

SYLLABUS
MASTER OF SOCIAL WORK (MSW)
2 YEARS PROGRAMME



HIMALAYAN GARHWAL UNIVERSITY UTTARAKHAND

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Himalayan Garhwal University
M. S.W. Programme, Department of Sociology
Syllabus of M.S.W. (Master of Social Work)

List of Courses of study

	Total	(Ex. + In.)
FIRST YEAR		
Semester - I		
Paper MSW101 : Introduction to Social Work	100	(70+30)
Paper MSW102 : Dynamics of Human Growth and Development	100	(70+30)
Paper MSW103 : Organizational Behaviour and Social Concepts	100	(70+30)
Paper MSW104 : Social Policy, Planning and Development	100	(70+30)
Semester - II		
Paper MSW201 : Social Work, Intervention: Methods and Strategies	100	(70+30)
Paper MSW202 : Research Methods, Statistics and Computer Application	100	(70+30)
Paper MSW203 : Community Work and Social Action	100	(70+30)
Paper MSW204 : Social Security, Labor Welfare and Related Laws	100	(70+30)
 SECOND YEAR		
Semester - III		
Paper MSW301 : Human Resource Management	100	(70+30)
Paper MSW302 : Social Welfare Administration, Human Rights and Social Justice	100	(70+30)
Paper MSW303 : Rural Urban Community Development	100	(70+30)
Paper MSW304 : Medical Social Work	100	(70+30)
Dissertation based on Block Field Work Placement	200	

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Concurrent Field Work – during I Year	100	
Concurrent Field Work- during II Year (Agency Placement Based)	100	

Total Max Marks

1600



M. S.W. Programme, Department of Sociology
Syllabus of M.S.W. (Master of Social Work)

FIRST YEAR

SEMESTER - I

Paper 1: Introduction to Social Work (MSW 101)

Objectives:

- Conceptual clarity about Social Work and other related terms.
- To understand the history of Social Work profession in India and the west; values, ethics, principles and functions of Social Work.
- To understand different approaches to Social Work.

Unit -1: Concept and Development of Social Work	12 Hrs.
1.1. Meaning , Concept and Scope of Social Work	
1.2. Relationship of Social Work with Social Reforms and Social Welfare	
1.3. Social Work as a Profession : History and Emergence	
1.4. Social Reform Movement in Modern India – Select Examples	
Unit - 2: Social Work Philosophy	12 Hrs.
2.1 Principles of Social Work	
2.2 Objectives and Functions of Social Work	
2.3 Values and Ethics in Social Work	
2.4 Roles of Social Worker	
Unit - 3: Approaches in Social Work	12 Hrs.
3.1. Systems Approach	
3.2. Radial Approach	
3.3. Existential Approach	
3.4. Integrated Approach, Gandhian Approach	
Unit - 4: Voluntary Action in Social Welfare	12 Hrs.
4.1. Nature of Voluntary Action in India	
4.2. NGO's : Scope and Functions	
4.3. Governmental Measures in Development of NGO's	
4.4. Future of Voluntary Action	
Unit - 5: Relevance of Social Action	12 Hrs.
5.1 Role of Social Work in Social Change and Social Control	
5.2 Significance of Social Work in Economic Development	
5.3 Role of Social Work in Social Development	
5.4 Relevance of Social Work in a Changing Society	(Total 60 Hrs.)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: Teaching will involve lectures, discussions, writing assignments/term paper and doing field exercises for understanding the concepts.

Books Recommended:

1. G.R. Madan,..... : **Indian Social Problems**, Vol. II
2. Choudhary, D. Paul, 1990 : **Voluntary efforts in Social Welfare & Development** ,
New
Delhi, Siddhartha Publishers
3. Divekar, V.D. (ed.), 1998 : **Social Reform Movement in India**, Bombay, Popular
Parkashan
4. Piccard-Betty, J, 1983 : **An Introduction to Social Work**, Illinois, Dorrey Press
5. Howe Davis, 1987 : **An Introduction to Social Work Theory**, England, Wild Wood
House
6. Friedlander, W.A., 1977 : **Introduction of Social Welfare**, New Delhi, Prentice Hall
7. Gore, M.S., 1965 : **Social Work and Social Work Education in India**, Bombay,
Asia
8. Mazumdar A.M. : **Social Welfare in India**, Bombay, Popular Press
9. **Encyclopedia of Social Work Vol. I & II**, New Delhi, Asia & Pub. Div. GOI.



Paper 2: Dynamics of Human Growth and Development (MSW 102)

Objectives:

- To understand the basic concepts of personality, behavior, abnormal behavior and mechanisms of testing personality etc.
- To familiarize the students with various theories of human behavior in varying situations and related aspects where social work may be involved.
- To develop skills to relate and use this understanding in doing practice of social work.

