion in India

Groups at the Risk of Being Excluded – Religious; Racial; Caste; Gender; Ethnic; Class; Regional; Cultural; Language; Disabled; Women and Children; Elderly; Migrant and Refugee; Politics of Exclusion and Marginalization; Social Movements against Exclusionary Practices- Historical and Contemporary

Unit-3 Inclusion Policies and Processes

Social Inclusion Policy and Programmes; Ideological Challenges to Inclusion; Social legislations on Social Inclusion; Role of Civil Society Organizations to address Social Exclusion; Action for Inclusion- Skills in Identifying Social Exclusion Practices, Mobilizing People for Social Change

Unit-4 Marginalized Groups in India

Marginalization- Concept, Nature and Process; Social Exclusion, Inclusion and Discrimination; International Perspective of Marginalization;

Scheduled Castes, Scheduled Tribes, Other backward Classes - Concept, Issues and Concerns; Minorities- Concept and Types (Religious, Linguistic, Ethnic); Issues and Concern; Constitutional and Legislative Safeguards for SCs, STs, OBCs and Minorities

Suggested Readings

- Atal, Yogesh 2003 Managing Multiplicity: The Insider - Outsider Duality. Ideological Dimensions. In Social Exclusion: Essays in Honour of Dr. BindeswarPathak (A.K. Lal ed.), New Delhi: Concept Publishing Company. Pages 24- 41.
- Beall, Jo 2002 Globalization and Social Exclusion in Cities: Framing the Debate with Lessons from Africa and Asia. Development Studies Institute, LSEP, London.
- Behera, D.K. and Pfeffer, G. Contemporary Society: Tribal Studies (Vol 1 to VIII). New Delhi: Concept Publishing Company.
- DFID Report. Tackling Poverty by Reducing Social Exclusion
- Haan, Arjan de 2012 Social Exclusion: Enriching the Understanding of Deprivation. Institute of Development Studies and Poverty Research Unit, University of Sussex. Sussex. UK
- Kothari, Rajni 2003 Social Exclusion: Historical, Institutional and Ideological Dimensions. In Social Exclusion: Essays in Honour of Dr. BindeswarPathak (A.K. Lal ed.), New Delhi: Concept Publishing Company. Pages 11- 23.
- Loury, G.C 2000 Social Exclusion and Ethnic Groups: The Challenge to Economics. Annual World Bank Conference on Development Economics 1999. The International Bank for Reconstruction and Development! The World Bank.
- Nevile, Ann 2007 Amartya K. Sen and Social Exclusion. Development in Practice. 17.2: 249-255.
- Prasad, R.R. 2003 Social Exclusion: Concept, Meaning and Scope. Ideological Dimensions. In Social Exclusion: Essays in Honour of Dr. BindeswarPathak (A.K. Lal ed.), New Delhi: Concept Publishing Company. Pages 145-152

Course Code: MSW-C-403

Maximum Marks: 100

Course Name: HUMAN RIGHTS AND SOCIAL JUSTICE

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To understand the perspective of human rights and related issues at national and international level**
- **To acquire knowledge of social justice as a core value of social work profession**
- **To understand the relevance of social work strategies for the promotion of social justice and human rights**

Unit-1 Human Rights

Concept, Scope and Types of Rights and Human Rights; Global Evolution of the Concept of Human Rights; Universal Declaration of Human Rights- Objectives and Functions; International Covenant on Economic, Social and Cultural Rights; International Covenant on Civil and Political Rights; Human Rights in the Constitution of India; Human Rights Commission- Objectives, Structure and Functions; National and State Level Human Rights Commissions/Committees and Other Bodies (for Women, Children, SCs, STs, Minorities, PWDs etc)

Unit- 2 Human Rights Issues

Rights of Children; Women; Aged; dalits; Refugees; People living with HIV/AIDS; Prisoners; Persons with Disabilities; Minorities; People with Alternate Sexuality; Human Rights Perspective in Social Work Practice- Ethnic Sensitive Practice, Feminist Practice, Social Work Practice with the Victims of Human Rights Violations; Social Work with Diverse Groups; NGOs and Human Rights; Social Work Profession and Human Rights; The Protection of Human Rights Act, 1993

