

1st Semester**History & Philosophy of Social Work
Paper MSW: 101**

1. Concept, Misconception, Meaning, Objective & Scope of Social Work, Principles, values and philosophy of Social Work, Approaches to Social Work.
2. Role and functions of social work profession, Welfare Vs Development Orientation, Professional code of ethics, Social Work professional as a change agent; Practices, Problems and Recognition.
3. Units of social work intervention and dynamics there in - individual, family, group, organizations, institutions and communities.
4. Historical Development of Social Work; U.K., U.S.A. & India
5. Social service and reform tradition in India- ancient, medieval & modern period, Hindu reforms movements:-
 - i) Gandhian Ideology & Sarvodaya Movements
 - ii) Dalit Movement / Subaltern

Books Recommended:

1. Desai, M. Ideologies and Social Work: Historical and Contemporary Analyses, Jaipur Rawat Publication
2. Govt. of India - Encyclopaedia of Social Work in India.
3. Khan, A.J. - Ideas and Issues in Social Work.
4. Khinduka, S.K. - Social Work in India.
5. Mishra, P.D. - Social Work: Philosophy and Methods.
6. Mishra, P.D. - Social Work Profession in India.
7. ए.एन. सिंह एवं ए.बी. सिंह - समाजकार्य
8. बालेश्वर पाण्डेय - समाजकार्य एक समग्र दृष्टि

1st Semester**Sociology for Social Work
Paper MSW:102**

1. Sociology: Meaning and scope, Sociology and its interdisciplinary perspectives relating to other social sciences subjects, society as a system of relationship.
2. Socialization : meaning, process, stages and agencies, social groups and institutions: Marriage, Family and Kinship system in India.
3. Society and Culture: tradition, customs, values, folkways and mores. Social control: concept and agencies.
4. Indian Society: i) features of Indian society ii) Concept of unity in diversity iii) types of society: tribal, rural and urban.
5. Social Change: meaning, pattern, processes & factors; social change process in India - sanskritization, westernization and secularization.

Books Recommended:

1. MacIver and Page- Society.
2. Merton- Social Theory and Social Structure
3. Sharma, S.R.- Basic Concepts of Sociology (The Hindu View).
4. Sorokin- Contemporary Sociological Theories.
5. Srinivas, M.N.- Social Change in India.
6. ए.एन.सिंह एवं नेहा गर्ग - मानव संबंधों के अधिकार

1st Semester
Research Methodology in Social Work
Paper MSW:103

1. Social Research & Social Survey: Meaning and purpose and its relevance to social work practice, Types of research: Pure, Applied and Action, Social Work Research: Meaning & Steps.
2. Hypothesis, meaning and types, Sampling: meaning and types.
3. Tools of data collections: questionnaire and schedule. Methods of Data Collection: Observation, interview and case study.
4. Research Design - Meaning and Types
5. PRA Tools and Report Writing.

Books Recommended:

1. Bailey, Kenneth D. – Methods in Social Research.
2. Good, W.J. and Hatt, P.K. - Methods in Social Research.
3. Young, P.V.- Scientific Social Surveys and Research.
4. MacMillan- Statistical Methods of Social Work.
5. ए.एन.सिंह एवं वी.के. सिंह - सामाजिक अनुसंधान
6. A.N. Singh and Ashish Ranjan - Research Methodology

1st Semester
Social Case Work
Paper MSW:104

1. Social Case Work: Meaning, purpose, components, principles.
2. Social Case Work process - study, assessment, goal formations, planning, intervention, evaluations and terminations.
3. Approaches of social case work: Psycho-social, Functional, Psycho-analytical & Behavioural-Modification.
4. Tools and Techniques of Social Case Work. Client-worker relationship, Management of transferences & counter-transferences. Counselling - Meaning, Methods, Approaches & Role of Social Workers
5. Role of Social Case Worker in various settings, Recording and evaluation in Social Case Work.

Books Recommended:

1. Goldstein, H.- Social Work Practice: A Unitary Approach. Columbia, South Carolina, University of South Carolina Press.
2. Hollis, Florence- Case Work: A Psychological Therapy.
3. Perlman, H.- Social Case Work Skills.
4. Pincus, A. and Anne Minaham- Social Work Practice: Models and methods.
5. Timms, N- Social Case Work: Principles and Practice.
6. Timms, N.- Recording in Social Case Work.
7. ए.एन.सिंह एवं ए.पी. सिंह - समाजकार्य

2nd Semester
Disaster Management
Paper MSW:201

1. Disaster: Meaning and level of development, Types of Disaster.
 - i) Natural famine, Drought, Flood, Cyclone, Earthquake, Storm.
 - ii) Man Made - Riots, Biological Warfare, Military Insurgency, Terrorism, Industrial Mishaps.
2. Impact of Disaster: Physical, Economic, Spatial, Psycho-social.
3. Concept of Civil society, co-operative society and Society Registration Act 1860, Project proposal based on needs and resources.
4. Disaster Management: i) Pre-disaster, prevention, preparation and education; short term and long term perspectives. ii) Post-disaster management; rescue, relief and rehabilitation.
5. Role of intervening parties: NGOs, VO, local groups, community, social worker in Disaster Management.