Unit - 1: Personality

12 Hrs.

- 1.1. Personality : Meaning, Concept and nature
- 1.2. Determinants of Personality : Physical, Social, Family
- 1.3. Personality Theories : Trait Theories, Psychodynamic Theories, Psychoanalytical Theory
- 1.4. Socio-cultural factors on personality Dis-Organization

Unit - 2: Social Psychology

12 Hrs.

- 2.1. Individual and Society
- 2.2. Social learning, Propaganda, Public Opinion and Prejudices
- 2.3. Group Behaviour and Leadership
- 2.4. Social Attitude - Norms and Values

Unit - 3: Abnormal Behaviour

12 Hrs.

- 3.1. Definition and Criteria
- 3.2. Causes : Biological, Psychological and Socio-cultural
- 3.3. Mental Disorders: Schizophrenia, Obsessive Compulsive Disorders (OCD)
- 3.4. Diagnostic Statistical Manual (DSM) – IV/ IV-R Classification

Unit - 4: Learning and Personality Tests

12 Hrs.

- 4.1. Learning : Nature and Types, Verbal Learning, Motor Skills, Problem Solving
- 4.2. Measurement of Learning : Frequency of Response, Evocative resistance to forgetting, Ease of Re-learning, Theory of Classical Conditioning : Main Features
- 4.3. Objective Test : JMPI
- 4.4. Projective Test : TAT

Unit - 5: Health and Hygiene

12 Hrs.

- 5.1. Definition and Concept of Health and Hygiene
- 5.2. Malnutrition and Balanced Diet
- 5.3. Stress and its Factors - Environment and Biological
- 5.4. Concept of Preventive and Social Medicine

(Total Hrs. 60)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: Teaching of the course will involve essentially lectures, discussions, assignments and use of concepts in field exercises which will also be a part of internal assessment.

Books Recommended:

1. Baron, R.A. & Byrne, D., 1993 : **Social Psychology : Understanding Human Interactions**, New Delhi, Prentice Hall of India Pvt. Ltd
2. Davison, G.C. & Neale J.M. , 1994 : **Abnormal Psychology**, New York : John Wiley & Sons
3. Graham, J.R. & Lilly, R.S., 1994 : **Psychological Testing** , Prentice Hall Inc., Englewood
4. Hurlock, F.R., 1974 : **Personality Development**, New Delhi, Tata Mc. Graw Hill Pub. Co.
5. Mischel, W, 1971 : **Introduction to Personality**, New York, Halt Rinehart and Winston
6. Postman, L & Eagah, J., 1990 : **Experimental Psychology**, Harper & Row, New Delhi

Paper 3: Organizational Behavior and Social Concepts (MSW 103)

Objectives:

- To develop understanding of individual in relation to group, and group behavior.
- To acquire knowledge of factors and processes of change as well as sources of conflict and mechanisms of its resolution in group behavior and application of theories related to these aspects of group behavior.
- To familiarize the students with basic concepts of society and culture; processes factors and theories of social change.

Unit - 1: The Fields of Organizational Behavior **12 Hrs.**

- 1.1. Organizational Behavior : Need, Nature and Scope
- 1.2. Approaches and features of Organizational Behavior
- 1.3. Modern Organization Theory Vs Organizational Behavior
- 1.4. Individual Voluntary organizations, Organizational Rationality, Models of Man in Organizational Behavior

Unit -2: Individual and Group Dynamics **12 Hrs.**

- 2.1 Perceptual Process, Factors Influencing Perceptions
- 2.2 Specific Job Attitudes and Productivity
- 2.3 Bases for Group Formations : Assets and Liabilities of Group, Decision Making
- 2.4 Performance, Job Satisfaction, Leadership Style

Unit - 3: Organizational Change, Conflict and Control **12 Hrs.**

- 3.1. Resistance and Management of Change
- 3.2. Typology of Conflict and Conflict Management
- 3.3. Types of Control, Requirement of Effective Control System
- 3.4. Feedback VS Feed Forward, Behavioural Implications of Control

Unit - 4: Social Concepts and Processes **12 Hrs.**

- 4.1. Social Structure : Norms, Values, Roles and Status
- 4.2. Social Institution : Family, Marriage and Religion
- 4.3. Culture Assimilation, Acculturation
- 4.4. Socialization Process and Social Stratification

Unit - 5: Social Change and Social Control **12 Hrs.**

- 5.1. Concept and Theories of Social Change : Linear and Cyclical
- 5.2. Social Change : Factors and Planned Social Change
- 5.3. Social Control : Formal and Informal
- 5.4. Role of Media in Social Change and Control

(Total 60 Hrs.)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: Teaching will involve lectures, discussions, seminars, assignments, term papers and field exercises related to the aspects which will be part of the internal assessment.