Unit-3 Social Justice

Concept, Need, Objectives, Scope and History of Social Justice; Approaches to Social Justice; Fundamental Rights and Social Justice; Directive Principles of State Policy and Social Justice; Social Justice Movements in India; Social Justice as a Core Value of Social Work Profession; Social Justice and Social Work; Social Justice and Human Rights

Unit-4 Mechanism and Strategies of Social Work

Advocacy- Meaning, Forms, Process and Steps; Social Advocacy; Lobbying and Advocacy for Promotion of Social Justice and Human Rights; Public Interest Litigation (PIL); Free Legal Aid; Right to Information (RTI); Functioning of NGOs working for Human Rights; Voluntary Action; Consumer Rights and Consumer Responsibilities

Suggested Readings

- Bakshi, P.M. 2013. The Constitution of India Universal Law Publishing
- Base, D.D. 2012 Introduction to the Constitution of India Lexis Nexis
- Baxi, U. 2008 The Future of Human Rights Oxford University Press
- Chiranjivi J. 2002. Human Rights in India. Oxford University Press. New Delhi.
- Clayton, M., & Williams, A. 2004 Social Justice. Blackwell Publishers
- Das A.K. 2004. Human Rights in India. Sarup and Sons. New Delhi.
- Kohli A.S. 2004. Human Rights and Social Work Issues. Society for Community Organisation. Madurai.
- Reichert, E. 2003. Social Work & Human Rights: A Foundation for Policy and Practice. Columbia University Press
- SAHRDC.2014. Handbook of Human Rights and Criminal Justice in India. Oxford University Press
- Reichert, E. 2003. Social Work & Human Rights: A Foundation for Policy and Practice. Columbia University Press

Course Code: MSW-E-404

Maximum Marks: 100

Course Name: POPULATION DYNAMICS

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To obtain conceptual understanding of population structure and its components**
- **To acquire the knowledge of gender related issues and population issues in India**
- **To learn about population policies and importance of social work interventions in dealing with population issues**

Unit-1 Population Structure

Population Studies- Concept, Structure and Dynamics; Significance of Population Studies; Population Characteristics in India- Age and Sex Structure; Major Determinants of Population; Fertility, Mortality and Migration- Concept, Determinants and Methods of Measurement; Population Projections

Unit- 2 Population Theories

Malthusian and Post Malthusian Theory of Population; Theory of Demographic Transition; Optimum Theory of Population; Biological and Natural Theories of Population; Theory of Surplus Population and Theory of Increasing Prosperity

Unit-3 Population and Gender Issues

Gender- Concept and Evolution of Gender in Historical Perspective; Gender and its Relationship with Components of Population- Age-Sex Structure, Fertility, Mortality and Migration; Women Health and their Reproductive Rights; Gender Dimension of Economic Development; Women Empowerment; Role of the State and NGOs in Population Issues

Unit-4 Population Policy and Population Issues in India

National Policies: Evolution and Development of Population Policy; Evolution of Family Welfare Programme in India and its Critical Assessment; National Population Policy 2000; Reproductive and Child Health Approach; Population Issues- Rural-Urban and Gender Gaps, Vulnerable Groups among Population such as Women, Children and Poor; Problems of Ageing Population; Social Work Strategies for Dealing with Population Issues

Suggested Readings

- Bose Asish- Demographic of India (1991)- Delhi B.R. Publishing Corporation.
- Bose Asish&Premi M.K. (Edt.) “ Population Transtion in South Asia” – (1992)
- Bhende, A. &Kanitkar, T. (1995). Principles of Population Studies. Mumbai, Himalaya Publishing House
- Davis, K. and Bernstans (1991). Resources, Environment and Population. New York, Oxford University Press.
- Dr. Hansraj Funamentals of Demography- with spaecial reference to India Surjeet Publication, 7K, Kolhapur Road, Kamalanagar, Delhi-110 001
- Kaistha& Sharma (edt.) “Population spatall mobility &envirnment.
- PremiRamanamma&Bambavala- Social Demography in India.
- Prother, R.M. and Chapman, Murray (eds.) (1985). Circulation in Third World Countries.London, Routledge and Kegan Paul.
- Rao, M. (2004). From Population Control to Reproductive Health: Malthusian Arithmetic. New Delhi, Sage Publications
- Sen, G. et. al. (1994). Population Policies Reconsidered: Health, Empowerment and Rights. Boston, Harvard School of Public Health
- Srivatava O.S.-“ Demography& Population Studies” (1994) Vikas Publishing Hosue (New Delhi)

