



PONDICHERY UNIVERSITY

REGULATIONS, COURSE STRUCTURE AND SYLLABUS

FOR

Master of Social Work (MSW)

REGULATIONS

for

**Master of Social Work Degree Programme
(2008 – 2009 onwards)**

1. ELIGIBILITY CRITERIA FOR ADMISSION TO THE M.S.W. COURSE:

- a) Bachelor's Degree in any discipline with a minimum of 50% mark
- b) The basis of selection shall be the marks secured in the entrance examination conducted by Pondicherry University , group discussion and personal interview.
- c) Reservation of seats and other concessions for the SC, ST, M.B.C., O.B.C., B.C. and other special categories of candidates notified by the government shall be in force from time to time.

2. ELIGIBILITY FOR ADMISSION TO THE EXAMINATION:

A candidate can be admitted to appear in the M.S.W. degree end semester examinations only if he / she have undergone the course of study as prescribed by Pondicherry University and having put in not less than 75 percent of attendance.

3. DURATION:

The course of study shall be for duration of **TWO** academic years with **FOUR** semesters.

COURSE STRUCTURE

FIRST SEMESTER

| COURSE CODE | TITLE OF THE PAPER | CORE | CREDIT |
|--------------------|--|-------------|---------------|
| MSW 411 | INTRODUCTION TO SOCIAL WORK | HC | 4 |
| MSW 412 | INDIAN SOCIAL STRUCTURE AND SOCIAL PROBLEMS | HC | 4 |
| MSW 413 | PSYCHOLOGY AND PERSONALITY DEVELOPMENT | SC | 3 |
| MSW 414 | SOCIAL CASE WORK AND COUNSELLING | HC | 4 |
| MSW 415 | SOCIAL GROUP WORK | HC | 4 |
| MSW 416 | FIELD WORK & RURAL CAMP | HC | 4 |

SECOND SEMESTER

| | | | |
|---------|---|----|---|
| MSW 511 | COMMUNITY ORGANISATION AND SOCIAL ACTION | HC | 4 |
| MSW 512 | SOCIAL WORK RESEARCH AND STATISTICS | HC | 4 |
| MSW 513 | SOCIAL WELFARE ADMINISTRATION | HC | 4 |
| MSW 514 | DISASTER MANAGEMENT | SC | 3 |
| MSW 515 | FIELD WORK | HC | 4 |

THIRD SEMESTER

| | | | |
|--|--|----|---|
| MSW 611 | HUMAN RIGHTS AND SOCIAL LEGISLATION | SC | 3 |
| SPECIALISATION - I (Human Resource Management) | | | |
| MSW 612 | LABOUR WELFARE AND LABOUR LEGISLATION | HC | 4 |
| MSW 613 | INDUSTRIAL RELATIONS | HC | 4 |
| MSW 614 | HUMAN RESOURCE MANAGEMENT | HC | 4 |
| SPECIALISATION – II (Medical & Psychiatric Social Work) | | | |
| MSW 615 | HOSPITAL ADMINISTRATION | HC | 4 |
| MSW 616 | MEDICAL SOCIAL WORK | HC | 4 |
| MSW 617 | MENTAL HEALTH | HC | 4 |
| SPECIALISATION – III (Community Development) | | | |
| MSW 618 | RURAL COMMUNITY DEVELOPMENT | HC | 4 |
| MSW 619 | URBAN COMMUNITY DEVELOPMENT | HC | 4 |
| MSW 620 | SOCIAL WORK WITH MARGINALISED AND WOMEN | HC | 4 |
| MSW 621 | FIELD WORK & STUDY TOUR | HC | 4 |

FOURTH SEMESTER

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|---------|--|----|---|
| MSW 711 | SOCIAL WORK WITH PERSON WITH DISABILITIES | SC | 3 |
| | SPECIALISATION - I (Human Resource Management) | | |
| MSW 712 | ORGANISATIONAL BEHAVIOUR | HC | 4 |
| MSW 713 | HUMAN RESOURCE DEVELOPMENT | HC | 4 |
| | SPECIALISATION – II (Medical & Psychiatric Social Work) | | |
| MSW 714 | PSYCHIATRIC SOCIAL WORK PRACTICE | HC | 4 |
| MSW 715 | COUNSELLING – THEORY AND PRACTICE | HC | 4 |
| | SPECIALISATION – III (Community Development) | | |
| MSW 716 | PRA IN RURAL AND URBAN INTERVENTION | HC | 4 |
| MSW 717 | ENVIRONMENT AND SOCIAL WORK INTERVENTION | HC | 4 |
| MSW 718 | FIELD WORK | HC | 4 |
| MSW 719 | PROJECT WORK | HC | 4 |
| MSW 720 | BLOCK PLACEMENT | HC | 4 |

