SAURASHTRA UNIVERSITY
RAJKOT
FACULTY OF ARTS
DEPARTMENT OF SOCIAL WORK
(BY NAAC)

Re-Accredited Grade ' B' By NAAC
(CGPA 2.93)

SYLLABUS OF
MASTER OF SOCIAL WORK

[FROM JUNE 2010]
SAURASHTRA UNIVERSITY
RAJKOT

SAURASHTRA UNIVERSITY

DEPARTMENT OF SOCIAL WORK

SEAL

MASTER OF SOCIAL WORK

(FULL TIME)

AS PER C.B.C.S.

TWO YEARS FOUR SEMESTER COURSE

SYLLABUS OF M.S.W. AS PER C.B.C.S.

26+28+28+28=110 Credit

SEMESTER-I			
COURSE CODE	COURSE NAME	HOURS/ WEEK	CREDIT
SWCCT-1001	Social work history, concept & as a profession	4	4
SWCCT -1002	Methods of social work - I	4	4
SWCCT -1003	Methods of social work - II	4	4
SWECT-1004.1	Principles of management	4	4
	OR		
SWECT-1004.2	Organization behavior & Organizaional development		
SWICT-1005	Interpersonal Communication	4	4
SWP-1006	Field work- Agency visit	12	6
TOTAL		32	26

SEMESTER:- II			
COURSE CODE	COURSE NAME	HOURS/ WEEK	CREDIT
SWCCT-2001	Research methodology	4	4
SWCCT-2002	Family Social work	4	4
SWCCT-2003	Mgt. of Development & welfare services	4	4
SWECT-2004.1	Personnel Management & H.R.D.	4	4
	OR		
SWECT-2004.2	Social work personnel-Training and Development		
SWICT-2005	Human Resource Management : Changing Eco-social Scenario	4	4
SWP-2006	Field work-	12	6
	Rural camp		2
TOTAL		32	28

SEMESTER:- III			
COURSE CODE	COURSE NAME	HOURS/ WEEK	CREDIT
SWCCT-3001	Social work health setting & public health	4	4
SWCCT-3002	Human growth and development	4	4
SWCCT-3003	Counseling	4	4
SWECT-3004.1	I.R. & T.U. & relevant laws	4	4
	OR		
SWECT-3004.2	Labour Legislation.		
SWECT-3005.1	Environment and Eco-system	4	4
	OR		
SWECT-3005.2	Computer application.		
SWP-3006	Field work-	12	6
	Academic Tour		2
TOTAL		32	28

SEMESTER:- IV

COURSE CODE	COURSE NAME	HOURS/ WEEK	CREDIT
SWCCT-4001	Human development & psychopathology	4	4
SWCCT-4002	Populations, environment and disaster management	4	4
SWCCT-4003	Labour welfare & social security	4	4
SWECT-4004.1	Rural Community & Panchayatiraj	4	4
	OR		
SWECT-4004.2	Management of NGO'S		
SWECT-4005.1	Industrial Sociology changing perspective	4	4
	OR		
SWECT-4005.2	Social Security & relevant laws.		
SWP-4006	Block-Placement	8	4
	Dissertation		4
TOTAL		28	28

R.M.S.W.-1

The following are the subject semester – I to IV courses prescribed for the teaching and examination of the M.S.W. full time two years course.(four – semester)

SEMESTER-I

SR. NO	COURCE CODE	COURSE NAME	MARKS		TOTAL MARKS
			EXTER NALMA RKS	INTERN ALMAR KS	
1	SWCCT-1001	**Social work history, concept & as a profession**	70	30	100
2	SWCCT-1002	**Methods of social work - I**	70	30	100
3	SWCCT-1003	**Methods of social work - II**	70	30	100
4	SWECT-1004	**Principles of management**	70	30	100
		OR			
	SWECT-1004.1	**Organization behavior & orgaanizaional development**			
5	SWICT-1005	**Interpersonal Communication**	70	30	100
6	SWP-1006	**Field work- Agency visit (I).VIVA-VOCE= 75.MARKS (II).REPORT EVALUATION= 75.MARKS**			150
					650

SEMESTER-II

SR. NO.	COURCE CODE	COURSE NAME	MARKS		TOTAL MARKS
			EXTERNAL MARKS	INTERNAL MARKS	
1	SWCCT-2001	Research methodology	70	30	100
2	SWCCT-2002	Family Social work	70	30	100
3	SWCCT-2003	Mgt. of Development & welfare services	70	30	100
4	SWECT-2004	Personnel Management & H.R.D.	70	30	100
		OR			
	SWECT-2004.1	Social work personnel-Training and Development			
5	SWICT-2005	Human Resource Management : Changing Eco-social Scenario	70	30	100
6	SWP-2006	*Field work* (I).VIVA-VOCE= 75. MARKS (II).REPORT EVALUATION= 75. MARKS *Rural Camp* (I).VIVA-VOCE= 25. MARKS (II).REPORT EVALUATION= 25. MARKS			150 50
					700

SEMESTER-III

SR. NO.	COURCE CODE	COURSE NAME	MARKS		TOTAL MARKS
			EXTERNAL MARKS	INTERNAL MARKS	
1	SWCCT-3001	**Social work health setting & public health**	70	30	100
2	SWCCT-3002	**Human growth and development**	70	30	100
3	SWCCT-3003	**Counseling**	70	30	100
4	SWECT-3004.1	**I.R. & T.U. & relevant laws**	70	30	100
		OR			
	SWECT-3004.2	**Labour Legislation.**			
5	SWECT-3005.1	**Environment and Eco-system**	70	30	100
		OR			
	SWECT-3005.2	**Computer application.**			
6	SWP-3006	*Field work* **(I).VIVA-VOCE= 75. MARKS (II).REPORT EVALUATION=75. MARKS** *Academic Tour* **(I).VIVA-VOCE= 25. MARKS (II).REPORT EVALUATION= 25. MARKS**			150 50
					700

SEMESTER-IV

SR. NO.	COURCE CODE	COURSE NAME	MARKS		TOTAL MARKS
			EXTERNAL MARKS	INTERNAL MARKS	
1	SWCCT-4001	Human development & psychopathology	70	30	100
2	SWCCT-4002	Populations, environment and disaster management	70	30	100
3	SWCCT-4003	Labour welfare & social security	70	30	100
4	SWECT-4004.1	Rural Community & Panchayatiraj	70	30	100
		OR			
	SWECT-4004.2	Management of NGO'S			
5	SWECT-4005.1	Industrial Sociology changing perspective	70	30	100
		OR			
	SWECT-4005.2	Social Security & relevant laws.			

6	SWP-4006	Block-Placement
		  1. Viva-voce 50
		  2. Report evolution 50
		Dissertation
		  1. Theory 100
		  2. viva-voce 100
			100
			
			200
					100
					
					200

		TOTAL			800
		Grand Total			**2850**

R.M.S.W.2

There shall be three core courses in each semester up to semester II and three core course in semester III and IV at M.S.W. course. There shall be also one elective course up to semester II, and there shall be two elective courses up to semester III and IV. There shall also be Interdisciplinary course in semester I and II. There shall be field work comprising of 550 marks as per R.M.S.W. -1. There shall also be a dissertation in Semester IV of 100 marks for theory and 100 marks for viva-voce. Each theory course shall be of 100 marks, (70 marks for external & 30 marks for internal). Therefore, the total marks for this programme shall be of 2850 marks. The details of which are classified in the following way.

(1).M.S.W.-SEM-I:-

(I).CORE COURSES   210   MARKS OF THREE CORE COURSES (70*3)

(II).ELECTIVE COURSES.   70   MARKS OF ONE ELECTIVE COURSE

(III).INTERDICIPLINARY COURSES.   70   MARKS OF ONE INTERDICIPLINARY COURSES

(IV) INTERNAL   150   OF EACH THEORY PAPER (30*5)

 (V).FIELD WORK.   150   MARKS TO BE OBTAINED IN THE RELEVANT COMPONENTS

 TOTAL MARKS.   **650**. **MARKS**

(2).M.S.W.-SEM-II:-

(I).CORE COURSES.   210   MARKS OF THREE CORE COURSES (70*3)

(II).ELECTIVE COURSES.   70   MARKS OF ONE ELECTIVE COURSE

(III).INTERDICIPLINARY
     COURSES.   70   MARKS OF ONE INTERDICIPLINARY COURSES

(IV) INTERNAL   150   OF EACH THEORY PAPER (30*5)

(V).FIELD WORK.   150   MARKS TO BE OBTAINED IN THE RELEVANT
       &   COMPONENTS
     RURAL CAMP.   50   MARKS TO BE OBTAINED IN THE RELEVANT
                                               COMPONENTS

TOTAL MARKS.   **700. MARKS**

(3).M.S.W.-SEM-III:-

(I).CORE COURSES.   210   MARKS OF THREE CORE COURSES (70*3)

(II).ELECTIVE COURSES.   140   MARKS OF TWO ELECTIVE COURSES (70*2)

(III) INTERNAL   150   OF EACH THEORY PAPER (30*5)

(IV).FIELD WORK.   150   MARKS TO BE OBTAINED IN THE RELEVANT COMPONENTS
     &
 ACADEMIC TOUR.   50   MARKS TO BE OBTAINED IN THE RELEVANT
                                 COMPONENTS

TOTAL MARKS.   **700.MARKS**

(4).M.S.W.-SEM-IV:-

(I).CORE COURSES.   210   MARKS OF THREE CORE COURSES (70*3)

(II).ELECTIVE COURSES.   140   MARKS OF TWO ELECTIVE COURSES (70*2)

(III) INTERNAL   150   OF EACH THEORY PAPER (30*5)

(IV).BLOCK-PLECEMENT. 100   MARKS TO BE OBTAINED IN THE RELEVANT COMPONENTS

(V).DISSERTATION.   100 MARKS (RESEARCH REPORT WRITING)
   VIVA-VOCE   100 MARKS (VIVA-VOCE) DISSERTATION

TOTAL MARKS.   **800.MARKS**

Grand Total   2850 marks

R.M.S.W.-3

M.S.W. Semester-II students shall have to go in rural cap in the Gujarat state at their own cost and the students of the third semester shall have to undergo an educational tour at their own cost. They suppose to visit at least Four Social Work departments or institutions or NGOs. This programme is compulsory for every student and it is binding on him or her to submit a complete report there of as per instruction of H.O.D. within two weeks after the completion of said programme.

R.M.S.W.-4

In each semester six week's block field work is mandatory for every student. He/She will have to go for the same for six weeks as per the directions of the department. A student will be entitled to have his result only after presenting the certificate of having undergone a satisfactory block field work from the concerned institute. The certificate shall have to be obtained by the student on completion of his/her satisfactory block field work and the student will have to be submit the same to the department.

R.M.S.W.-5

Each student will be required to prepare FOUR assignments in each of the semester, failing which; his/her application for University Examination will not be entertained.

R.M.S.W.-6

A student who fails in the concerned field work or dissertation will not be admitted to higher semester course and will be required to keep a fresh term of the concerned semester by paying fresh tuition and other fees.

R.M.S.W.-7

NORMS FOR PASSING/STUDYTOUR /CAMP

(1) It is compulsory to obtain a minimum 50 % marks in each theory of courses & field work and dissertation separately.
(2) Any student failing in field work shall have to repeat the field work and will have to reappear in all subject examinations. However, he/she entitled for a class/Grade.
(3) However student failing in maximum of two theory courses of the relevant semester, will be allowed to seek admission by keeping fresh term to higher semester**.**
(4) A candidate who has not cleared Semester-I in all respects shall not be admitted to semester-III and candidate who has not cleared semester-II in all respects will not be admitted to semester-IV.
(5) The result of the 3rd semester will be declared after passing semester 1st – 2nd & the result of the semester- IV will be declared only after passing semester-III examination.
(6) No class/Grade will be awarded up to First-Three Semesters. Class will be awarded after passing the final semester (i.e. Semester-IV). Marks of Semesters I to III will be carried forward to semester-IV. And a consolidated class/Grade shall be awarded accordingly to the respective rules.
(7) A candidate failing in three / or more Courses   (Excluding field work) will have to Re-appear in the whole examination of the concerned semester.