Books Recommended:

1. Chandra, Murali V. (Ed.)- Role of Voluntary Organizations in Social Development, New Delhi: Sterling Publication.
2. Chaudhari D. Paul, (1983)- Social Welfare Administration, Delhi: Atma Ram.
3. Govt. of India- Co- Operative Societies Act 1912.
4. Govt. of India- Societies Registration Act 1860.
5. Joint Assistant Centre (1980)- Natural Disaster, New Delhi; Adhyatma Sadhana Kendra.
6. Norad (1998)- Guide to Planning and Evaluating NGO projects (Part II & III), Norway.
7. Wolfenstein, M. (1997)- Disaster: A Psychological Essay, New York: Arno Press.

2nd Semester
Human and Social Development
Paper MSW:202

1. Human Development: Meaning, objectives, indicators, human rights and development, theories of human development.
2. Social Development: Concept, objectives and indicators, Approaches to social development: i) Unified ii) basic needs and iii) holistic
3. Sustainable development: Concept & Practices
4. Governmental measures under 5 Yrs. plan, Non-governmental measures, Panchyati Raj Institution and People's Participation
5. Emerging Trends of Globalization, Privatization and Liberalisation.

Books Recommended:

1. Jacob, K.K.-(ed.) - Social Development in India.
2. UNDP- Human Development Reports.
3. World Bank- World Development Reports.
4. Sanaswate, T.S. (ed.)- Culture, Socialization and Human Development. New Delhi Sage Publications.
5. Nayak, R.K. and Sidiqi, H.Y. (eds)- Social Work and Social Development. New Delhi: Gitanjali Publishing House.

2nd Semester**Gender Issue and Social Work****Paper MSW:203**

1. Gender: i) Concept, difference between sex and gender; ii) Process of gendering; iii) Gendered division of labour; iv) gender needs - practical and strategic
2. Gender and Development: i) Gender need identifications related to planning and development; ii) participatory development; iii) gender equity and gender quality and iv) gender mainstreaming and empowerment.
3. Gender Sensitization: i) Concept; ii) need for gender sensitization; and iii) process of gender sensitization at policy and implementation level.
4. Women's empowerment: i) Concept; ii) dimensions of women's empowerment; iii) Strategies related to women's empowerment; iv) limitation and importance of women's empowerment.
5. NGOs and its role in development and empowerment with gender perspective.

Books Recommended:

1. Bhasin, Kamla- Gender Kya hai.
2. M. Haralambos- Sociology : Themes and Perspectives
3. S.P. Srivastava and Surender Singh- Gender Equality Through Women's Empowerment: Strategies and Approaches
4. Veena Majumdar- Women in Changing Society: Symbol of Power Towards Equity
5. ए.एन.सिंह एवं हरिशचन्द्र वर्मा- प्रजनन स्वास्थ्य एवं लैंगिक मुद्दे
6. J.P. Singh- Indian Woman: Myth and Reality
7. सुभाष शर्मा- भारतीय महिलाएँ : दशा एवं दिशा
8. Robert Rothman - Inequality & Participation, Printice Hall, 2011

2nd Semester**Paper MSW:204****Field Work based Dissertation****&****Viva-Voce**

3rd Semester
Social Pathology and Population Studies
Paper MSW:301

1. Social Evils: Dowry, Alcoholism and Drug Addiction - meaning, causes and laws relating to them. Atrocities against Weaker Sections: Womens, SCs & STs.
2. Sex-Workers: meaning, causes, effects, preventive measures, HIV/AIDS, Role of social worker in solution of social problems; preventive care and rehabilitation.
3. Concept of fertility, mortality and migration, factors affecting fertility, mortality and migration, National population Policy 2000.
4. Theories of Population : - Malthus & Marx.
5. Family Welfare in India: methods, programmes and role of voluntary organizations, NGOs and Social Workers in Family Welfare Programme in India.

Books Recommended:

1. Agarwal, S.N.- India's Population.
2. Mamsona- Population and Family Planning in India.
3. Prasad, R.K.- Population Planning, Policy and Programmes.
4. Reddy Laxmi- Population Education.