Books Recommended:

1. Robbins **Organizational Behaviour**
2. Sekaran Umar **Organizational Behaviour**
3. Sailalgyal, A.D. & Wallace, M.J. **Organizational Behaviour & Performance**
4. Luthans, Fred **Organizational Behaviour**
5. Prasad L.M **Organizational Theory and Behaviour**
6. Inkeles, A., 1982 : **What is Sociology ? An Introduction**, New Jersey, Prentice Hall
7. Battomore, T.B., 1962 : **Sociology : A Guide to Problems and Literature**, Bombay : George Allen and Union
8. Harlambos, N. : **Sociology : Themes and Perspectives**, Delhi, Oxford university Press
9. Devis, K., 1965 : **Human Society**, New York, Macmillan



Paper 4: Social Policy Planning and Development (MSW 104)

Objectives:

- To acquire knowledge of the objectives and scope of various policies and plans of development.
- To develop understanding of social policy perspective for national goals of development.
- To acquire skill of critical analysis of social policies and plans.

Unit - 1: Social Policy **12 Hrs.**

- 1.1. Concept, Objectives and Scope of Social Policy
- 1.2. Social Policy, Social Science and Social Work
- 1.3. Areas of Social Policy (a) Economic justice and Welfare, (b) Social Security, (c) Community Development
- 1.4. New Challenges to Social Policy

Unit - 2: Social policy: Trends, Formulations and Implementation **12 Hrs.**

- 2.1. Social Policy, Social Work Education and Contents of Social Policy
- 2.2. Social Policy Practices and Implication
- 2.3. Modernization as a Concept in Social Work Perspective
- 2.4. Galbraith and Social Balance

Unit - 3: Social Planning **12 Hrs.**

- 3.1. Concept History and Basic Principles of Social planning
- 3.2. Approaches to Social Planning in India (a) Sectoral Approach, (b) Cross Sector Approach (c) maximum-Minimum Approach
- 3.3. Democratic Planning : Nature, Scope and Limitation
- 3.4. Multilateral Planning and Decentralized Administration

Unit - 4: Social Policy and Planning of People's Development Programmes **12 Hrs.**

- 4.1. Poverty Alleviation Programmes
- 4.2. Social policy Relating to Wealth and Housing
- 4.3. Development of Child and Women
- 4.4. Development of Minorities

Unit - 5: Social Development **12 Hrs.**

- 5.1. Concept of Social Development and Its Relationship with Social Work
- 5.2. Indicators of Social Development
- 5.3. Strategies of Social Development,
- 5.4. Social Structure, Economic Development and Social Change

(Total 60 Hrs.)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: The teaching will involve lectures to acquire knowledge of policies and programmes, undertake discussions on some specific policies. Students will be encouraged to prepare term papers on select policies by incorporating field experiences of such policies at the grass roots.

Books Recommended:

1. Jacob, K.K. : **Social policy in India**, Udaipur, Himanshu Pubklishers
2. Badi, M.S. : **Social Development and Social Work**, Udaipur, Himanshu Publishers
3. Madan, G.R. : **Indian Social Problems. Vol. II**, Jaipur, Allied Publishers
4. Pimpley, P.N. (ed.) : **Social Development Processes and Consequence**, Jaipur, Rawat Publications
5. Timms, Neol, **Social welfare : Why and How**, Poutledge & Kegan Panl, London, Boston and Henley
6. Becher : **Social Problems - Approach**, New York, John Wiley & Sons Inc.
7. Shukla, K.S. : **The Other Side Development**, Sage Publications, Indian Pvt. Ltd.
8. Anand Swarup & S. Brahme, 1989 : **Planning for Millions**, Weley Eastern Limited
9. Emanuel, D.K. and Garin, W(ed.), 1974 : **Sociology and Development** Tarvistock Publications
10. Pant Niranjana : **Status of Girl Child & Women in India**, New Delhi, APH Publishing House
11. **Govt. of India Publications : VIIIth Five Year Plan Document**, Census Report 1991, Govt. of India
12. Kulkarni P.D., 1963 : **Social Policy in India**, Bombay, Tata Institute of Social Sciences
13. Marshall ,T.H.: 1965 : **Social Policy**, London, Hetelkinson,



SEMESTER - II

Paper105: Social Work Invention: Methods and Strategies (MSW201)

Objectives:

- To understand the concepts, principles and methods for interventions for social work practice.
- To develop skills in methods and strategies of social work practice with individuals and groups in order to overcome their problems to rehabilitate them as normal citizens in society.