SYLLABUS

FIRST SEMESTER

MSW 411: INTRODUCTION TO SOCIAL WORK

- UNIT I** **Social Work:** Definition, Objectives, Functions and Values of Professional Social Work. Historical Development of Social Work in India. Related Concepts: Social Service, Social Welfare, Social Reform, Social Action, Social Security, Social Justice and Social Education.
- UNIT II** **Social Work and Profession:** Evolution of Social Work as a Profession. Nature and Scope, Principles, Philosophy, Values, Ethics and Goals. Role of social work in the remedial, preventive and developmental models.
- UNIT III** **Methods and functions of social work.** Nature and importance of field work in social work- importance of field work supervision. Problems of professionalisation in social work. Professional Associations in social work.
- UNIT IV** **Fields of Social Work-** Family and Child Welfare, Industrial Social Work, Medical and Psychiatric Social Work, Community Development, Correctional Social Work, School Social Work and Youth Welfare.
- UNIT IV** **Voluntary Action and Social Work:** Voluntary Action in India – Ideological trends. Voluntary Organizations in Social Welfare in India. Government Measures to strengthen Voluntary Organizations. Social Workers' role in voluntary organization.

References:

1. Zastrow H.C. (2003), The practice of social work, Canada Thomson Learning Academic Centre
2. Robert, W. Roberts and Robert, H. Nee (ed) (1970), Theories of social work Chicago. The University of Chicago Press
3. Skidmore R. A., Milton G. Thackrey and A. William Farley (1991), Introduction to Social Work. Prentice Hall. New Jersey, Englewood Cliffs.
4. Pathak, S.H. (1981), Social Welfare: An Evolutionary and Development Perspective Delhi Macmillan Publication.
5. Sheaffer Bradford (1989), Social Work: A profession of many faces (5th ed.) Boston, Allyn & Bacon
6. Jacob K.K. Social Work Education in India, Himanshu Publishers, New Delhi, 1994.
7. Madan G.R., Indian Social Problems, Vol. 1 & 2, Allied Publishers, 1973.
8. Compton Beulah R: Introduction to Social Welfare and Social Work, The Dosery Press, Illinois, 1980

MSW 412: INDIAN SOCIAL STRUCTURE AND SOCIAL PROBLEMS

- UNIT I** **Social organization:** Society community, Associations, and groups. Social stratification: Caste, class. Social Institutions - Marriage, family, religion, Education
- UNIT II** **Culture:** Major elements of Indian culture- cultural norms, mores, folkways, customs and traditions, values, believes. Cultural lag and cultural change. Social Process - Cooperation, competition, accommodation, assimilation & conflict
- UNIT III** **Social Change:** Meaning and concepts, Urbanization, Industrialization, westernization, Sanskritization, social change in India-causes and consequences.
- UNIT IV** **Major Social Problems:** Poverty, Unemployment, Demographic Transition, Illiteracy, Dowry, Child Labour, Crime, Juvenile Delinquency, Alcoholism, Drug Addiction. (*Discussion related to definitions, types, causes, preventive and remedial measures and the role of Social Workers in rehabilitation*)
- UNIT V** **Contemporary Social Problems:** HIV/AIDS, Cancer, Terrorism, Trafficking among Women and Children, Suicide.

References:

1. Prabhu, PH, Hindu Social Organization, Popular Prakasham, Bombay, 1963.
2. Hutton J.H., Caste in India, Oxford University Press, Bombay, 1983.
3. Kapadia K.M. Marriage and Family in India, Oxford University Press, Bombay, 1966.
4. Ram Ahuja, Indian Social System. Vedam Book House, Jaipur, 1993,
5. Fichter, Joseph H, Sociology, II Ed., The University of Chicago Press, London, 1973.
6. Horton, Paul B. and Hunt, Chester L. Sociology, McGraw-Hill Book Company, 1964.