R.M.S.W.-8

Class will be awarded as per following provisions successful candidates at the end of semester-IV Examination.
[1] Student obtaining more than 50% but less than 60% of marks in aggregate of all Semesters will be given Second Class/Grade.
[2] Student getting more than 60% but less 70% aggregate marks shall be given First Class/Grade.
[3] Those obtaining more than 70% or more marks in aggregate shall be placed in First Class with Distinction/Grade.

SEMESTER - I

SWCCT-1001
Social work History concept and as a profession

Objectives

    a. Understand the history of evolution of social work profession,both in india and the west.

    b. Develop insights into the orgin and development of ideologies/approaches to social change.

    c. Understand rationate,goals,ideals and ethics for social change.

    d. Develop skills to understand contemporary reality in its historical context.

COURSE CONTENT:-

SWCC-1001	UNITS. TITLE	CONTENT.	TEACHING METHDOLOGY	CREDIT	PAPER WEIGHTAGE
Social work History, concept and as a profession	**1001.1** Historical development of social work	**1.1.1.**Historical background of social work in U.K., U.S.A. and India. 1.1.2. Social work history of Gujrat	Lectures, Assignment and Group discussion, Self Study	4	20%
	1.2 Introduction of social work	**1.2.1.**Social work meaning definition,nature,scope,objectives,goals ,principle, Values and motivation,functions,and basic assumptions	Lectures, Assignment and Group work	4	20%
	1.3 Concept of social work	**1.3.1.**Social welfare, Social services, Social reform, and Social Development. **1.3.2.**Social work relation with other social science	Lectures, Presentation, Group discussion,	4	20%
	1.4 Social Work profession	**1.4.1.**Social work of profession.Its nature, goal, and functions.Trends in social work profession in India, field work and profession, problems faced by the social work profession in India	Lectures, Assignment and Group work	4	20%

1.5 Gandhian Social work	1.5.1.Gandhian thoughts and Approach 1.5.2.Constructive Programmes 1.5.3.Gandhian and Professional Social work 1.5.4.Pilosophy of "sarvoday"	Lectures, Quiz, Group Presention,Self Study	4	20%

Reference Book:-

SR. NO	AUTHOR	BOOK NAME
1	SANGITA "TEJ & TEJASKAR PANDE "	What is social work, (Edition 2006)
2	Director publication division	Encyclopedia of social work 1to 11
3	Walter A. Friedlander	Concept and methods of social work
4	Khinduka s. k.	social work in India
5	Sinh ,Surendra & Mishra P.D.	Samajkarya itihaas darshan or Pranali (Hindi)
6	Mishra P.D	Social Work Profession in India
7	Mishra P.D	Social Work :Philosophy and Methods.
8	Khan,A.J	Ideas and Issues in Social Work
9	Gokhale,S.D.	Social Welfare: Legend and Legacy
10	Friedlander,W.A.	Concept and Methods of Social Work
11	Maidment	Practice skills in social work and welfare
12	Japnerdra kumar	Introduction to social work.
13	p.d.mishara	Person and society,new royal book co.lakhanaw-2003

SWCCT-1002
Method of Social Work –I

Objectives

a.Understand case work method and its contribution to social work practice.

b.Develop capacity to understand and accept the uniquenesess of individuals and groups.

c.Appreciate the importance of groups in the life of an individual.

d.Develop knowledge of the skills and techniques to be used by the social worker in groups and case work.

COURSE CONTENT:-

SWCC-1002	UNITS TITLE	CONTENT	TEACHING METHDOLOGY	CREDIT	PAPER WEIGHTAGE
Method of Social Work –I	**1002.1** The method and philosophy of case work and group work	**2.1.1** Concepts, objectives, component and principles, Values and motivation of case work and group work. **2.1.2** Philosophical assumption of case work and group work.	Lecture, Assignment and Group discussion	4	20%
	2.2 Tools and techniques of case work and group work	**2.2.1** Case work and group work tools: observation, listening, interview, home visit, communication, repo building, and recording **2.2.2** Techniques of case work and Group Work. Resource mobilization, support	Lecture, Assignment, Case study and Self study	4	20%

		2.2.3 Resource enrichment, counseling. Group work: Group formation, recording and evaluation of group work			
	2.3 Process of case work and group work	2.3.1 Case work process. Intake, study, social diagnosis, treatment, termination and evaluation	Lecture, Assignment, and Self study	4	20%
	2.4 Group work process	2.4.1 Group work dynamics, member's behavior and leadership	Lecture, Assignment, Self study and Group work	4	20%
	2.5 Importance of social worker in case work and group work	2.5.1 Role of social group worker in various setting. 2.5.2 Role of social case worker in various setting	Self study, Group work, Presentation, Debate, Role Play.	4	20%

Reference Book:-

SR.NO	AUTHOR	BOOK NAME
1	SANGITA "TEJ & TEJASKAR PANDE "	What is social work, Edition 2006
2	Director publication division	Encyclopedia of social work 1to 5
3	Walter A. Friedlander	Concept and methods of social work
4	Khinduka s. k.	social work in india
5	Sinh ,Surendra & Mishra P.D.	Samajkarya itihaas darshan or Pranali (Hindi)
6	Aptekar,H.	Dynamics of Case Work Counseling
7	Gentry,Martha	Social Work Prectices
8	Perlman,H.	Social Case work Skills.
9	Timms,N.	Social Case Work : Principles and Practice.
10	Timms,N.	Recording in Social Work
11	Turner,G.	Social Work Treatment
12	Trecker,H.B.	Social Group Work
13	Harford,M.	Groups in Social work

SWCCT-1003
Methods of Social Work-II

Objectives

a. Uderstand the critical elements of community organization practice.

b. Enhance critical understanding of the models and strategies for community organization practice.

c. Develop attitudes conducive to paeticipatory activities for a civil society.

d. The students should enrich their knowledge about Social Welfare Administration

Social Action , Community Organization, Social Defence, Integrated Social work Practice, Human Rights, Social Justice, Empowerment.

COURSE CONTENT:-

SWCC-1003	UNITS TITLE	CONTENT	TEACHING METHDOLOGY	CREDIT	PAPER WEIGHTAGE
Methods of Social Work-II	1003.1 Methods of Community Organization	**3.1.1** Concept , Nature , Characteristics and types of Community	Lectures and Assignment,	4	20%
	3.2 Social Action	**3.2.2** Concept, Objectives, Methods, Values and motivation ,Principles and Strategies **3.2.3** Social Action and Social Work	Lectures, Assignment, Group Work and Self Study	4	20%
	3.3 Social Welfare Administration	**3.3.1** Its Meaning, Definitions, Scope and Process	Lectures, Assignment, Group Work Self Study and discussion	4	20%
	3.4 Social work research	**3.4.1** Concept , Objectives and functioning of Social work research	Lectures, Assignment,	4	20%

	3.5. Integrated Social Work Practice	3.5.1 Integrated Social Work Practice Methods.	Self Study and discussion	4	20%

Reference Book:-

SR.NO	AUTHOR	BOOK NAME
1	Sachdeva,D.R.,	Social Welfare Administration
2	Specker Paul	Principles of Social Welfare
3	Siddaqui,H.Y.	Social Work And Social Action
4	Narasimhan,R.K	Human Rights and Social Justice
5	Misra,Pramod	Human Rights : Global Issues
6	Mayo H. Jones,D.	Community Work
7	Peter,Baldock	Community Work and Social Work
8	GangradeK.D.	Community Organization in India
9	B.KuppuSwamy	Social Change in India
10	Roucek	Social Controls

SWECT-1004.1

PRINCIPLES OF MANAGEMENT

1. Course Objectives:

1. This course presents a thorough and systematic coverage of management theory and practice.

2. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievements of goals.

3. The objective is to help the students understand the fundamental concepts and principles of management; the basic roles, skills, and functions of management.

4. It is also intended to give an overview of the historical development, theoretical aspects and practice application of managerial process.

5. Sensitize the students about the significance and role of ISO-Standards.

COURSE CONTENT:-

SWECT-1004.1.	UNIT	SUB UNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
PRINCIP-LES OF MANAGEMENT	**1004.1.1 Introduction & Historical Development, Social Responsibilities of ethics**	1.1.1Meaning & Definition of mgt 1.1.2. Nature and function of mgt. 1.1.3 Development of Mgt. thought 1.1.4 Ethics, Tools of ethics 1.1.5Social Performance of Business in India 1.1.6 Social Audit 1.1.7Business ethics concern with corporate governance	Lecture Discussion with audio- visual aid Role-play Case-study	4	20%

	4.1.2. Planning	1.2.1 Nature of Planning 1.2.2. Importanat Of Planning 1.2.3 Forms of Plans 1.2.4 Steps in Plans 1.2.5 Limitations Of Planning 1.2.6 Making planning effective 1-2.7 Strategic planning in Indian industry 1.2.8 Forecasting 12.9 Decision marketing	Lecture Discussion with audio- visual aid	4	20%
	4.1.3. Organization / Organizing	1.3.1 Meaning & definition 1.3.2 Process of organizing 1.3.3 Types of organization 1.3.4 Principles of organizing 1.3.5 Organization Structure 1.3.6 Departmentalization 1.3.7 Role of a manager	Lecture Discussion with audio- visual aid Role-play	4	20%

	4.1.4.
	Directing
		1.4.1 Meaning & Definition
		1.4.2 Creativity & innovation
		1.4.3 Leadership's meaning, definition,
		     characteristics, features & its
		     effectiveness
		1.4.4 Motivation
		1.4.5 Process of communication
		1.4.6 Training and development
		1.4.7.ISO-standards
			• Lecture
			Discussion with
			audio- visual aid
			
			Role-play
			
			Case-study
				4	20%

	4.1.5 Controlling	1.5.1 Meaning and definition 1.5.2. System and Process for controlling 1.5.3 Managerial Control 1.5.4 Performance Appraisal System 1.5.5 Globalization & Liberalization 1.5.6 Productivity 1.5.7 Reporting	Lecture Discussion with audio- visual aid Role-play Case-study	4	20%

Recommended Books for Paper. :

(1)   Weihrich Heinz and Koontz Harold- Management - A Global and Entrepreneurial Perspective Mc Graw Hill 12th Edition 2008.

(2)   Stoner, Freeman & Gilbert Jr – Management Organizational Behaviour Prentice Hall of India 6th Edition or later edition.

(3)   Rao VSP Management, Text & Cases Excel Books   Latest edition.

(4) Bateman *Management (SIE)* Tata McGraw-Hill Publishing Company, New Delhi Latest Edition

(5) Decenzo David, Robbin Stephen A Personnel and Human Reasons Management Prentice Hall of India, 1996

(6) Fraidoon Mazda "Engineering Management", Addison Wesley,- 2000

(7) Hillier Frederick S.and Hillier Mark S Introduction to Management Science: A Modeling and Case Studies Approach with Spreadsheets Tata Mc Graw Hill 2nd Edition 2008

(8) JAF Stomer, Freeman R. E and Daniel R Gilbert Organizational Behaviour Pearson Education Sixth Edition, 2004

(9) Koontz Principles of Management Tata Mc Graw Hill Ist Edition 2008

(10) Massie, Joseph L. Essentias of Management Pearson Education Robbins & Coulter Management Prentice Hall of India 8th Edition

* List of Journals/Periodicals/ Magazines/ Newspapers etc.:

Business India / Business Today / Business World, "Vikalpa" – Journal of Indian Institute of Management, Ahmedabad, and Effective Executive

SWECT-1004.2

ORGANIZATION BEHAVIOUR
&
ORGANIZATION DEVELOPMENT

Objective:-

1. The introduction of OB and OD studies aims at sensitizing the students about the basic organizational process.

2. The behavioral aspects and sharpen their skills so as to enable them to act as change agents striving for organizational effectiveness and change.