Unit - 1: Social Case Work - Concept and Processes

12 Hrs.

- 1.1. Concept and Objectives of Social Case Work
- 1.2. Value, Principles and Components of Social Case Work
- 1.3. Use of Relationship in Case Work
- 1.4. Case Work Process : Investigation, Diagnosis, Treatment

Unit - 2: Therapeutic Approach in Case Work

12 Hrs.

- 2.1. Psycho-social Approach
- 2.2. Psycho-analytical Approach
- 2.3. Functional Approach
- 2.4. Behaviour Modification Approach

Unit - 3: Social Group Work

12 Hrs.

- 3.1. Concept, History and Objectives
- 3.2. Principles of Social Group Work
- 3.3. Group Diagnosis : Conflict, Apathy, Inadequate Decision Making
- 3.4. Post Diagnosis (Remedial) Techniques - Group Discussion, Programme Media Techniques

Unit - 4: Social Group Process

12 Hrs.

- 4.1. Stages of group Development
- 4.2. Programme Planning and Development
- 4.3. Development of Group Identity
- 4.4. Record Writing in Group Work

Unit - 5: Therapeutic Approaches to Social Group Work

12 Hrs.

- 5.1. Group Work and Group Therapy
- 5.2. Transactional Analysis
- 5.3. T. Groups
- 5.4. Gestalt

(Total 60 Hrs.)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: Teaching will involve lectures on concepts, principles and strategies, discussion by taking up case examples of individuals and groups. Actual field exercises will also be undertaken as assignments which will be part of the internal assessment. Collective seminar presentation will be encouraged on these exercises.

Books Recommended:

1. Baetlet, M.H., 1970 : **The Common Base of Social Work Practices**, New York, NASW
2. Biestek, F, 1961 : **The Case Work Relationship**, London, George Allen and Unwin
3. Foren, R. and Bailey, R., 1968 : **Authority in Social Case Work**, Oxford, Pergamon Press
4. Hamilton, G., 1951 : **Theory and Practice of Social Case Work**, New York : Columbia,University
5. Mayer, H., 1976 : **Social Work Practice**, New York , Collier Macmillan
6. Northen, H., 1969 : **Social Work with Groups**, New York, Columbia University Press
7. Ottaway, A.K.C., 1960 : **Learning Through Group Experience**, New York, Rtlg. & Kpal
8. Perlman, H.H., 1957 : **Social Case Work**, Chicago, University of Chicago Press
9. Trecker, H.B., 1975 : **Social Work Group**, New York, Association Press
10. Turner, F. : 1974 : **Social Work Treatment**, New York, Press
11. Wilson, G. and Ryland G., : **Social Group Work Practice**, Massachussettes, Houghton Mifflin.
12. Mishra, P.D,1985: **Samajik Vaiyaktik Sewa Karya(Hindi)**,U.P. Hindi Sansthan,Lucknow
13. Mishra, P.D, : **Social Group Work** ,U.P. Hindi Sansthan, Lucknow
14. Grace, Methew,1992: **Introduction to Social Case Work: TISS**, Mumbai
15. Upadhyay,R.K.,2003: **Social Case Work**, Rawat, New Delhi, Jaipur

Paper 6: Research Methods, Statistics and Computer Application (MSW 202)

Objectives:

- To develop understanding of scientific approach to human inquiry and enhance knowledge base for social work.
- To develop skills to assess effectiveness and to evaluate the social work interventions.
- To understand major strategies of research and linkages with theory.
- To develop ability to conceptualize, formulate and conduct simple research projects.

Unit - 1: Research Procedures **12 Hrs.**

- 1.1. Social Research- meaning, nature and types
- 1.2. Steps of Research
- 1.3. Hypothesis : Definition, Types and Sources
- 1.4. Research Design : Meaning and Types
- 1.5. Sampling

Unit - 2: Methods of Data Collection **12 Hrs.**

- 2.1. Types of Data : Qualitative and Quantative; Primary and Secondary
- 2.2. Participant Observation, Interview
- 2.3. Questionnaire and Schedule
- 2.4. Case Study, Life History
- 2.5. Scaling

Unit - 3: Social Statistics **12 Hrs.**

- 3.1. Statistics : Meaning and Significance
- 3.2. Variables: meaning, types and their measurement
- 3.3. Coding, Classification, and Tabulation of Data
- 3.4. Graphic Presentation -3 Graphs
- 3.5. Analysis and Interpretation of Data and Report Writing

Unit - 4: Statistical Measures **12 Hrs.**

- 4.1. Measures of Central Tendency : Mean, Median, Mode
- 4.2. Measures of Variability : Mean Deviation and Standard Deviation
- 4.3. Association – Yuli's Q, Phi Coefficient, Chi Square
- 4.4. Correlation Co-efficient : Pearson's (rho) and Spearman's(r)
- 4.5. Statistical Inference- Chi Square, t-test

Unit - 5: Computer Application in Social Work Research **12 Hrs.**

- 5.1. Definition of Computer, Types of Computer, Anatomy of Computer
- 5.2. Brief History of Computers
- 5.3. Computer Generations
- 5.4. Spreadsheets, Statistical Package(SPSS)
- 5.5. Word Processor, RDBM

(Total 60 Hrs.)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: Teaching will involve lectures on conceptual clarifications, discussions, small exercises on formulation of research tools and execute those in empirical situations, as part of the internal assessment.