3rd Semester
Statistics and Computer Application
Paper MSW:302
Part - A

1. Statistics: Meaning, Signification, Uses and limitations. Diagrammatic representation of data.
2. Measures of Central Tendencies - Mean, Median and Mode. Measures of Dispersion - range, quartile deviation, mean deviation and standard deviation.
3. Co-efficient of correlation, Karl Pearson and Spearmon's rank correlation.
4. Chi-Square Test.

Part - B

1. Computer : Definition, Types and Generations
2. Use of computer and internet in social work practice
3. MS-Office (MS Word, MS-Excel, MS - Powerpoint)

Books Recommended:

1. Bailey, Kenneth D.- Methods of Social Research.
2. Good, W.J. & Hatt, P.K.- Methods in Social Research.
3. Young, P.V.- Scientific Social Surveys and Research.
4. Croxton & Cowden- Applied General Statistics.
5. MacMillan- Statistical Methods of Social Work.
6. ए.एन. सिंह एवं नेहा गर्ग - सांख्यिकी के सिद्धांत
7. Computer Today
8. Basndra, S.K.- Computer for Managers.

3rd Semester
Social Welfare Administration and Social
Action
Paper MSW:303

1. Administrations as concept; social welfare administration a group process; social policies needed to understand administration; elements of administration
2. Participants in administration: the community, the board, the chief executive, the staff and the beneficiaries.
3. Basic administration process: Organization, Planning, policy formulation. Personnel administration, communication, decision making, authority, coordination, budgeting, office management, community interpretation, education and evaluations
4. Administration as a generic element in helping process, Knowledge and skills from other methods of social work applicable to administration and vice-versa
5. Social Action; Meaning, Process & Models.

Books Recommended:

1. Sachdeva, D.R. - Social Welfare Administration.
2. Gangrade, K.D. - Development of People.; Delhi School of Social Work.
3. Chaudhary, D Paul - Social Welfare Administration.
4. Likert, R - The Human Organization.
5. Pattiq - Social Welfare Administration in India.
6. Siddique H. Y. - Social Work & Social Action

3rd Semester
Social Group Work and Community
Organization
Paper MSW:304

1. Social Group Work: Meaning, Purpose, Need, Skills and Principles.
2. Social Group - Nature, Types & Importance, Characteristics of group formulation; Programme development and Group interaction
3. Process of group development - Pre-group and initial phase, middle phase and terminations phase, recording and evaluation in social group work.
4. Community Organization - Concept, Nature, types, principles and components, Role of Community Organizer.
5. Process of community organizations, community organization practice within social work, community development and community chest.

Books Recommended:

1. ए.एन. सिंह एवं ए.पी.सिंह - समाजकार्य
2. Trecker, H.B. - Social Group Work, Principles and Practice, New York Association Press.
3. Turner, G - Social Work Treatment.
4. Wilson, G & Ryland G. - Social Group Work Practice
5. Konopka, G. - Social Group Work: A Helping Process (3rd) Englewood Cliffs, NJ: Prentice Hall.
6. Gangrade, K.D. - Community Organization in India
7. Murphy, C.G. - Community Organization.
8. Rothman, B. & Ross, M.G. - Community Organization Theory and Practice
9. Kumar, S. - Methods for Community Participation, New Delhi, Sage Publication
10. Siddique H. Y. - Working with Communities: An Introduction to Community Work

4th Semester
Social Policy and Planning
Paper MSW:401

1. Concept of social policy, social welfare policy and economic policy and their relations, fundamental rights and directive principles.
2. Approaches to social policy: unified, integrated and sectoral approach, Different models of social policy: i) Individual Welfare ii) Achievement performance Model iii) Institutional Redistributive Model.
3. Policies concerning education, Health, Women, Children, Youth, Aged & Handicapped; Social Security, Family Welfare, Poverty alleviation.
4. Social Planning: Concept, process; Planning commission and State planning their Boards: Their organization, structure and functions
5. Social Planning under Five Year Plans, Peoples participation and social planning.

Books Recommended:

1. Gosh, A- Planning in India: The Challenges for the Nineties.
2. Jacob, K.K.(ed.)- Social Policy in India.
3. Jones, K. et al.- Issues and Social Policy.
4. Kulkarni, P.D.- Social Policy in India.
5. Misra, R.- Society and Social Policy.
6. Singh, Surendra, Misra, P.D. & Singh, A.N.- Bharat Mein Samajik Niti, Niyojan Evam Vikas.

4th Semester
Group - A
Human Resource Management and Industrial Relations
Paper MSW:402
Specialization - I
HRM (Human Resource Management)

1. Human Resource Management: Concept, Scope and Objectives, Recent trends in Human Resource Management
2. Personal Management and Human Resource Management, Human Resource Manager - Status & Role. Development of Human Resource Management in India.
3. Human Resource Planning: Procedures and factors which influence human resource planning
4. Job analysis, job evaluation, job specification; Induction and placement, Training and development: needs, strategies, training inputs, methodology.
5. Recruitment and selection: application blank, test and interviews, performance-appraisal, promotion, Demotion, Transfer and Termination; Grievances and their redressal, Disciplinary Procedure, Dismissal, V.R.S. and Retirement.