COURSE CONTENT:-

SWECT-1004.2	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
ORGANIZATION BEHAVIOUR & ORGANIZATION DEVELOPMENT	1004.2.1. Organization Behaviour	2.1.1. Introduction to OB 2.1.2. Definition of OB 2.1.3. Concept & nature of OB in the organization	• Lecture • Discussion with audio-visual aid • Roll-play • Case-study	4	20%
	4.2. Organizational Development	2.2.1. Organizational change, intervention strategies 2.2.2. HRD approaches for coping with Organizational change and HRD for workers	• Lecture • Discussion with audio-visual aid • Roll-play • Case-study	4	20%

	4.3. Organizational Development Organizational values	2.3.1. .Emergence of counseling-with a focus on performance counseling 2.3.2. Stress Management 2.3.3. .organization stands on its core value like ethics,transparency, cost effectiveness,qulity,safety,emplo yee concern,corporate social responsibility.	• Lecture • Discussion with audio-visual aid • Case study • Roll play	4	20%
	4.4 Organizational design principles	2.4.1. Defining organizational Structure 2.4.2. Formal organization 2.4.3. Defining change 2.4.4. . Case Study	• Lecture • Discussion with audio-visual aid	4	20%
	4.5 Organizational Behaviour and other related factors	2.5.1. Personality, Attitude and Perception 2.5.2. Motivation concepts 5.5.3. Group processes, Team building and interpersonal communication, conflict and negotiations 5.5.4. Decision making-Empowerment 5.5.5. Organizational Culture and change	• Lecture • Discussion with audio-visual aid • Roll Play • Case study	4	20%

REFERENCE:-

1. Luthans F. (2002) Organizational Behaviour, Mc Graw Hill, International Edition.

2. Robbin, S. P. Organizational Behavior (2002) Prentice Hall of India, New Delhi.

3. Khandwalla, P. N. (1992), Organization design for excellence, New Delhi,Tata Mc Graw Hill,

4. Senge, P. 'The Fifth Discipline : The Art and Practice of the Learning Organization' (2002), London Century.

5. French, W. H. and Bell.C. H. Organizational Development, Prentice Hall of India, 1991. New Delhi.

6. Psychology in Industry-Norman R. F. Maier, George G. Harrap & Co. Ltd., London. - 31 -

7. Industrial Psychology, B. Von. Haller Gilmer, Mc Graw Hill Company.

8. Personnel and Industrial Psychology, Ghiselli & Brown, Mc Graw Hill & Company.

9. Khanka S. S. (2002) Organisational Behaviour, S. Chand & Company Ltd., New Delhi.

10.Ovendell.l.french:organizational development,pear son education,new delhi-2008

11. Robbins S:. Organisational Behaviour, doring Kindersley india pvt. Ltd., New Delhi.

SWICT-1005

INTERPERSONAL COMMUNICATION

OBJECTIVES:-

(1) To understand the dynamics of interpersonal Communication is Social Work.

(2) To develop the necessary skills to improve Interpersonal Communication in social Work practice.

(3) To understand the role of Interpersonal Communication in methods of Social Work.

(4) To enable students to understand themselves to enhance Interpersonal Communication.

COURSE CONTENT:-

SWICT-1005	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
Interpersonal Communication	**1.1 Introduction**	1.1.1 Interpersonal Communication: Significance, Need – Personal awareness & Self-esteem, improving relationship, Achieving goals, Interpersonal communication as a basic activity. Characteristics of Interpersonal Communication. 1.1.2. Interpersonal Process : Schrams Model of Communication, Brooks-Emmert Interpersonal communication Model, Friendship formation process, Mate formation process.	• Lecture • Discussion with audio-visual aid	4	20%

	1.2 verbal & Non-verbal Interpersonal communication	1.2.1. Non-verbal interpersonal Communication: Concept, Importance, Influence. Measurement of bodily Cues-Facial expression, Gaze, Pupil size, Posture & gesture. Emotional Expressions-Functions, regulation of emotion, expression of emotion. Body Movement & Speech-Greeting, Turn-taking, Parting. Individual Differences-Culture, Personality, Sex, Psychopathology Feelings- Importance, Consequences of suppression of feelings, Ways of expressing Feelings. Nonverbal Behaviour – Proxemic, Kinesic, Paralinguistic. 1.2.2. Verbal Interpersonal Communication-Language strengththening, Special language, Defensive & Supportive Communication, Effective Feedback 1.2.3. Self-concept & Communication, Role of Self Concept in Interpersonal communication process, Self-concept in understanding myself. Components of Self-concept-Self Image, Self Esteem, the 'Third-Level' Factor, Self-Identity versus Identity Crisis, Fully functioning self, Improving Self Concept.	• Lecture • Discussion with audio-visual aid		20%

	1.3 Perceiving	1.3.1. Perceiving & Understanding others, Perception and Communication, Perceptual process, Interpersonal Communication in developing Relationship – Types, Stages in relationship Initiating. Experimenting, Intensifying, Integrating, Bonding. Differentiation, Circumscribing, Stagnating, Avoiding, Terminating	• Lecture • Discussion with audio-visual aid		20%
	1.4 Skills in Interpersonal Communication	1.4.1. Listening – Types, Barriers, Bad Listening, Principles of good listener. Interviewing – types & techniques. Observation – self Reports, Rating Scales, Group outcome, Observing Communication behaviour. Analysis : Self – analysis, Analysing group episodes	• Lecture • Discussion with audio-visual aid		20%
	1.5 Small group communication	1.5.1 Dynamics of Small group Communication – Network, Feedback, Openness, Gate Keeping, Social Structure, Barriers & breakdown. Types- Guided group Interaction, Brain Storming, Buzz groups, Case Studies, Role play, in basket exercise			20%

REFERENCES :

1. **Brooks William, D. & Emmert Philip** : Interpersonal Communication, Wm. C. Brown Company Publishers, 1976, U.S.A.

2. **Bull Peter :** Body Movement and Interpersonal Communication, Wiley & Sons, 1984, U.S.A.

3. **Cushman Donald.P & Cahn.D Dudley Jr :** Communication in

Interpersonal Relationships Sunny Publications, 1985, U.S.A.

4. **FIsherAubrey. B & Ellis Donald G :** Small Group Decition Making,

McGraw-Hill International Editions, 1990, U.S.A.

5**. Knapp Mark. L. :** Interpersonal Communication and Human

Relationshyips, Allyn and Bacon Publishers, 1984, U.S.A.

6**. Mortensen David.C:** Communication – the study of human interaction McGraw – Hill Company, 1972, U.S.

7.**khera**:you can win,pravin publication,pvt.rajko

SEMESTER - II

SWCCT-2001

RESEARCH METHODOLOGY

INTRODUCTION:-

This course is to equip learners to utilize and conduct research as service managers to improve services, evaluate, develop new services and intervention methods; strategies techniques and also, be an effective consumer of other researches.

OBJECTIVES:-

a. Develop an understanding of scientific approach to human inquiry in comparison to the native or common
   sense approach in various aspects, and its process.

b. Understand major research strategies, meaning, scope and importance of Labour work research.

c. Develop an ability to see the linkages between practice, research and theory and their role in enriching one another.

d. Develop attitudes consonant with the scientific approach-Concern for accuracy,specificity and authenticity,
   awareness of ones own prejudices or biases; honesty and being open to correction.

e. Develop attitudes favorable to the judicious integration of practice, research, and theory.

f. Develop ability to conceptualize, formulate and conduct simple research projects exercises
   (This would include a broad range of basic research skills such as conceptualization of a research strategy and
   problem; writing a research proposal; developing tools for collecting data; use of sampling strategies; data
   collection, processing, presentation, analysis and interpretation; and writing research report etc.)

g. Make informed assessment and judicious use of research studies and findings.

h. Develop skills for use of library and documentation services for research. The semester course for the semester
   system OR full paper in the annual examination system in the first year of the two-year postgraduate programme.

COURSE CONTENT:-

SWCCT-2001	UNIT	CONTENT	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
RESEAR-CH METHOD-OLOGY	**2001.1 Scientific inquiry, Concepts - hypotheses**	1.1.1.Attitudes consonant with the scientific approach. 1..1.2. variables and indicators. 1.1.3. Hypothesis-meaning; attributes of a sound hypothesis; role in explanatory research 1.1.4. Hypothesis testing – null hypothesis; the sampling distribution; level of significance; critical region; Type-1 and Type-II errors.	Lecture Discussion with audio- visual aid	4	20%
	2. Research Method	1.2.1.Research Method – Meaning, purposes, values,the research process, research and theory, linkages in practice. 1..2.2. Qualitative Research 1.2.3. Qualitative research-general characteristics; Use of qualitative methods in inquiry-The scope and importance of Social work research.	Lecture Discussion with audio- visual aid	4	20%
	3. Research Designs	1.3.1 Basic Research Questions – meaning and importance, problem – formulation in research, some strategies used for research. 1.3.2. Surveys, Case Studies, Unobtrusive research strategies (including content analysis, existing data analysis, historical analysis) 1.3.3. Experiments including pre-experimental Quasi-experimental strategies; Use of single subject designs 1.3.4. Rationale, characteristics sampling-meaning, types and utility; General considerations in the determination of sample size.	Lecture Discussion with audio- visual aid	4	20%

	4. Data and its measurement	1..4.1. Source of data; Primary and Secondary. Methods and instruments of data collection. Qualitative and quantitative, observation; participant observation life histories, group interview, (including telephone interviews).; Participatory and Rapid Appraisal Techniques;Participatory and Rapid Appraisal Techniques; Triangulation. Levels of measurement.Scales-Need for scales. Some prominent scaling procedures (Thurston-type, Likert-type; Bogardus-type, Semantic Differentials). 1.4.2. Graphical, Tabular, Analysis and Interpretation 1..4.3. Conducting participatory research- Monitoring and research 1..4.4. Research Report-Writing Research Abstract Research Proposals.	Lecture Discussion with audio- visual aid	4	20%
	5. Ethics	1..5.1. Ethics in Research 1.5.2. Use of Statistical tools and techniques- Statistics –Descriptive and Inferential Uses and limitations of Statistics 1.5.3. Proportions, Percentages, Ratios 1.5.4. Measures of Central Tendency; mean, Mode, Median 1.5.5. Deviation, Standard Deviation. The Index of Qualitative Variation.	Lecture Discussion with audio- visual aid	4	20%

REFERENCE:-
1. Ackoff, R.L. 1962 Scientific Method: Optimising Applied Research
2. Designs, New York: John Wiley and Sons.
3. Anderson, J. et. Al. 1970 Thesis and Assignment Writing, new Delhi: Willley
4. Eastern Limited.

5. Bailey, Kenneth, D. 1987 Methods of Social Research, new York : The Free Press.

6. Blalock, H.M. 1972 Social Statistics, New York : McGraw Hill

7. Blalock, H.M. and Blalock, A.M. (Eds.) 1968. Methodology in Social Research, New York McGraw- Hill.

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

9. Crabtres, B.F. and Miller, W.L. (Eds.) 2000 Doing Qualitative Research, new Delhi : Sage
Publications.

10. Cranstein, A. and Phillips, W.R. 1978.

11. Understanding Social Research An Introduction. Boston : Allwyn and Bacon.

12. Denzin, Norman, K. and Lincoln, Y.S.(Eds.) 2000 Handbook of Qualitative Research (IInd eds.) New Delhi :
     Sage Publications.

13. Field, Andy, 2000. Discovering Statistics Using SPSS for Windows Advanced Techniques for Beginning,
     new Delhi : Sage Publications.