Books Recommended:

1. Dheenadayalu, R. : Computer Science Vol, New Delhi, Tata Mc Graw Hill
2. Goode, W. and P.Hatt, 1962 : **Methods in Social research**, New York, Mc Graw Hill
3. Kerlinger, F.N.,1974 : **Foundations of Behavioural Research**, New York, Rinehart and Winston
4. Polansky, N., 1960 : **Social Research**, Chicago, University of Chicago Press
5. Singh, Jaspal, 1994 : **Introduction to Methods of Social Research**, New Delhi
6. Gupta, S.P., 1994 : **Statistical Methods**, New Delhi, Sultan Chand and Sons

Paper 7: Community Work and Social Action (MSW 203)

Objectives:

- To understand and analyze the community, its issues, resources etc.
- To develop understanding of community organization and its relation with social action.
- To know community organization and understand its process.
- To acquire knowledge of various techniques and approaches of community organization.
- To develop professional attitude and skills related to the above issues.

Unit - 1: Community Organization

12 Hrs.

- 1.1. Definition, Nature, Scope and Basic Assumptions
- 1.2. Objectives, Principles and Skills
- 1.3. Methods, Procedures and Steps
- 1.4. Community Organization as a Process of Social Work

Unit - 2: Community Work

12 Hrs.

- 2.1. Definition, Concept and Objectives
- 2.2. Various Fields of Community Work
- 2.3. Various Stages of Work
- 2.4. Role of Community Worker

Unit - 3: Strategies For Community Work

12 Hrs.

- 3.1. Various Approaches and Levels of Community Work
- 3.2. Peoples Participation in Community Work
- 3.3. Planning for Community Work and Welfare
- 3.4. Politics and Community Work

Unit - 4: Social Action

12 Hrs.

- 4.1. Social Action : Meaning, Nature, Scope and Objectives
- 4.2. Social Action, Principles and Methods
- 4.3. Relationship between Social Action and Other Methods of Social Work
- 4.4. Social Action, Community Organization and Community Development

Unit - 5: Social Problems for Social Action

12 Hrs.

- 5.1. Casteism, Untouchability
- 5.2. Physical Disability and Health Problems
- 5.3. Women Problems : Dowry, Violence
- 5.4. Poverty, Human Trafficking

(Total 60 Hrs.)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: Teaching will involve essentially lectures, discussions, seminars, minor field exercises by participation in the community organization. All these exercises will also be part of the internal assessment.

Books Recommended:

1. Batten, T.R. , 1969: **Communities and Their Development**, London, Oxford University Press
2. Biddle, W.W. and Biddle, L.J..... : **Economic, Community Development**, New Delhi, Light and Life
3. Dev, S.K., 1960 : **Community Development**, Allahabad, Kitab Mahal.
4. Dore, R. and Mars, Z. (ed.), 1981 : **Community Development**, London, Groom Helin
5. Dunham, A., 1970 : **The Community Welfare Organization**, New York, Thomas, Y. Crowel
6. Gangrade, K.D., 1971 : **Community Organization in India**, Bombay, Popular Prakashan
7. Mukherjee, B., 1961 : **Community Development in India**, New Delhi, Orient Longman
8. Ross, M.G., 1967 : **Community Organization**, New York, Harper & Row
9. Harrey, Christopher and Philpot, Terry : **Practising Social Work**, London, Roultdge Publications
10. Chaudhary, D. Paul : **A Hand Book of Social Welfare**, New Delhi , Atma Ram & Sons Publications
11. Siddiqui, H.Y. (ed.) , 1981 : **Social Action and Social Work**, New Delhi, Harnam Publications



Paper 8: Social Security, Labor Welfare and related Law (MSW204)

Objectives:

- To acquire knowledge and understanding of various legislations related to employees' social security.
- To acquire knowledge and understanding of various welfare measures (for employees) and their administration.
- To familiarize the students with legal frame work/laws for decision making related to welfare and social security of employees.

Unit - 1: Social Security

12 Hrs.

- 1.1. Meaning and Scope of Social Security
- 1.2. Constitution of Social Security, Social Insurance
- 1.3. Social Assistance and Allied Schemes
- 1.4. Growth of Social Security in Germany, U.K. and USSR
- 1.5. Social Security Movement in India-Current Scenario

Unit - 2: Medical Benefits Schemes

12 Hrs.

- 2.1 Workmen's compensation Scheme
- 2.2 Maternity Benefit Scheme
- 2.3 Employees State Insurance Scheme

Unit - 3: Retiral Benefit Scheme

- 3.1 Employees Provident Fund and Miscellaneous Provisions
- 3.2 Coal Mines Provident Fund and Mica Mines Provident Fund Schemes
- 3.3 Gratuity Payments and Family Pension Schemes
- 3.4 U.P. old Age Pension Schemes
- 3.5 Planning and Integrated Schemes

Unit - 4: Laws Related to Welfare of Labour

12 Hrs.

- 4.1 Factories Act. 1948
- 4.2 Payment of Wages Act. 1936
- 4.3 Minimum Wages Act. 1948
- 4.4 Motor Vehicle Act. 1938
- 4.5 Provision for Temporary Layoff and Retrenchment Compensation (Industrial Disputes Act.)