Books Recommended:

1. Agarwal, D.- Dynamics of Labour Relations in India.
2. Flippo, E.B.- Personnel Management.
3. Moorthy, M.V.- Human Resource Management- Psychological Social Work Approach.

4th Semester**Group - B****Rural and Urban Development****Paper MSW:402****Specialization - I****Rural Development**

1. Rural Community: Demographic, social, economic and cultural characteristics; problems of rural community: poverty, illiteracy, housing, sanitation, unemployment, indebtedness
2. Programmes and schemes of rural development: SGRY, PMGSY, IAY, IRDP, JRY, MNREGA, CAPART, ICDS, DWCRA, TRYSEM, Annapurna scheme PMRY, NRHM, NHM, SHGs (Self Help Group)
3. Role of co-operative societies, Banks, Cottage and Small Scale Industries in rural development.
4. Models of Rural Development, Structure and functioning of rural development.
5. Working of Panchayati Raj Institution, emerging problems and issues in rural reconstruction and development.

Books Recommended:

1. Ahuja, R.- Indian Social System.
2. Ahuja, R.- Society in India: Concepts, Theories and Recent Trends.
3. Bateille, Andre- Caste & Power.
4. Desai, S.S.M.- Rural Banking in India.
5. Dube, M.K.- Rural and Urban Development in India.
6. Govt. of India- Panchayat Raj at a Glance.
7. Sundaram, I.S.- Rural Development.

4th Semester**Group - A****Industrial Relation****Paper MSW:403****Specialization - II***Elective*

1. Industrial Relations: Concepts, system approach & Gandhian Approach.
2. Industrial Disputes: Meaning, Causes, Effects and Types: Strike, Lock-out, retrenchment, layoff, closure, termination of services. Legal machineries for dispute settlement- conciliation, arbitration and adjudication.
3. Trade Union: Objectives, Structure & Functions, Historical Development of Trade Union Movement in India Recognition of Trade Unions.
4. Worker's participation in management - meaning, different levels of participation, Bi-partite negotiation - Meaning process.
5. Labour Legislations, meaning, scope and principles, Factory's Act 1948, Minimum Wages Act 1948. Trade Union Act 1926, Employee's State Insurance Act 1948, Payment of wages Act, 1936, Payment of Bonus Act, 1965.

Books Recommended:

1. Agarwal, D.- Dynamics of Labour Relations in India.
2. Memoria, C.B.- Dynamics of Industrial Relations.
3. Myres, C.A.- Industrial Relations in India.
4. Rao, Venugopal and Prasad Ram- Trade Unionism in India.
5. Goswami, V.G.- Labour and Industrial Laws.
6. Mishra, Srikanth- Dynamics of Industrial Relations, Trade Unions and Labour Welfare in India.
7. Saxena, R.C.- Labour Problems and Social Welfare.

4th Semester**Group - B****Urban Development
Paper MSW:403
Specialization - II****Urban Development**

1. Urban Community: meaning and changing structure of urban community, rural-urban continuum.
2. Urbanization: meaning & process, problems of urbanization: physical, social, economic, environment & slum.
3. Major agencies of Urban Development: HUDCO, Banks, Industries, Voluntary agencies.
4. National Policy of Urbanization and Housing.
5. Urban - Local - Self government: Nagar Nigam, Nagar Mahapalika, Nagar palika, Town Area, Cantonment Board, Notified Areas: Concept, Structure and fuctions.

Books Recommended:

1. Bhattacharya, M.- Essays on Urban Government.
2. Dubey, M.K.- Rural and Urban Development in India.
3. Gore, M.S.- Urbanization and Social Change.
4. Report of Rural and Urban Relationship Committee- Study of Master Plans of Towns and Cities of India.
5. Mukhopadhyaya, A.- Municipal Government and Urban Development.

4th Semester**Paper MSW:404****Field Work based****Dissertation****&****Viva-Voce**

Examination Rules Full Marks - 70

- * The students will be required to answer **Five** questions in each paper.
- * The **First** question of each paper will be compulsory. This will consist of **Two** short notes out of Four covering the whole paper ($2 \times 5 = 10$)
- * Out of remaining Nine questions, students will be required to answer any Four questions ($4 \times 15 = 60$)

* Internal Assessment - 30 Marks

- i. Attendance and Discipline - 10 Marks
- ii. Presentation - 10 Marks
- iii. Test/Term Paper - 10 Marks

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