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

15. Gahan, Celis and Hannibal, Mike. 1998. Doing Qualitative Research Using QRS NUD, IST, new

16. Delhi : Sage Publications.

17. Geltung, J. 1967. Theory and Methods of Social Research, London : George Allen & Unwin.

18. Goode, W.J. and Hatt, P.K.1952.

19. Methods in Social Research, Tokyo : McGraw Hill Kagakusha. Jefferies J. and Diamons, I. 2000

20. Beginning Statistics : An Introduction for Social Scientists, new Delhi : Sage Publications.

21. Manheim, Henry, L. 1977. Sociological Research : Philosophy and Methods,

22. Illinois: The Dorsey Press. Marshall, Gatherine and Rosaman, G.B. 1999

23. Designing Qualitative Research, IIIrd Edn. New Delhi : Sagar Publications.

24. May, Tim. 1997. Social Research : Issues, Methods & Process Buckingham: Open University Press

25. Moser, C.A. & Kalton, G. 1977 Survey Methods in Social Investigation, London Heinnemann Educational Books.

26. Mukherji, Partha N. (edn.) 2000 Methodology in Social Research : Dilemma and

27. Perspectives, new Delhi : Sage Publications.

28. Nagel, Earnest 1984 The Structure of Science : Problems in the Logic of Scientific Explanation.

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

30. Ramchandran, P. 1990. Issues in Social Work Research in India, Bombay: Institute for Community Organization Research.

31. Reichman, W.J. 1981. Use and Abuse of Statistics, Penguin. Reid, William J. and Smith,

32. Andrey D. 1981.

33. Research in Social Work, New York: Columbia University Press.

34. Rosenberg, M. 1968 The Logic of Survey Analysis, New York : Basic Books.

SWCCT-2002

Family Social Work

Objectives

a. Uderstand the implications of family norms for status of individuals and developmental opportunities in the famil by age and gender.

b. Develop skills in identifying the need for reforms in family norms and creating public awareness in this area.

c. Develop skills in writing holistic family case studies and carrying out family need assessment for identifying areas of intervention.

d. Develop positive attitude to support understanding the need of a healthy family unit.

COURSE CONTENT:-

SWCCT-2002	UNITS TITLE	CONTENT	TEACHING METHDOLOGY	CREDIT	PAPER WEIGHTAGE
Family Social Work	2002.1. Theoretical and conceptual frameworks to study family	2.1.1.Origin,values and evolution of family and marriage 2.1.2.Ideology of family rights and responsibilities	Lectures, Assinment group work	4	20%

	2.2, Normative family functions and structure and changes	**2.2.1.**Normative family and marriage functions and structure, ethnicity and socio-economic background Social changes and changes in family and marriage functions and structure Implications for the family and its members	Lectures, Assinment group work self study	4	20%
	2.3. Alternate family and marriage patterns and structure	**2.3.1**.Dual earner/career families Single parent families ,Female headed households Childless families,Reconstituted/step families,Consensual unions Homosexual families,Live in Relationship Families	Lectures, Assinment group work	4	20%
	2.4. Family socialization of child, family	**2.4.1.**Family interactions,Family development/ family life cycle	Presentation, Self Study and Lectures	4	20%
	2.5. Family assessment Creating public awareness for promoting family rights and responsibilities	**2.5.1.**Some methods and its **2.5.2.**implications Modes of awareness building	Presentation, Self Study, Lectures and group work	4	20%

REFERENCE BOOK:-

SR. NO	AUTHOR	BOOK NAME
1	Engles,F.1944	Origin of the Family, Private property and the state
2	Khasgiwala,A.1993	Family 'Dynamics: SOCIAL WORK Perspectives, New Delhi : Anmol
3	LLM Monographs International,1992-94	Monographs
4	Agarwal,S.N.	India's Population
5	Khan,M.J.	Trends in Family Welfare Planning.
6	Reddy Laxmi	Population Education
7	Dr.A.s.inamshashtri	Professional social work,gulsi social pub.,Varanasi-1998
8	Dr.Rmeshchandra.tiwari	Process of human development,sanjay prakashan,Varanasi-1997
9	P.R.shinha & ms.indubala	Labour and social welfare,bharti bhavan pub.,patna-1992
10	Harischandra shrivastav & akhileshvar shrivastav	Work system of social research,kalayani pub.,ludhiyana-1989

SWCCT-2003

MANAGEMENT OF DEVELOPMENT AND WELFARE SERVICES.

Introduction:-

The course aims to develop management competencies to function in organizations,participate as a team member and understand the role of a social workeras a programmers manager.

OBJECTIVES:-

a. Understand the overall environment and its impact on the nature,structure and development of the organization in corporate,public and vouluntary sectors in the context of social work profession.

b. Understand policies and procedures involved in establishing and maintaining human service organizations, need for change.

c. Acquire skills to network and participate in the management of resources-human,material,environmental and network.

d. Develop skills to participate in management of programmes as a part of the interdisciplinary team and intiate as well as develop new programmes.

e. Develop ability to analyses the practices applied in specific setting.

COURSE CONTENT:-

SWCC-2003	UNITS.TITLE	CONTENT.	TECHING-METHDOLOGY	CREDIT	Weight of paper
MANAGEMENT OF DEVELOP-MENT AND WELFARE SERVICES.	**2003.1** Social services	**3**.1.1:-Development and welfare organizations response to social needs. **3**.1.2:-Role of state voluntary and corporate sectore. 3.1.3**.** Women Empowerment Concept And Significance	Lecture and discussion	**4**	**20%**
	3.2.Social welfare Management services.	**3**.2.1:-Types of setting,organizational characteristics like orgin,nature,structureand design,Values and motivation of Social welfare. **3**.2.2:-Management process:vision of planning,organizaing,directing,staffing,coperation,evalution. **3**.2.3:Establishment,registration,differen types oflegislation,legalstatus,constitution. **3**.2.4:Financial resources:organizationalbudget,sources of finance,fund raisingrecords,audit.	Lecture and class-room exercises Attend meetings as an observer, participate in training	**4**	**20%**
	3.3.Programme-development	3.3.1:-Programme management:long term,short term and documentation. **3**.3.2:-Project proposals based on needs the nature resources,evaluation and research. 3.3.3:Project management.	Lecture,examine a specific programme,formation as in class exercise	4	**20%**

	3.4.Public relation	3.4.1:-Public relations need and its promotion by all in the organization networking in public,corporate and voluntary sector. 3.4.2:-Resource building,accountability,social avidity,use of media for publicity.	Lecture discussion skills for developing a press note	4	20%
	3.5.Change and its management and Organizational	3.5.1:-Understand and manage change,innovation-in a rapidly changing social environment: for policy programmes and structure. 3.5.2:-Understanding conflict,conflict resolution,creating positive climate	Lecture discussion	4	20%

REFERENCE:-

Sr	Author	Name of book	publications
1	Chodhari.d.Paul	Social Welfare Administration	Atma Ram and Sons,1983,Delhi
2	Goel.s.l.and Jain.R.K.	Social Welfare Administrative:Theory and Practice	Deep and Deep publications,1988
3	Government of India	Evalution of Social Welfare Programmes	Encyclopidia of social work,vol-1,pg.297-310
4	Siddique.h.y	Social Work and Social Action	Harnam publication
5	Garain.s.	Organizational effectiveveness of NGOs	University book house-1998
6	Haiman,a	Professional management and practice	Eurasia publications,dilhi
7	Lauffer,a	Grtting the resources you need	Sage publications,new delhi,1977
8	Lauffer,a	Understanding your social agency	Sage publications,London,1977
9	Slavin,m	Social administration	the Dorsey press,1978
10	Wenier.m	Human service management	The Haworth press,llinois,1982

SWECT-2004.1

Personnel management & H.R.D.

Objectives

The students should enrich their knowledge about

a. To familiarize the students with basic concept of personnel management and H.R.D.

b. To sensitize students to the various facets of managing people

c. To create understanding of the various policies and practices of human resource management.

COURSE CONTENT:-

SWECT-2004.1	UNITS.TITLE	CONTENT.	TEACHING METHDOLOGY	CREDIT	PAPER WEIGHTAGE
Personnel management & H.R.D.	**2004.1.1.**personnel management:-	**1.1.1.** Definitions,concept and scope of personnel management. 1.1.2. Role of personnel management in the organization. 1.1.3. Swot analysis practical implementation for organization	Lecture Objervation , discussion	**4**	**20%**

	4.2.personnel management process:-	**1.2.1**-Need for manpower planning,recruitment,selection. **1.2.2.** Compulsory Notification of Vacancies Act.recruitment procedure **1.2.3.** Personnel policy regarding promotion,merit promotion,time-bound promotion **1.2.4. -** Transfer policy and types of transfer. **1.2.5. -** Concept and objectives of training, **1.2.6.** Types of training,methods of training, evaluation of training.	Group class Assignment and discussion	**4**	**20%**
	4.3. Performance appraisal & compensatory packages.	**1.3.1.** Definitions and objectives performance appraisal,methods of performance appraisal,limitations of performance appraisal. **1.3.2.** Wage and salary administration mode & methods of payment. **1.3.3.** -Other allowances,perks,incentive and bonus.	Lecture discussion	**4**	**20%**
	4.4. Human relations & human utilization.	**1.4..1**-Concept of human relations,human relations and industrial relations,dynamics of inter relations. **1.4.2.** Definitions and concept of human resource management,principles & scope of human resource management. **1.4.3.** Difference between personnel management and human resource management. **14.4.** Chages & challenges of human resource management.		**4**	**20%**

	4.5.Workers of the organized and unorganized sector	1.5.1. Definitions & characteristics of organized and unorganized sector workers. 1.5.2. Problems of unorganized sectorworkers.	Lecture discussion	4	20%

REFERENCE:-

SR.NO	Author	Name of book
1	C.B.Memoria	Personnel management
2	Dr.S.P.Shah & Dr.J.B.Thakore	Human Resource Mst. & Industrial Relations
3	Rudrabasauraj	Dynamics of Personnel & Organization Theory & Behavior
4	N.D.Kapoor	Industrial Laws
5	Biswanah Ghosh	Human Resources Development & management
6	R.C.Saxena	Labour Problems & Social Welfare
7	V.V.Giri	Labour Problems in Indian Industry, [in gujrati]
8	Dr.Girish Thakkar tThakkar	Udhyog nu arthshastra-2
9	p.r.shinha & ms.indubala	Labour and social welfare,bharti bhavan pub.,patna-1992
10	Dr.baleshwar panday	Shram prabandh sabhandho ki gatyatmkta,lakhanauw-1983
11	Edwin Flippo	Personnel Management
12	C.B.Memoria.	Personnel Management
13	C.B.Memoria	Dynamics of Ind. Relations

SWECT-2004.2

SOCIAL WORK PERSONNEL-TRAINING AND DEVELOPMENT

OBJECTIVE:-

a.Understand the structure and curriculam of social work education in india and its ideological framework.

b.Identify amd develop skills incurrriculum designing for trainingsocial work personnel at different levels.

c.Enhance skills in use of participatory educational technology.

d.Develop an attitude to equip self as a facilitatore.