Unit - 5: Labour Welfare

12 Hrs.

- 5.1. Concept and Scope of Labour Welfare
- 5.2. Approaches and Theories of Labour Welfare
- 5.3. Objectives of Labour Welfare
- 5.4. Statutory Schemes of Labour Welfare
- 5.5. Voluntary Schemes of Labour Welfare

(Total 60 Hrs.)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: The teaching will involve lectures, discussions on specific provisions/laws and their implementation. Specific topic/measures related field work exercises will be made a part of these specific issues and will form part of internal assessment.

Books Recommended:

1. I.L.O., 1942 : **Approaches to Social Security**, Geneva
2. I.L.O., 1944 : **Social Security**, Geneva
3. Hasan, N., 1972 : **Social Security System for Industrial Workers**, New Delhi, S.Chand & Co.
4. Varandani, G. : **Social Security System for Industrial Workers**, New Delhi, Deep & Deep Publications,
5. Singh, R.C.P. : **Labour Welfare Administration in India**, New Delhi, Deep & Deep Publications
6. Verma, P. : **Labour Economics and Industrial Relation**, New Delhi, Tata Mc. Graw Hill
7. Saxena, R.C. : **Social Security and Labour Welfare**, K. Nath & Co., Meerut

SECOND YEAR

SEMESTER - III

Paper 1: Human Resource Management (MSW 301)

Objectives:

- To acquire knowledge of the concept, nature and scope of human resource management.
- To acquire knowledge of specific issues like training and development, industrial relation, performance analysis etc.

Unit - 1: Human Resource Management **12 Hrs**

- 1.1. Meaning, Scope, Functions and Process of Human Resource Management
- 1.2. Development of Personal Management in India
- 1.3. Profile of Indian Manager and Workers
- 1.4. Manpower Planning
- 1.5. Job Analysis, Recruitment , Selection and Placement

Unit - 2: Training and Development **12 Hrs.**

- 2.1. Identification of Training Needs
- 2.2. Areas of training and Process of Continuous Training
- 2.3. Training Methods and Techniques
- 2.4. Organization for Training and Development
- 2.5. Evaluation of Training

Unit - 3: Performance Analysis **12 Hrs.**

- 3.1. Meaning and Criterion of Performance Appraisal
- 3.2. Methods of Performance Appraisal
- 3.3. Problems in Performance Appraisal
- 3.4. Internal Mobility : Promotion, Transfers and Demotion
- 3.5. Promotion by Seniority vs. Promotion by Merit

Unit - 4: Wages and Salary Administration **12 Hrs.**

- 4.1. Factory and Principles of Wage Determination
- 4.2. Job Evaluation : Methods of Job Evaluation
- 4.3. Methods of Wage Payment
- 4.4. Incentive Scheme : Issues in Implementation
- 4.5. Wage Structure : Core and Peripheral Benefits

Unit - 5: Industrial Relation **12 Hrs.**

- 5.1. Meaning, Scope and Model of Industrial Relations
- 5.2. Industrial Relation Machinery : Preventive and Curative Measures
- 5.3. Trade Unions : Types, Functions and Problems
- 5.4. Collective Bargaining : Concept, Features, Pre-requisites, Process and Strategies
- 5.5. Workers Participation in Management, Various Schemes of Participation in India

(Total 60 Hrs.)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: The teaching will involve lectures, discussions, seminars. Students will be encouraged to pickup case studies of various related issues for preparing term papers. Field observations on specific issues will be made a part of such assignments. These will be discussed and will be a part of internal assignment.

Books Recommended:

1. Sharma, A.M. 1995 : **Personal and Resource Management**, New Delhi, Himalya Pub. House
2. Khan, M.Y., 1992 : **A Study of Labour and Industrial Laws**, New Delhi , Metropolitan
3. Filppo, E.B. : **Personal Management**, New Delhi , Mc. Graw Hill International Book Co.
4. Verma, Pramod, 1989 : **Personal Management in Indian Organizations**, New Delhi , Oxford and IBH.

5. Monappa & Saiyedain : **Personal Management**, New Delhi, Tata Mc. Graw Hill Publishing o.
6. Mamoria, C.B. : **Personal Management**, New Delhi, Himalya Publishing Co.



Paper2: Social Welfare Administration, Human Rights and Social Justice (MSW 302)

Objectives:

- To acquire knowledge of the concepts of social welfare administration, human rights and social justice.
- To develop skills to critically evaluate the role of social welfare administration, human rights practices and social justice administration.