Course Code: MSW-C-405

Maximum Marks: 100

Course Name: MEDICAL AND PSYCHIATRIC SOCIAL WORK

Time: 3hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To orient learners to the field of Medical and Psychiatric Social Work.**
- **To understand the Health and Mental health care policies in the country.**
- **To develop understanding and competence about the task, role and functions of MSW's and PSW's.**

Unit-1 Understanding of Medical Social Work

Medical Social Work- Concept and Scope; Historical Development of Medical Social Work in India and abroad; Functions of Medical Social Worker; Changing concept of Health- Patient as a person; Socio-Economic components associated with disease; Approaches in the practice of Medical Social Work- Preventive, Curative, Rehabilitative, Development and right based approach.

Unit-2 Basics of Psychiatric Social Work

Psychiatric Social Work- Concept & Scope; History of mental health care in India and abroad; Social concept of mental illness; Concept of Social Psychiatry and Psychiatric Rehabilitation; Techniques of various therapeutic approaches- Psychoanalytic, Behaviour Therapy and Cognitive Therapy.

Unit-3 Overview of Health Legislation

Health Legislation- Transplantation of Human Organ Act, 1994; Pre-Natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act (PNDT, 1994); Epidemic Disease Act, 1897; Consumer Protection Act 2019; Mental Health Legislation- Mental Health Act, 1987; National Mental Health Programme; Person with Disabilities Act, 1995

Unit-4 Practice of Medical and Psychiatric Social Work

Medical Social Work Practice- General Hospitals, Specific disease Hospitals, Medical Emergencies, Community Health Centers, Blood banks, Eye bank; Psychiatric Social Work- Mental health institutions, Psychiatric departments in general hospitals, De-addiction centers, Psychiatric day care centers.

Suggested Readings

- Ables BS & Brandsma JM. (1977). *Therapy for Couples: A Clinician's guide for effective treatment.* San Francisco: Jossey – Bass Publishers.
- Ahuja N (2002). *A Short Textbook of Psychiatry.* New Delhi, Jaypee Brothers Medical Publishers (P) Ltd.
- Allen MB, Miller RH (2008). *Essentials of neurosurgery: a guide to clinical practice.* McGraw Hill
- Balodhi, J. P. (2002) *Application of Oriental Philosophical Thoughts in Mental Health.* Bangalore, NIMHANS.
- Bellack AS, Mueser KT, Gingerich S, Agresta J. (2004). *Social Skills training for Schizophrenia: A step-by-step guide.* New York: The Guildford Press.
- Bentley, Kia, J. (2002) *Social Work Practice in Mental Health: Contemporary Roles, Tasks and Techniques.* USA, Brooks/ Cole.
- Brian Dames-Linda Gask (2007), *Medical and Psychiatric Issues for Counseling,* SAGE Publications, London.
- Bloch S (2000). *An Introduction to the Psychotherapies.* New York: Oxford University Press.
- Cheng K, Myers KM (2011) *Child and Adolescent Psychiatry: The Essentials.*
- Dora, Gold Stien. (1954). *Expanding Horizons in Medical Social Work.* Chicago : The University of Chicago Press.
- Girimaji S.G. (1996) *Counselors Manual for Family Intervention in Mental Retardation.* New Delhi: ICMR.
- Gerald Corey (2001), *Theories -Practices of Counseling and Psychotherapy,* Brooks-Cole, UK, USA.