COURSE CONTENT:-

SWECT-2004.2	UNITS. TITLE	CONTENT.	TEACHING METHDOLOGY	CREDIT	PAPER WEIGHTAGE
SOCIAL WORK PERSONNEL- TRAINING AND DEVELOPMENT	200.4.2.1.Training for personnel	2.1.1. Need for Training personnel Structure of social work education curriculum in relation to the changing	-Discussion based on personnal experience and lecture	4	20%
	4.2. Principles of learning and training levels	2.2.1. the adult learner and principles of adult learning 2.2.2.Levels of social work training,motivation and training needs at different levels 2.2.3.Education technology :methods and tools	-Discussion based on practice and lecture	4	20%

	4.3.Training programme design	2.3.1. Designing implementing and evaluating training programmes for social work personnel 2.3.2. Social work practice learning instruction	-Discussion,demonstration programme planing	4	20%
	4.4.Staff development	2.4.1. staff development:in service short-term and contnuning education at different levels	-Discussion exercises	4	20%
	4.5. Training effectiveness	2.5.1. Enhancing trainer effectiveness:facilitation skills	-Exercises and role play	4	20%

Reference Book:-

SR. NO	AUTHOR	BOOK NAME
1	Sangita tej & tejaskar pande	What is social work, (Edition 2006)
2	Director publication division	Encyclopedia of social work 1to 11
3	Walter A. Friedlander	Concept and methods of social work
4	Khinduka s. k.	social work in India
5	Sinh ,Surendra & Mishra P.D.	Samajkarya itihaas darshan or Pranali (Hindi)
6	Mishra P.D	Social Work Profession in India
7	Mishra P.D	Social Work :Philosophy and Methods.
8	Khan,A.J	Ideas and Issues in Social Work
9	Gokhale,S.D.	Social Welfare: Legend and Legacy
10	Friedlander,W.A.	Concept and Methods of Social Work
11	Maidment	Practice skills in social work and welfare
12	Japnerdra kumar	Introduction to social work.
13	P.D.mishara	Person and society,new royal book co.lakhanaw-2003

SWICT – 2005

HUMAN RESOURCE MANAGEMENT

OBJECTIVES:-

(1) To get the knowledge and acquaintance regarding human factor in the organization.

(2) To understand the crucial role of H.R.M.as the unique coordinator of manpower, machine & money.

(3) To understand the changing role of H.R.M. in the context of changing global scenario.

COURSE CONTENT:-

SWICT-2005	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
HUMAN RESOURCE MANAGEMENT	**2.1 Globalization & Human Resource Mgt.**	2.1.1 Introduction. International H.R.M. A comparative Concept Factors attempting H.R.M. climate.	• Lecture • Discussion with audio-visual aid • Roll-play • Case-study	4	20%
	2.2 The International Bodies & H.R.M.	2.2.1.Bodies in the development of H.R.M. 2.2.2. The I.L.O. Standards . The Human Rights Commission's Impact, U.N.O.'s Impact.	• Lecture • Discussion with audio-visual aid • Case-study		20%

	2.3 Human Resource Development of functions of H.R.M.	2.3.1. The concept of work-culture the factors leading work-culture, the role of trade unions in work. Culture, the inter personal study of work culture and sound Human Resource Mgt. 2.3.2. The leadership aspect, meaning and importance Leadership development, Characteristics of Leadership, Leadership function qualities of good leader.	• Lecture • Discussion with audio-visual aid • Roll-play • Case-study		20%
	2.4 H.R.D. functions and Counseling	2.4.1. The meaning of Employee counseling. The identification of employees issues / problems relations to employment and / or personal and family life and to provide counseling to employees.	• Lecture • Discussion with audio-visual aid • Roll-play • Case-study		20%
	2.5 Human Resource Mgt and Challenges.	2.5.1. The organization, Human Resource Planning Motivation and Employment , Reward Mgt. , Challenges at the role of corporate mgt. the changing role of trade unions. The dynamics mgt. and the open-door policy of the organization.	• Lecture • Discussion with audio-visual aid • Roll-play • Case-study		20%

Recommended Books for Papers. :

1. Human Resources Mgt and Industrial Relations , By. : Dr. J. B. Thakore & Associates.
2. Personnel Management , C.B.Memoria.
3. Dynamics of Ind. Relations, C.B.Memoria.
4. Personnel Management , Edwin Flippo.
5. Human Resources Development and Management. , Biswan Nath Ghosh.
6. Human Resources Mgt, Subba Rao.
7. Principles of Labour Welfare, M.V.Murthy.
8. Human Resource Management , Gargy Dessler & Biju varkkery Prentice Hall India/ Pearson Education.
 -2003. Eleventh Edition.
9. Human Resource Management , Chandra prasnna, pearson education, second edition 2006.
10. Human Resource Management , John M. lvancewitch , Tata Mc graw Hill Ninth Edition.
11.Jonh p Wilson:-Human resourse development,kogan page,new deilhi-2005.
12.Michael Armstrong:-Human resource management practice,kogan page,new dilhi-2008.
13. Michael Armstrong:-Employee reward management and practice,kogan page,new dilhi-2008.

SEMESTER - III

SWCCT-3001
Social Work health setting and Public health.

Objectives:-
The students should enrich their knowledge about

a. The basics of medical social work.
b. Different medical systems and changing perspective of health care.
c. Aware about public health programmes.
d. Role of medical social worker in dealing with patients.

COURSE CONTENT:-

SWCC-3001	UNITS. TITLE	CONTENT	TEACHING METHDOLOGY	CREDIT	PAPER WEIGAGE
Social Work health setting and Public health.	**3001.1** Basic of Medical Social Work	**3001.1,**Concept, of health, hygiene, illness, physiology and antinomy of human body, Values and motivation **3.1.2,**Historical development in medical social work in the west and in India. **3.1.3,**Medical social work practice in different setting: Hospital, OPD, (Out Patient Department) emergency care, special clinic and community health	Lectures, Group discussion, Assignment and Self Study	4	20%
	3.2 Different medical systems and changing perspective of health care	**3.2.1,**Ayurvedic, Homeopathic, Unani, and Alopathy. **3.2.2,**Global dimension of health care. **3.2.3,**WHO's (World Health Organizations) Norms	Presantation, Lectures and Self Study	4	20%

	3.3 Public Health and Government Health Programmes	**3.3.1,**Concept of public health, needs, importance, definition. **3.3.2,**Role of international agencies like WHO, UNICEF, UNESCO, U.N.D.P.,NACO, ,Unfpa, World Bank, etc. **3.3.3,**Various government health programmes	Group work,Pesentation,self Study and Lectures	4	20%
	3.4 Medical Social Worker Patient's Interaction	**3.4.1.**The psycho-social problems and the role of medical social worker in dealing, patients with T.B. S.T.D(Sexual Transits Disease),HIV, AIDS, Polio, Malaria, Leprosy, Typhoid, Cancer , SWINE FLUE,Hyper tension and cardiac disorder, asthma, arthritis and diabetes etc. and also dealing with the prevention of diseases and promotion of health.	Lectures, Group discussion, Assignment and Self Study	4	20%
	3.5 Mental Health	**3.5.1,**Concept and Problems of mental health **3.5.2,**Role of Social Worker in the field of Mental Retardation	Lectures, Group discussion, Assignment and Self Study	4	20%

References:-

SR.NO	AUTHOR.	BOOK NAME.
1	Banarsidas Bhanot (Jaipur.)	Preventive and social medicine. (Park and park. 2005.)
2	Goldstine Dore.	Expanding horizons in medical social work.
3	Pathak and H.	Medical social work in India Delhi. Delhi School of Social work
4	Barak, G 1961	Health in Independent India. (Ministry of Health Publication. New Delhi)
5	Singh,Surendra and Misra,P.D	Health and Disease: Dynamics and Dimension
6	Lowiey	Psychiatry for Social Worker
7	Goldstein,D.	Expanding Horizons in Medical Social Work
8	Dr.pyagdin mishra	Social group work,utar-pradesh santhan,lackhanauw-1992
9	Dr.dyakrusan mishra & dr.a.s.rathod	Social administration,college book dipo,jaypur-1998
10	Dr.v n sinh & janmejay sinh	Rural sociology,vivek pub.,dilhi-2000

SWCCT-3002

HUMAN GROWTH AND DEVELOPMENT

Introduction:-

The course aims to introduce the learners to the development across the the individual across the life aspan,in a systems and ecological perspective.it also provides an understanding human development and growth,in contextual influences,including individuals in disadvantaged or specials contexts.
the theoretical inputs are to enhance the understandings of peoples growth and development at various stages.

OBJECTIVES:-

a.   Develop an overall understanding of the principles of rowth,their relevance and application to behavior at various phases in the life span.

b.   Understand interactional nature of growth and development at various stages in the life span and impact of cultural aspects.

c.   Develop sensitivity towards needs,developmental tasks and health status along with need for developmental programmes for the same.

d.   Apply the information of growth,development in social work practice in general and to individuals,groups and communities in particular.

COURSE CONTENT:-

SWCC-3002	UNITS.TITLE	CONTENT.	SUGGESTED TECHING-METHDOLOY	CREDIT	Weight of paper
Human Growth and Development	**3002.1.**Concept of Growth and Development	**2.1.1**Principles, Values of growth and Development **2.1.2**Social work significance of development 2.**1.3**Child rearing practice, deprivation and development	Lecture Objervation , discussion	**4**	**20%**

	2.2. Theories of Human Development	**2.2.1.** Freod's Theory of cognitive development'	Group class Assignment discussion	4	**20%**
	2.3. Indian Theory of cognitive development	**2.3.** 1.Understanding Indian Concept of Life **2.3.** 2.Stages of life **2.3.** 3.Indian concept of development	Lecture Objervation	4	**20%**
	2.4. Human Development	**2.4.** 1.Social and psychological aspects **2.4.** 2. Lifestyle effects **2.4.** 3.Youth in Indian society	Observation through posters films by discussion	4	**20%**
	2.5. Human growth and development	**2.5.** 1.Concept Nature and Importance **2.5.** 2.Relevance to social work practice/ exploration programmes Development needs tasks, health, problems and services. Relevance to social work practice across the stages of development	Lecture,discussion,objervation,interview	4	**20%**

REFERENCE:-

Sr. no.	Author	Name of book	publications
1	Bbltes.p.b.	Life span development and behavior	Academic Press inc.1978
2	Chowdary.d.p.	Aging and aged	Inter-india publications,1992
3	Kail.r.v.and cavnangh	Human development	Pacific grove publishing co.1996
4	Kakar.s	Indentity and adulthood	Oxford university,1979
5	Magmesson.d.and Allen	Human development	Academic Press inc.1983
6	Dash and dash	The psychology of poverty	Sage publications new dilhi
7	Gore,m,s	Aging and the future of the human being	Indian journal of social work,210-219
8	Kaplan.p.s	Thehuman obysey: Life span development	St.paul,west.publishing company,1988
9	Smolack,l	Adult development	New jersey,prentice hall,1993
10	Kapur,m	Mental health of india children	Sage publications new dilhi,1955

SWCCT-3003

Counseling

Objectives
a.Develop a holistic understanding of counseling as a tool for help.
b.Devlop an understanding of help and self-help available in own culture.
c.Develop skills of applications to real life situations.
d.Develop ability to recognize and synthesize attitudes and values that enhance
e. Investment of self in the counselors role.

COURSE CONTENT:-

SWCC-3003	UNITS. TITLE	CONTENT	TEACHING METHDOLOGY	CREDIT	PAPER WEIGTAGE
Counseling	3003.1 Counseling	**3.1.1,**Meaning, definition, needs, goals, principles, Values,motivation methods steps and fields	Lecture, Group discussion, Assignment and Self study	4	20%
	3.2 Approaches to Counseling	**3.2.1,**Psycho-analytic approach. Humanistic approach.Behaviouristic approach.Existential approach. Interpersonal approach.Social work and counseling. **3.2.2,**Role of social worker in counseling	Lecture, Group Work, Assignment and Self study		20%
	3.3 Techniques of counseling	**3.3.1,**Initiating contact.Rapport building. Intake.Observation.Behavior.Rating and its interpretation	Lecture, Assignment and Self study		20%

	3.4 Counseling in Field	3.4.1.Counseling in various field like Health,family and others	Lectures and Case Study		20%
	3.5 Counseling as a Profession	3.5.1.Personality,Coping,Values,ethics	Lectures Case Study and Self Study		20%

References:-

SR.NO	Author.	Book Name.
1	Bessell,R.1971	Interviewing and counseling
2	Carkhuff.R.R,and Bereason, 1977	Beyond Counseling and Therapy
3	Dryden,W	Counseling in practice
4	Rao Narain	Counseling Psychology
5	Richard M.Elliott	Modern Methods of Counseling
6	Ray Wolfe and Others	Handbook of Counseling
7	G.R.madan.	Indian social problems,vivek pub.,dilhli-2000
8	Dr.puspalata taneja	Humuan right or child exploitation,satshahitya pub.dilhi-2001
9	Dr.v n sinh and janmey sinh	Urban sociology,vivek pub.,dilhi-2002
10	Dr. sakshena	Labour problems and social welfare,k.nath and co.merath-2000

SWECT-3004.1.