Unit - 1: Social Welfare Administration **12 Hrs.**

- 1.1. Meaning, Principles & Functions of Social Welfare Administration
- 1.2. Organization, Policy making & Planning
- 1.3. Decision Making, Communication
- 1.4. Financial Administration, Monitoring & Evaluation

Unit - 2: Concept of Human Rights and Social Justice **12 Hrs.**

- 2.1. Fundamental Rights and The Indian Constitution
- 2.2. Directive Principles of State Policy
- 2.3. Social Justice : Concerns and Social Welfare
- 2.4. Human Rights and The right to Welfare

Unit - 3: Social Legislation **12 Hrs.**

- 3.1. Objectives, Scope and Assessment of Various Social Legislations as an instrument for Social Change
- 3.2. Social Legislation and Slums
- 3.3. Protection of Environment
- 3.4. Consumer Protection

Unit - 4: Un-Organized Labour and Social Legislations **12 Hrs.**

- 4.1. Minimum Wages Act. 1948
- 4.2. Equal Remuneration Act. 1976
- 4.3. Contract Labour (Regulation and Abolition) Act. 1970
- 4.4. Inter-State Migrant workmen Act, 1979

Unit - 5: Protection of Civil Rights Act **12 Hrs.**

- 5.1. SC & ST (Prevention of Atrocities) Act. 1989
- 5.2. Bonded Labour Abolition Act. 1976
- 5.3. Regulations of Money Lending Act. 1976
- 5.4. U.P. Debt. Relief Act. 1977

(Total 60 Hrs.)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: The teaching will involve lectures, discussions and seminars initially. Assignments to observe the social welfare administration, social justice administration in agencies will be given and discussion-seminars will be a part of class room teaching on these issues. This will also be a part of internal assessment.

Books Recommended:

1. Goel S.L. & Jain R.K : **Social Welfare Administration Theory and Practice Vol. I**, N.D., Deep & Deep
2. Shukla, V.N., 1988 : **Constitution of India**, Lucknow, Eastern Book Company
3. Plant Raymond, Lesser Harry & Goody P.T., 1980, **Political Philosophy and Social Welfare**, London, R&K
4. Basu, D.D., 1994: **Human Rights in Constitutional Law**, New Delhi, Prentice Hall of India Pvt. Ltd.
5. Proceedings of XIV International Conference, 1968 : **Social Welfare and Human Rights** , Columbia University
6. Diwan P. & Diwan Peeyushi, 1996 : **Human Rights and the Law**, New Delhi, Deep & Deep Publications
7. Madan G.R., 1994 : **Indian Social Problems Vol. - II**, Allied Publishers, New Delhi
8. Desai, A.R. & Pillai, S.D., 1970 : **Slums and Urbanization**, Bombay, Popular Prakashan,
9. Armin R.S.D. & Martha L.N., 1995 : **Environmental Law and Policy in India**, Bombay, N.M. Tripathi Pvt. Ltd.
10. Avtar Singh, 1995 : **Consumer Protection Law**, Lucknow , Eastern Book Company
11. Chaturvedi, S.M.,1995 : **Labour & Industrial Law**, Allahabad, Central Law Agency

12. Bare Acts

13. Nagendra Singh : Human Rights

14. Pandey J.N, 1998 : Constitutional Law in India, Allahabad, Central Law Agency

15. Kaushal Anoop K. & Arora Manish, 1994 : Consumer Protection Law, New Delhi, Universal Book Traders

Paper 3: Rural Urban Community Development (MSW 303)

Objectives:

- To acquire knowledge of the concept of development, specifically rural and community development.
- To acquire knowledge and understanding of various community development programmes which have been implemented hitherto.
- To develop skills to critically analyze (assess and evaluate) such specific programmes as prescribed in the contents.

Unit - 1: Rural Community **12 Hrs.**

- 1.1. Community Development : Meaning, Concept, Objectives and Ideology
- 1.2. Process and Fundamental Principles of Community Development
- 1.3. Essential Characteristics of Community Development
- 1.4. Various Approaches to Rural Development in India

Unit - 2: Strategies and Activities of Rural Development **12 Hrs.**

- 2.1. Issues and Strategies of Rural Development in India
- 2.2. Main Lines of Activities of Rural Development
- 2.3. Meaning and Significance of Peoples Participation

Unit - 3: Structure and Programme of Community Development **12 Hrs.**

- 3.1. Organizational and Administrative Structure
- 3.2. Cooperative Movements
- 3.3. Panchayati Raj System
- 3.4. Various Rural Community Development Programmes

Unit - 4: Urban Community **12 Hrs.**

- 4.1. Urban Community Development : Concept, Meaning and Objectives
- 4.2. Urbanization and Urban Development policy
- 4.3. Industrial Development and Urbanization
- 4.4. Approaches and Recent Trends of Urban development

Unit - 5: Urban Community Development : Programmes and Administration **12 Hrs.**

- 5.1. Urban Basic Services
- 5.2. Urban Poverty and Govt. Intervention
- 5.3. Slum Clearance Programmes
- 5.4. Administration of Community Development Programmes **(Total 60 Hrs.)**

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: The teaching-learning of the course will involve lectures, discussions on contents for knowledge and understanding. Students will be encouraged to take assignments on the study of specific programmes and supplement the theoretical knowledge with atleast a case study each in the field situation. Such assignments will be discussed in the group and will constitute a part of the internal assignment.