- Gupta, Shah and Kant M S (2004), Hospital and Healthcare Administration, Jaydeep Brothers, Bangalore.
- Goldstein, D. Readings in the Theory & Practice in Medical Social work.
- Hamza, M.D. (2011) Social Welfare Measures for Persons with Mental Disability. Bangalore: NIMHANS-ISPSW.
- Isaac, M.K., Chandrashekar, C.R., Srinivasa Murthy, R. (1985) Manual of Mental Health for Medical Officers. Bangalore: NIMHANS.
- Kalyanasundaram, S & Varghese, M. (2000) Innovations in Psychiatric Rehabilitation. Bangalore, Richmond Fellowship Society.
- Konopka. (1983) Social Group Work: A helping Process, New Jersey: Prentice Hall.
- Marvin, D.F & Stanley, F.B. (1995). Health and Social Policy. The Haworth Press, London, New York.
- Nirmala BP. (2014). Handbook of Psychiatric Rehabilitation Services. Bangalore: NIMHANS.
- Park K (2011). Park's Textbook of Preventive and Social Medicine (21st edition). Bhanarsidas Bhanot
- Ramasamy, P. (2008). General and medical sociology. Chennai: New Millennium.
- Vyas Suresh (2006), Essentials of Health Management, Mangaldeep Publications, Jaipur.

Course Code: MSW-E-406

Maximum Marks: 100

Course Name: CORPORATE SOCIAL RESPONSIBILITY

Time: 3 hours

Note: *The question paper shall consist of eight questions in all i.e. two questions from each unit. The candidates shall be required to attempt four questions, selecting at least one question from each unit. All questions carry equal marks.*

Objectives of the Course:

- **To obtain the conceptual understanding of corporate social responsibility and its stakeholders**
- **To acquire the knowledge of policies and legal framework of CSR**
- **To understand the scope of social worker in CSR**

Unit-1 Introduction to Corporate Social Responsibility

Concept, Elements, Characteristics and Scope of CSR; Evolution of CSR; Moral Argument, Rational Argument and Economic Argument for CSR; Triple Bottom Line Approach of CSR; Carroll's Model of CSR (Pyramid of CSR); Globalization and CSR

Unit-2 Stakeholders and Perspectives

Interest Groups Related to CSR; Tools of CSR; Business Benefits of CSR; Perspectives of CSR- Competing Strategy Perspective, Resource Perspective, Industry Perspective, Stakeholder Perspective; Integration of CSR into Strategy and Culture; CSR Threshold; CSR Issues and Case Studies

Unit-3 CSR Policy and Initiatives

CSR Policy in India; Factors Influencing CSR Policy; Managing CSR in an Organization; Role of HR Professionals in CSR; Global Recognitions of CSR; Codes Formulated by UN Global Compact; Universal Declaration of Human Rights; World Health Organization; Sustainable Development Goals and CSR

Unit-4 Legislations and CSR in India

Legal Framework, Rules and Regulations of CSR; Companies Act 2013- Relevant Provisions of CSR; Present CSR Practices in India; Tata Council for Community Initiatives; National CSR Hub-TISS Mumbai; Success and Failure with CSR Initiatives; CSR Awards in India; Role of Social Workers in CSR

Suggested Readings:

- Benn & Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd
- Blowfield, Michael, and Alan Murray, Corporate Responsibility, Oxford University Press.
- Black Sam., 1994, Practical public Relations, Universal

- Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company
- C. V. Baxi, Ajit Prasad, Corporate Social Responsibility: Concepts and Cases: The Indian
- Cutlip Scott M. & Center Allen H., Effective Public Relations (Practice)
- Dorothea, Hilhorbt, 2003 The real World of NGOs: Discourses, Diversity and Development. Zed Books Ltd.
- Fraser P. Seitel, Practice of Public Relations, 1980 Columbus, Charles, E. Merrill Pub.
- Handbook on Corporate Social Responsibility in India, CII.
- H. Frazier Moore, Public Relations: Principles, Cases and Problems, 1981, Illinois
- K.R. Balan, Corporate Public Relations, 1982, Sterling Publishers
- Mark S. Schwartz, Corporate Social Responsibility: An Ethical Approach
- Mallin, Christine A., Corporate Governance (Indian Edition), Oxford University Press, New Delhi
- Moore, Frazier,H.Public Relations (Illinor,1981)
- Sanjay K Agarwal, Corporate Social Responsibility in India
- Sharma, J.P., Corporate Governance, Business Ethics & CSR, Ane Books Pvt Ltd, New Delhi.
- Schramm, Wilbur, The Process and Effects of Mass Communication