INDUSTRIAL RELATION AND TRADE UNIONISM

OBJECTIVE :-

(1) To make the Students understand the importance of industrial relations.

(2) To familiar the Students about the trade unionism and its role in IR system

(3) To understand the study , the changing function and role of trade unions in the context of changing global scenario.

COURSE CONTENT:-

SWECT 3004.1	UNIT	SUB UNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
INDUSTRI-AL RELATION AND TRADE UNIONISM	3004.1.1 Management of Industrial relations	1.1.1. Industrial relation perspectives in the emerging socio-economic scenario, approaches to IR. 1..1.2. Industrial relation and the state-legal framework of IR 1.1.3. Industrial conflicts-causes and effects, remedial techniques-collective bargaining and negotiations emerging trends 1.1.4. Discipline and Grievance management 1.1.5. Participative management and Co-	Lecture Discussion with audio- visual aid Roll-play Case-study	4	20%

		ownership 1.1..6. Productivity bargaining and Gain sharing Distributive bargaining 1.1.7. Comparative industrial relation-IR in U.K., U.S.A., U.S.S.R., Japan			
	4.2. Labour Movement	1.2.1. Guiding principles of trade unionism, * Theories of trade unions 1.2.2. Types and structures of trade unions 1.2.3. Trade unions, their functions and role 1.2.4. Trade unions, their administration and finances 1.2.5. History of Trade union movement in India 1.2.6. The Trade unions in U.K./ U.S.A./ Germany	Lecture Discussion with audio-visual aid	4	20%
	4.3.Indian Trade Unions	1.3.1. The growth of National Trade Unions (INTUC, AITUC, HMS, UTUC, etc) 1.3.2. The growth of white collar unionism in India 1.3.3. Indian Trade Unions, Their problems and prospects 1.3.4. The ILO and Indian Trade Unions movement	Lecture Discussion with audio- visual aid	4	20%
	4.4. Indian Trade Unions : Modern Context	1.4.1. Indian Trade Unions : Political Affiliation 1.4.2. Trade union leadership 1.4.3. Trade union Rivalry	Lecture Discussion with audio- visual aid	4	20%
	4.5 Trade union rivalry &crisis	1.5.1. Trade union Rivalry 1.5.2. Economics crisis: 1990 and working	Lecture Discussion with audio- visual aid	4	20%

Suggested Reading :

1. Karnik V. B. (1970) : Indian Trade Union—A survey, Popular Prakashan, Mumbai.

2. Mamoria C. B. and Mamoria (1992) : Dynamics of Industrial Relations in India, Himalaya Publishing House, Mumbai.

3. Ramaswamy E. A. (1997) : The Worker and Trade Union, Allied Publishers, New Delhi.

4. Agarwal R.D. (1972) : Dynamics of Labour Relation in India—A Book of readings, Tata McGraw Hill Co. Ltd.

5. Laxmanna C. et All (1990) : Workers participation and Industrial democracy Global perspective Publication, Ajanta.

6. Aziz Abdul (1984) : Labour Problems of Developing Economy, Ashis Publishing House. - 20 -

7. Punekar S. D. (1978) : Labour Welfarw, Trade Unionism and Industrial Relations, Himalaya Publishing House, Bombay.

8. Sen Sukomal (1997) : Working class of India – History of emergence and movement 1830-1990. K. P. Bagchi and company, Calcutta.

9. Verma Pramod and Mookherjee Surya (1982), trade Unions in India – Concepts, cases and case-Law, Oxford & IBH Publishing Co.

10. Ramaswamy E. A. : & Ramaswamy Uma (1981), Industry and Labour, Oxford University Press.

SWECT-3004.2

LABOUR LEGISLATION-

Objectives of the paper :

1. In a rapidly industrializing country like India, Balancing the conflicting interest of Labour and Capital is a delicate task.

2. The Legal system pertaining to labour – management relations require careful study by students of labour welfare.

COURSE CONTENT:-

SWECT-3004.2.	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
LABOUR LEGISLATION	**3004.2.1 Constitutional Perspectives and foundations**	2.1.1. Constitutional authorization (Legislative entries, Article 323-B) 2.1.2. Constitutional goal protecting capital and labour in the fundamental rights and duties and directive principles 2.1.3. Brief History of Labour Legislation in India	• Lecture • Discussion with audio-visual aid • Case- study	4	20%
	4.2 History of Labour Legislation in India	2.2.1. Brief History of Labour Legislation in India 2.2.2. 4.1.3.History of benchmark industries.	• Lecture • Discussion with audio-visual aid		20%

	4.3 **Industrial Relations Legislations**	2.3.1. The Trade Unions Act, 1926 (up to amendments) 2.3.2. The industrial employment (standing orders) Act, 1946 (up to amendments)	• Lecture • Discussion with audio-visual aid • Case- study		20%
	4.4. **The Industrial Relation Act**	2.4.1. The industrial Dispute Act, 1947 (up to amendment)	• Lecture • Discussion with audio-visual aid • Case- study		20%
	4.5 **Comparative study of state level and central level IR legislation**	2.5.1. The Bombay Industrial Relations Act, 1946 2.5.2. Comparative Study of BIR Act, 1946 and ID Act, 1947.	• Lecture • Discussion with audio-visual aid • Case- study		20%

SUGGESTED READING :

1. Malik, P.L.(2001) Industrial Law, Vol, 1 & 2 Easter Book Company.
2. Malhotra, The Law of Industrial Disputes, (1988)
3. ILI, Labour Law and Labour Relations, Parts II,IV,VI,VII,IX and XI.
4. Misra S. N. Labour and Industrial Laws (1997), Central Law Publications, Allahabad.
5. Robert A. Gorman, Basic Text on Labour Law, Ch. 23, 24, 25 (1976).
6. Relevant Portions of the Report of the National Commission on Labour-2002- 1991-1967- Academic Foundation, New Delhi.
7. Chaturvedi R. G. (1997), Law and Procedure of Departmental Enquiries and Disciplinary Actions.
8. S. C. shrivastava (1985), Social Security and Labour Laws.
9. Raval. K. C. (1999). The Bombay Shops and Establishments Act, 1948, Bharati Sahitya Sangh Ltd., Mumbai
10. Davies. Paul and Freedland, Mark (1983), Labour and the Law, Stevens & Cons Ltd., London.

SWECT-3005.1.

ENVIRONMENT AND ECO-SYSTEM

Objectives:

1. To sensitize students about Environmental issues and its impact on peoples development.

2. To enable students develop Social Work intervention strategies.

3. To motivate students to be Proactive and develop Human Rights perspective in Environmental Issues.

COURSE CONTENT:-

SWECT-3005.1	UNIT	SUB UNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
ENVIRONMENT & ECO-SYSTEM	**3005.1.1.Overall concept of environment & Basic ecology of earth**	1.1.1. concept of environment **1.1.2.** Vegetation pattern, Biotic factors, Abiotic factors, Climatic factors (EL nino, La Nina) food chain, food web, Bio-Geo chemical cycles (N2, CO2, S2,phosphourus and calcium).	Lecture Discussion with audio-visual aid Case-study	4	20%
	1.2.Pollution and its effects :	1.2.1. AIR : composition and types of air pollution, ozone layer depletion, green house effect 1.2.2. WATER : Types of water bodies, sources and types of water pollution, Marine pollution. 1.2.3. LAND : Soil structures and types of	Lecture Discussion with audio-visual aid Case-study	4	20%

		soil pollution, agricultural pollution, and chemical pollution 1.2.4. SOLID WASTE POLLUTION: Types, Bio degradable and non-biodegradable waste and urban waste management. 1.2.5. . THERMAL POLLUTION : Role of industries 1.2.6. . INDUSTRIAL POLLUTION : Types 1.2.7. NUCLEAR POLLUTION : Radiation 1.2.8. . NOISE POLLUTION : sources			
	1.3. Population and ecology, **Environmental conservation**	1.3.1. Population pyramids, causes for population explosion, resource depletion and sharing of resources. Conservation and preservation, Methods of Environmental conservation, Methods like drip irrigation, Water shed management, waste land reclamation, Bio-farming, Social forestry and a forestation.	Lecture Discussion with audio-visual aid Case-study	4	20%
	1.4. Energy ecology, Peoples' participation in environmental movements	1.4.1. Sources and types of energy and energy crisis 1.4.2. Environmental costs – benefit analysis (Environmental accounting) 1.4.3. CHIPKO, APIKO, NARMADHA BACHAO ANDOLAN movements and global Summits.	Lecture Discussion with audio-visual aid Case-study	4	20%
	1.5. Environmental legislation	. a. The Water (prevention and control of pollution) act 1974. b. The Air (prevention and control of pollution) act 1981. c. The Environment (prevention) Act 1986 e forest Conservation Act	Lecture Discussion with audio-visual aid Case-study	4	20%

REFERENCES :

1. Environment and Development; amirtava Mukherjee, V. K. Agnihothri.
2. Environmental Challenges and ecological disaster : Gopal Bhargava.
3. Environment, Man and Nature : Gautham Sharma.
4. Appropriate Technology for Rural Development in India : Flories P. Blankenberg.
5. The Global Environment Movements : B.D.Nagohaudhari
6. Environment Economics : R. Srinivasan
7. Pollution control legislations (Tamilnadu Pollution Control Board)
8. Special issues by 'The Hindu' on Environment.
9. Environmental Economics : S. Sankaran.
10.Cherunilam Francis International Business Environment Himalaya publishing House, Mumbai, 2006
11.Mithani D.M. International Economics Tata McGraw Hill.2005 or Latest edition.
.

SWECT-3005.2.

COMPUTER APPLICATION

The morden Era is the Era of computer – technology and computer based knowledge system.the computer technology encompasses all the aspects of modern society and therefor the knowledge of computer technology is a Pre-condition for successful operation of any organization in the morden world.The major objectives of computer learning and application are as bilow.

OBJECTIVES:-

a. To know the fundamentals of the computer technology.
b. To implement the computer technology and different aspects.
c. To know the different types of the computer and their technology.
d. To also know the hardware of computer technology.
e. To know the inputs and outputs divices of the system.
f. To know the fundamentals of internet opration and their roles a number of organizations.
g. To also know the e-mail technology and their uses in the communication system.
h. To know the stastics relation with computer operations.
i. To also know the technology web designing and their uses.
j. To know and understand the increasing role of computer technology in the education world.