Books Recommended:

1. Singh, K.M. : **Urban Development in India**, New Delhi
2. Mukherjee, B. : **Community Development in India**, New Delhi, Orient Longman
3. Gupta, S. : **Social Welfare in India**, Allahabad, Chugh Publication
4. Thudia, P.J. : **Urban Community Development**, Rawat Publication, Jaipur
5. Singh, R.P. : **Sociology of Rural Development in India** : New Delhi, Discovery Publications House
6. Shukla, K.S. : **The Other Side of Development**, New Delhi, Sage Publications India
7. Srivastava, M. & Singh, A. R.: **Rural Development in India**, New Delhi, Deep & Deep

Paper 4: Medical Social Work (MSW 304)

Objectives:

- To acquire specific knowledge of concepts, role and history of medical social work.
- To enhance knowledge on Medico-Social, Economic implications of illness/Impairment-Disability and handicap and the role of Social Worker in rehabilitation and assistance, as well as counseling.
- To develop different specific practical knowledge skills, methods, structure and functions of hospitals.

Unit - 1: Medical Social Work

12 Hrs.

- 1.1 Definition, Concept and Need
- 1.2 Historical development of Medical Social Work in India
- 1.3 The Role and functions of a Medical Social Worker
- 1.4 Practice of Medical Social work Methods in Hospital settings-their needs and importance in working with patients and families
- 1.5 Scope and limitations/challenges of practice in Medical Social Work

Unit - 2: Psychological, Social and Economic Implications of Illness

12 Hrs.

- 2.1 Common ailments and diseases: symptoms, causes
- 2.2 General considerations and implications
- 2.3 Psychosomatic approach: Patient as a whole
- 2.4 Multidisciplinary team work: Needs, Importance and principles
- 2.5 Role of Social Worker as a Team Member

Unit - 3: Structure and Functions of Hospitals

12 Hrs.

- 3.1 The hospital as a formal organization
- 3.2 Health Organizations-National, State, District Hospital, PHC, MCHC, Dispensary
- 3.3 Goals, Structure and Functions of a Hospital
- 3.4 Departments, Administrative Procedures of Hospital
- 3.5 Hospital Welfare Department-Staffing, Organization and Functions, Extensional Services, Public Relation

Unit - 4: Concepts of physically challenged

12 Hrs.

- 4.1 Meaning of Impairment, Disability and Handicap
- 4.2 Classification: Orthopaedic Disability, sensory impairments and speech disability
- 4.3 Psycho-social problems and their implications of in adjustments
- 4.4 Rehabilitation: Types of rehabilitation, Role of Medical Social Worker
- 4.5 Resource Mobilization and follow up, role of welfare institutions

Unit -5: Role of Medical Social Worker in Different Health Settings

12 Hrs.

- 5.1 Out Patient Unit & Intensive Care Unit
- 5.2 Gynaecology Unit- Maternity Ward, Abortion Clinic & Family Planning Centre
- 5.3 STD Clinic, TB Programme, Oncology (Cancer) Department
- 5.4 Counselling: Concept, areas - Psychiatry, Drug dependence, HIV/AIDS
- 5.5 Training of Para Professionals and Volunteers

(Total 60 Hrs.)

Recent Articles: Two recent articles from journals will be prescribed every year.

Pedagogy: The teaching will involve lectures, discussions, assignments on select topics. The students will be encouraged to prepare assignments/term papers on any theoretical aspect and essentially supplement through a case study from the field. Such term papers will be discussed in the group and will be part of the internal assignment.

Books Recommended:

1. Paul, Benjamin D, 1955: **Health, Culture and Comm, Case Studies of public reactions of Health Prog**, Russel Sage p. Foundation
2. Banarjee, G.R., 1950: **Social Service Department in Hospital. Its Organization and Functions**, TISS Mumbai
3. Bartalatt, Harriet M, 1961: **Social Work Practice in Health Field**, New York, NASW
4. K. Park (2005) : **Textbook of Preventive and Social Medicine**, Jabalpur: M/S Banarsidas Bhonot
5. Singh, A.N., 2002: **Enabling the Differently Able**, Shipra Pub. New Delhi
6. UNICEF: **Health and Basic Services: Keys and Development**, New Delhi
7. Singh, Surendra Singh and Mishra, P.D.: **Health and Illnesses: Dynamics and Dimensions**: Royal Book Co., Lucknow
8. Hassan, K.A, 1979: **Medical Sociology of Rural India**, Sachin Pub.
9. **Social Work in Health Setting**, Journal Oxford, Pergamon Press