COURSE CONTENT:-

SWECT-3005.2	UNIT	SUB UNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
COMPUTER APPLICATION	3005.2.1. Application Area of computer	2.1.1.Characteristics of a computer 2.1.2.Generation of computer 2.1.3. Types of computer 2.1.4.Block diagram of computer	• Lecture • Discussion with audio-visual aid • Case-study	4	20%
	3005.2.2. Computer Hardware	2.2.1.Types of memory 2.2.2. Input devices. Key Board,Mouse, Touch Screen,Joystick,Light Pen, OCR,OMR,MICR,BCR,Scanner,Micro phone 2.2.3. Output devices VDU,Printers,Plotter	• Lecture • Discussion with audio-visual aid		20%
	3005.2.3. Introduction to internet	2.3.1. History and concept of internet 2.3.2. Types of internet connection 2.3.3.The world wide web 2.3.4. Internet browser 2.3.5. E-mail and search engine	• Lecture • Discussion with audio-visual aid Case- study		20%

	3005.2.4. Use of statistical functions using MS-Excel	2.4.1.Types of charts 2.4.2.Certain of charts 2.4.3.Statistic function CHITEST() ,CORREL() ,FTEST() ,GEOMESN(), HARMEAN() ,MEDIAN() ,MODE(),PENCENTILE(), QUARTILE() ,STDDEV() ,TTEST() ,VAR()	• Lecture • Discussion with audio-visual aid		20%
	3005.2.5. SPSS	2.5.1.Use of spss and it's feature for primary stages.	• Lecture • Discussion with audio-visual aid • Case-study		20%

REFERENCE:-

Sr.no.	Name of books
1	Internet an introduction – TMH
2	Computer science – balguruswami-THMS
3	Compuer fundamentals – P.K. Sinha – BPB publication
4	How to uses SPSS :- A step by step guide to analysis & interpretation :- by brain c. cronk
5	Information technology & MS – Access – Bharat & Co.
6	Fundamental of IT for BCA – by young
7	Internet the computer reference – by young
8	World wide web design with Html – by C Xavier
9	Internet for every one techworld – by Leon
10	R.K/Taxali – PC Software
11	Computer fundamentals – by P.K.Sinha

SEMESTER - IV

SWCCT-4001
Human Development and psychopathology

Objective:-
The students should enrich their knowledge about.

       a.Human nature and human behavior.
       b.Nature of social Psychology.
       c.Dynamics of human behavior and personality.
       d.Normal and abnormal behavior.
       e.Psychiatric and social work.

COURSE CONTENT:-

SWCC-4001	UNITS. TITLE	CONTENT	TEACHING METHDOLOGY	CREDIT	PAPER WEIGHTAGE
Human Development and psychopathology	**4001.1** Human nature concept and human behavior and social psychology	**1.1.1,** Nature of psychology. Importance of psychology. Heredity and environment Nature and definition of social psychology. Group psychology, Group conflicts,attitude, formation and changes	Lecture, Group discussion, Assignment and Self study	4	20%
	1.2 Dynamics of human behavior personality and assessment of personality stress	**1.2.1.** Human behavior manifestations in motivations and emotions. **1.2.2,**Stress.Personality, its type, traits and assessment	Lecture, Group Work, Assignment and Self study		20%

	1.3 Normal and abnormal behavior	1.3.1,Normal behavior Meaning , characteristics Abnormal behavior, meaning characteristics and diagnostic and classification	Lecture, Assignment and Self study		20%
	1.4 Theories and models of abnormal behaviors	1.4.1,Psycho-social theory Behaviorist theory Humanistic theory Psycho analytics theory,social phychology.	Lectures and Case Study		20%
	1.5 Psychiatric social work	1.5.1 Psychiatric and social work Historical development and Psychiatric social work Role and functions of Psychiatric social work Functions and duties of Psychiatric social workers	Lectures Case Study and Self Study		20%

References:-

SR.NO	Author:	Book Name
1	Coleman J.C.	Abnormal Psychiatric and modern life.
2	Alfred, Deon.	The social setting of mental health
3	Hurlock Elizabeth	Development Psychiatric
4	Shanmugham T.E	Abnormal Psychiatric.
5	Gardner hindgey.	The hand book of social Psychiatric
6	Morton,Beiser	Today Priorities in Mental Health
7	Szasz Thomas	The Myth of Mental Illness
8	Ahuza.	Criminology,minakhri pub.merath
9	Agraval pandey	Social research and stastestic,sahitay bhavan,agra-2002
10	Dr.girish kumar	Social-worksectore,uttar-Pradesh sansthan,lackhanau-1986

SWCCT-4002

Populations, Environment and Disaster Management

Objectives
a.Develop an understanding of process of disaster management.
b.Develop skills to participate in disaster management.
c.Develop an understading of the social workers role in the team for disaster management.
d.Examine population policy,plan and initiatives.
e.Understand inter relatedness of human life,living organisms , environment.
f.Examine utilization and management of resources.

COURSE CONTENT:-

SWCC-4002	UNITS. TITLE	CONTENT	TEACHING METHDOLOGY	CREDIT	PAPER WEIGHTAGE
Populations, Environment and Disaster Management	**2.1** Population	**2.1.1,**Characteristics, Aspect and Dimensions, Characteristics, features of Indian population **2.1.2** Populations and policy in India, Values and motivation. **2.1.3** Family welfare programmes in India	Lectures, Assignment and Group discussion	4	20%
	2.2 Environment	**2.2.1** Concept and Meaning of Environment Scenario, Problems and Perspective Emerging, Concerns and Challenges **2.2.2** Environmental Movement in India	Lectures, Assignment and Group Work.		20%

	2.3 Environmental Law	2.3.1 Forest conservations Act Environmental Protection Act Water Act, Air Act	Lectures, Assignment, Group Work and Self Study.		20%
	2.4 Disaster Management	2.4.1 Content and Definition Its Types and Classifications Impact of Disaster	Lectures, Assignment and Group Work.		20%
	2.5 Role of Social Worker	2.5.1.Role of Social Worker in Disaster Management And Environment Protection	Self Study and Group Work		20%

Reference Book:-

SR.NO	AUTHOR	BOOK NAME
1	Agarwal,S.N	India's Population
2	Cassen,R.H	Trends in Family Welfare Planning
3	Sharma,P.D.	Ecology and Environment
4	Oxford	Our Common Future
5	Grossman,L.1973	Train Crash: Social work and Disaster Services
6	Joint Assistant Centre,	Natural Disaster, New Delhi
7	Upadhayay	Social case work,hriyani academic,chandighadha-1991
8	Dr.Sinh	Community organization,hriyaniacademic,chandighadha-1990
9	Sarla dube	Social vighatan,vivek pub.dilhi-1999
10	R.Y.Despandey	Child labour in india,c.b.w.e.-1996

SWCCT-4003

LABOUR WELFARE & SOCIAL SECURITY

Introduction:-

In our contry, we have major chunk of labour force struggling for visibility in the vast unorganized sector. over and above this job prospects in the organized sector are bleak due to growing joblessness,calls for greater attention towards the conditions of labour welfare and there social security.it is inevitable for the progress and development of our country to provide them with decent environment of work and life.This paper examines the traditional concept of labour welfare and social security in industry as well as problems of marginalized groups like child labour and women labour.

Objectives:

1. To know and understand major chunk of the labour forces struggling for visibility in the vast organized and unorganized sector.
2. To understand and study the efforts which calls for greater attention towards the conditions of labour and their welfare.
3. To understand and study inevitable for the progress and development of our country to provide them with decent environment of work and life.
4. This paper examines the traditional concept of Labour Welfare Industry as well as problems of marginalized groups like—child Labour and Women Labour.

COURSE CONTENT

SWCC-4003	UNITS.TITLE	CONTENT.	SUGGESTED TECHING-METHDOLOGY	CREDIT	Weight of paper
LABOUR WELFARE & SOCIALSECURITY	**3.1.**Theories & principles of labour welfare	**3.1.1-**Definitions & concept of labour welfare. **3.1.2-**Aims & Objectives, of labour welfare , Values and motivation. 3.**1.3-**Principles of labour welfare. 3.**1.4-**Theories of labour welfare. **3.1.5-**Scope of labour welfare specific role of labour welfare.	Lecture Objervation , discussion	**4**	**20%**
	3.2. Labour welfare administration in india.	**3.2.1-**The statuary labour welfare measures and The non statuary labour welfare in india. **3.2.2-**Changing concept of statuary & non statuary welfare measures. **3.2.3-**The need for labour welfare provisions for labour welfare officer. **3.2.4-**The fuctions and Role of labour welfare officer.	Group class Assignment and discussion	**4**	**20%**

	3.3. Labour policy & Labour commission in india.	**3.3.1**-The concept and principles of labour policy. **3.3.2**-The Royal commission on labour. 3.**3.3**-The National commission labour. 3.**3.4**-The Second national commission labour.	Lecture Objervation	**4**	**20%**
	3.4. Labour welfare laws in india.	**3.4.1**-The need for welfare legislation india. **3.4.2**-The Factories act-1948 & similar laws in india. **3.4.3**-The implementation machinery in india. **3.4.4**-I.L.O.structure,functions and impact of I.L.O on Indian labour legislation	Assignment and discussion	**4**	**20%**
	3.5. Social security and safety	**3.5.1**-Definitions & concept of Social security. **3.5.2**- Aims & Objectives ,Philosophy of Social security. 3.**5.3**- The relevant Social security laws in india. 3.**5.4**.-safety of their emplotees keeping in view of hazards prevalling in the industry		**4**	**20%**

REFERENCE:-

Sr.no.	Author	Name of book	publications
1	M.V.Murthy	Labour Welfare	Oxforad & IBH publishing
2	Dr.S.P.Shah & Dr.J.B.Thakore	Human Resource Mst. & Industrial Relations	Mahajan Publishing,Ahmedabad
3	Prin Karia	Labour Laws-ii	Jamnadas & co.
4	N.D.Kapoor	Industrial Laws	Himalaya publication,Bombay
5	Biswanah Ghosh	Human Resources Development & management	Vikas publishing
6	R.C.Saxena	Labour Problems & Social Welfare	Vikas publishing
7	V.V.Giri [in gujrati]	Labour Problems in Indian Industry	Gujrat University Ahmadabad
8	Dr.Girish Thakkar tThakkar	Udhyog nu arthshastra-2	University Granth Nirman Ahmedabad
9	B.ghosh.	Human resources development and management	Vikas pub.2000
10	c.s.venkata ratnam	Globalization and labour management raltation	Sage pub.,new dilhi-2008
11	Renana jhabvala & R.K.subrahamanya	Unorganised sectore worker security and social protection	Sage pub.,new dilhi-2001

Rural community and Panchayati Raj Institutions

Objectives :

The students should enrich their Knowledge about

1. Indian Rural Community.
2. Rural Social Institutions.
3. Panchayati Raj.

COURSE CONTENT:-

SWECT-4004.1	UNITS. TITLE	CONTENT	TEACHING METHDOLOGY	CREDIT	PAPER WEIGHAGE
Rural community and Panchayati Raj Institutions	**4004.1.1.** Indian Rural community	**1.1.1** Concept, characteristics, Features, and significance. Growth and development of Indian rural community. **1.1..2** Problems and challenges faced by Indian rural community	Lectures, Assignment and Group discussion	4	20%
	4.2 Rural social Institutions	**1.2.1** Rural social institutions: Joints family, caste. **1.2.2.** Panchayati Raj Institutions: Concepts and significance **1.2.3.** Gram sabha: Concepts and significance structure and powers	Lectures, Assignment and Group Work.		20%

	4.3 Village panchayat, kshetra, panchayat and zilla panchayat	**1.3.1.** Its Concepts and significance structure and powers	Lectures, Assignment, Group Work and Self Study.		20%
	4.4 Working of Panchayati Raj Institutions	**1.4.1.** Financial, Political and Administrative issues. People's participations in rural reconstruction.	Lectures, Assignment and Group Work.		20%
	4.5 Indian rural community.	**1.5.1.** Emerging rural elite in Indian rural community	Lectures, Self Study and Group Work		20%

Reference:

Sr.no.	Author	Book Name
1	Ahuja, R.	Indian Social System.
2	Chaturvedi T.N.	Panchayati Raj.
3	Dube,M.K.	Rural and Urban Development in India
4	Jain,S.C.	Rural Development:Institutions and Strategies
5	Mishra,S.N.	Rural Development Planning: Design and Methods.
6	Beteille,Andre	Caste and Power.

SWECT-4004.2.

MANAGEMENT OF NGOs

Objectives:

i) On successful completion of the course the students would enrich their knowledge about the structure, development and establishment of NGOs,

ii) contents of project identification, budgeting, and funding,

iii) project personnel empowerment and monitoring and evaluation.

COURSE CONTENT:

SWECT-4004.2	UNITS.TITLE	CONTENT.	METHDOLOGY	CREDIT	PAPER WEIGHTAGE
MANAGEMENT OF NGOs	**4004.2.1** NON-GOVERNMENTAL ORGANIZATIONS	**2.1.1.** Non-Governmental Organizations: Concept, Meaning, Need, Classification, Structure, Functions, Philosophies, Principles, Significance, Strategies, **2.1..2.** Role of NGOs. Historical Development of NGOs in India.	Lecture Objervation , discussion	4	20%
	4.2.TABLISHMENT OF NGOS	2.2.1..Registration and Establishment of NGOs: Societies Act, Trust Act, Company's Act (Sec. 25), By laws Preparation and Legal Status of NGO. Monitoring Mechanism adopted by Governments - FCR Act. Administration. Policy Making: **2.2.2..**Membership Classification, Aims and Objectives of the Executive Committee, Office Bearers and Governing Counsel, and Rights, Power and Duties.	Group class Assignment and discussion		20%

	4.3. PROJECT IDENTIFICATION AND BUDGETING	2.3.1..Project Identification and Feasibility Studies / Base Line Surveys, Project Formulation, Planning and Policy-making, Strategy Formation. **2.3.2.**Preparation of Project Proposals and Project Implementation. Budgeting: Meaning, Steps and Important Items in Budget. Resource Mobilization: **2.3.3.**Central and State Government Assistance and other Assistance. Fund Raising: Meaning, Techniques and Income Generation Programmes (IGP). Financial Management, Financial Collaboration between Funding Organization and Non-Profit Organizations.	Discussion of nature programme and education problem based Lecture		20%
	4.4 FUNDING OF NGOS	**2.4** .1.Funding: Sources of Funding – Government Grants, Foreign Aid, Donations, Membership fees and NGOs Contribution. **2.4** .2.Project Approach to Funding: Donor Consortium Approach, Funding Criteria and Conditionality. **2.4.3.** Managing Relationships with Donors, Working with Governments, Aspects of Financial Management relevant for NGOs and Networking Strategies.	Observation through posters films by discussion		20%

| | 4.5
PROJECT
PERSONNEL
EMPOWERMENT
AND MONITORING
AND EVALUATION | 2.5.1.Training: Meaning, Need, Importance, Purpose, Significance and Training Needs: NGO functions in different Fields: Health, Rural Development, Child Health and Welfare, Women Welfare, Youth Welfare and Aged Welfare.
2.5.2..Role of NGOs in Administering the Social Welfare Programmes.
2.5.3..Project Evaluation and Monitoring: Aims, Objectives, Purposes and Creating
2.5.4. Management Information System. Project Appraisal: Meaning and Techniques: Logical Frame Analysis (LFA), Participatory Rural Appraisal (PRA) - Principles, Methods of PRA and Network Analysis. | Lecture,discussion ,interview | | 20% |

References:

1.Clark, John, 1991 Voluntary Organisations: Their Contribution to Development. London, Earth Scan.

2.Dorothea, Hilhorbt, 2003 The real World of NGOs: Discourses, Diversity and Development. Zed Books Ltd.

3.Drucker, Peter, 1993 Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.

4.Ginberg, Leon, H., 2001 Social Work Evaluation: Principles and Methods. Singapore: Allyn and Bacon.

5.Julie Fisher, 2003 Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.

6.Kandasamy, M., 1998 Governance and Financial Management in Non–Profit Organizations. New Delhi: Caritas India.

7.Kapoor, K. K., (Ed.), 1986 Directory of Funding Organizations. New Delhi: Information and News Network.

8.Kumar, A., 2003 Social Change through NGOs. New Delhi: Anmol Publishers.

9.Lawant, B. T., 1999 NGOs in Development. Jaipur: Rawat Publications.

10. Mukherjee, Amitara (Ed.), 1995 Participatory Rural Appraisal: Methods and Application in Rural Planning. New Delhi: Vikas Publishing Co.

11.Mukherjee, K. K, and Voluntary Organization: Some Perspectives. Mukherjee Sutapa, 1986 Hyderabad: Gandhi Peace Centre.

12.Mukherjee, Neela, 1995 Participatory Rural Appraisal and Questionnaire Survey. New Delhi.

SWECT-4005.1

INDUSTRIAL SOCIOLOGY CHANGING PERSPECTIVE

Objectives:-

1. To understand and study fectors system which are indivisible and indispensable part of the industrial society in the wider frame work of society as a whole.

2. They constantly interact with other organizations of society

3. Therefore, their functions and role need to be re-examined in the wider context of technological changes, management

4. values and globalization etc.

COURSE CONTENT:-

SWECT-4005.1.	UNIT	SUBUNITS	TEACHING METHODS	CREDIT	PAPER WEIGHTAGE
INDUSTRIAL CHANGING PERSPECTIVE	**4005.1.1. Industrial Sociology**	1.1.1. Industrial dimension of society, Division of Labour, migratory character of Labour 1.1.2. Work and Work-process, technology and labour, work culture and work-ethics.	• Lecture • Discussion with audio- visual aid • Roll-play • Case-study	4	20%
	5.2. Industrial sociology issues	1.2.1. The growth of industrial cities and social and environment issues	• Lecture • Discussion with audio- visual aid • Roll-play • Case-study		20%
	5.3. Work Culture with process	1.3.1. Work and Work-process, technology and labour, work culture and work-ethics.	• Lecture • Discussion with audio- visual aid • Roll-play • Case-study		20%

| | | 5.4. **Industry and Society : Interrelationship Approach** | 1.4.1. Nature and scope of Industrial sociology
1.4.2. Industrial society-logic of industrialization. Conflict of culture in industrial society with specific reference to the culture of industrial man, New industrial order and Conflict, major implications of mass society and alteration
1.4.3. Industrialization and social change in India, requirements, obstacles and limitations | • Lecture
• Discussion with audio- visual aid
• Roll-play
• Case-study | | 20% |
| | | 5.5. **Relativism** | 1.5.1.. Relativism between workers & workers, management & workers
1.5.2. The factory as a social organization—relation between worker & workers, Management and worker and foreman & worker | • Lecture
• Discussion with audio- visual aid
• Roll-play
• Case-study | | 20% |

Suggested Reading :

1. Karnik V. B. (1970) : Indian Trade Union—A survey, Popular Prakashan, Mumbai.

2. Mamoria C. B. and Mamoria (1992) : Dynamics of Industrial Relations in India,Himalaya Publishing House, Mumbai.

3. Ramaswamy E. A. (1997) : The Worker and Trade Union, Allied Publishers, New Delhi.

4. Agarwal R.D. (1972) : Dynamics of Labour Relation in India—A Book of readings, Tata McGraw Hill Co. Ltd.

5. Laxmanna C. et All (1990) : Workers participation and Industrial democracy, Global perspective Publication, Ajanta.

6. Aziz Abdul (1984) : Labour Problems of Developing Economy, Ashish Publishing House.

7. Punekar S. D. (1978) : Labour Welfarw, Trade Unionism and Industrial Relations, Himalaya Publishing House, Bombay.

8. Sen Sukomal (1997) : Working class of India – History of emergence and movement 1830-1990. K. P. Bagchi and company, Calcutta.

9. Verma Pramod and Mookherjee Surya (1982), trade Unions in India – Concepts, cases and case-Law, Oxford & IBH Publishing Co.

10. Ramaswamy E. A.: & Ramaswamy Uma (1981), Industry and Labour, Oxford University Press.

SWECT-4005.2.

SOCIAL SECURITY & RELEVANT LAWS

Objectives:-

1. In a rapidly industrializing country like India, Balancing the conflicting interest of Labour and Capital is not a delicate task that's why they need social security.

2. For the social security, Some of the laws are made, through it students can get rapid knowledge.

COURSE CONTENT:-

SWECT-4005.2.	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
SOCIAL SECURITY & RELEVANT LAWS	**4005.2.1. Social Security Concept**	2.1.1. Evolution of Social security 2.1.2.. Definition and objectives of Social Security 2.1.3. Essential requirement of Social security 2.1.4.Growth and development of social Security and social Insurance in India.	• Lecture • Discussion with audio-visual aid	4	20%

				4	20%
	5.2. **Social Security** **Present and** **Proposed** **Perspectives**	2.2.1. Social Security in India-overview of legislations 2.2.2. Social Security in developing countries 2.2.3. ILO & Social Security 2.2.4. Social Security measures under consideration 2.2.5. Social Security for the unorganized sector	• Lecture • Discussion with audio-visual aid		
	5.3. **Social Security** **Legislations**	2.3.1. The Constitutional perspective on Social Security 2.3.2.The Maternity Benefit Act. 1961 2.3.3.. The Employees Provident Funds and Misc. Provisions Act, 1952 2.3.4. The Payment of Gratuity Act, 1972 2.3.5. The Employees State Insurance Act, 1948. 2.3.6. Workmen's compensation Act, 1923	• Lecture • Discussion with audio-visual aid	4	20%
	5.4. **Legislation** **Pertaining to** **marginalized** **Groups**	2.4.1.. Bonded Labour system (Abolition and regulation) Act, 1976 2.4.2. Contract labour (Regulation and Abolition) Act, 1970 2.4.3. Inter-state Migrant workmen (Regulation of Employment and conditions of service) Act, 1959. 2.4.4. Bonded Labour system (Abolition) Act, 1976	• Lecture • Discussion with audio-visual aid	4	20%
	5.5. **Legislation** **Pertaining to** **marginalized** **Groups**	2.5.1.. Inter-state Migrant workmen (Regulation of Employment and conditions of service) Act, 1959. 2.5.2..Bonded Labour system (Abolition and regulation) Act, 1976	• Lecture • Discussion with audio-visual aid	4	20%

SUGGESTED READING :

1. Malik, P.L.(2001) Industrial Law, Vol, 1 & 2 Easter Book Company.

2. Malhotra, The Law of Industrial Disputes, (1988)

3. ILI, Labour Law and Labour Relations, Parts II,IV,VI,VII,IX and XI.

4. Misra S. N. Labour and Industrial Laws (1997), Central Law Publications, Allahabad.

5. Robert A. Gorman, Basic Text on Labour Law, Ch. 23, 24, 25 (1976).

6. Relevant Portions of the Report of the National Commission on Labour-2002- 1991-1967- Academic Foundation, New Delhi.

7. Chaturvedi R. G. (1997), Law and Procedure of Departmental Enquiries and Disciplinary Actions.

8. S. C. shrivastava (1985), Social Security and Labour Laws.

9. Raval. K. C. (1999). The Bombay Shops and Establishments Act, 1948, Bharati Sahitya Sangh Ltd., Mumbai - 40 -

10. Davies. Paul and Freedland, Mark (1983), Labour and the Law, Stevens & Cons Ltd., London.

11. Memoria, C. B. (1966) Labour Problems and Social Welfare in India, Kitab mahal, Allahabad.

12. Punekar, S. D. (1978) Labour Welfare, Trade Unionism and Industrial Relation, Himalaya Publishing House, Bombay.

13. Kohli, A. S. and Sharma S. R. (1977), Labour Welfare and Social security, Anmel publications Pvt. Ltd. New Delhi.

14. Venkat Ratnam, C. S. (2001), Globalisation and Labour-management Relation : Dynamics of change, Sage Publication response books, New Delhi.

15. Jambvala, R. and R. K. Subrahmanya (Eds) (2000), The unorganized sector : Work security and Social protection, sage Publication, New Delhi.

16. Misra. L. (2000) Child Labour in India, Oxford University Press, New Delhi.

17. Mathur, D. C. (1993), Personnel Problems and Labour Welfare, Mittal Publications, New Delhi.