MSW 413: PSYCHOLOGY AND PERSONALITY DEVELOPMENT

- UNIT I** **Psychology:** Meaning, Definition, Fields and Methods, Introduction to Schools of Psychology, Relevance of psychology to Social Work practice -
- UNIT II** **Human Growth and Development:** Stages of and developmental tasks- Physical, psychological and social aspects of development from conception to old age.
- UNIT III** **Personality:** Meaning, definition, theories, types and factors influencing personality - **Motivation:** Meaning, definition, types and characteristics of motives, theories of motivation. **Intelligence:** Concept, theories and assessment. Important tests for measurement of personality, attitude and intelligence.
- UNIT IV** **Perception:** Concept, characteristics, process and factors influencing perception- **Learning:** Concept, types and theories of learning- **Attitude:** Definition, nature, formation of attitudes and attitudinal change.
- UNIT V** **Abnormal Psychology:** Concept of normality and abnormality- **Mental illness:** Types and causation of mental illness- role of social workers in promoting mental health.

References:

1. Bhatia,H.R.(1969), Abnormal Psychology, Oxford and IBH, New Delhi
2. Desai (1988), Psychology, McGraw Hill, New Delhi
3. Hurlock Elisabeth, B (1995), Developmental Psychology, McGraw Hill, New Delhi
4. Mangal, S.K. (1988), General Psychology, McGraw Hill, New Delhi
5. Page, J.D. (1967), Abnormal Psychology, John Wiley & Sons, New York

MSW 414: SOCIAL CASE WORK AND COUNSELING

- UNIT I** **Case Work:** Definitions, Meaning, Nature, Purpose of Case Work, Principles of Case work, Historical Development of case work and its relationship with other Social Work methods.
- UNIT II** **Tools of Case Work:** Case Worker- Client relationship- Basic Principles of relationship – Skills in establishing relationship and Problems encountered and their solution
- UNIT III** **Case Work Process:** Intake and Exploration, Analysis and Assessment, Psycho Social Diagnosis and Social Treatment, Supportive techniques, Evaluation, Termination and follow-up. Importance of involvement of Collateral contact in the entire process.
- UNIT IV** **Approaches to Practice of Case work:** Psychosocial, Functional, Problem Solving and Crisis Intervention. Interviewing; Definition, meaning, principles, techniques and Skills. Recording; Meaning, Types and importance in Social Case Work.
- UNIT V** **Counseling:** Definition, nature and goals; Counselling process,. Types of Counselling – Individual and Group counseling, Family counseling, Marital counseling, student counselling and Industrial counseling, skills and techniques, Characteristics of an effective counselor. Role of counselor in various settings.

References :-

1. Louise C.Johnson – Social Work Practice
2. Robert W.Roberts. H.Nee – Theories of Social Case Work, University of Chicago press, USA 1970.
3. Howard J.Parod – Crisis intervention, Family Service Association of America, New York USA 1970.
4. Biestex Felix. P – Case Work relationship, Layela University Press,Chicago ILLINORS,1957.
5. Perlman Hulen Harris – Social Case Work, problem Solving Process University of Chicago 1957.
6. Hamilton Gordon – Theory and Practice of Social Case Work. Columbia University Press 1955.
7. Hollis Florence – Case Work A Psychological Therapy, New York Random House 1964.

MSW 415: SOCIAL GROUP WORK

- UNIT I** **Social Group:** Definition, characteristics, types, functions, stages of group development, basic human needs met by groups at different stages of group development. **Group dynamics:** Definition, functions and basic assumptions of group dynamics.
- UNIT II** **Group Process:** New comers, Acceptance, Isolation, Rejection, Group bond, Sub groups, Expectations, Withdrawal, Conflict and Control. Leadership- styles and functions. Models of Group Development.
- UNIT III** **Social Group Work:** Definition. Philosophy and Objectives. **Group work process:** Pre group formation, Beginning phase, Middle phase and Advanced phase and Termination phase.
- UNIT IV** **Programme planning:** Definition of Programme. Principles and Process of Programme planning. Programme media. Programme development process. Uses of programmes. Place of agencies in programme planning.
- UNIT V** **Skills of Group Worker:** Group work and group therapy / group psycho therapy. Use of home visit and collateral contacts. Group Work supervision. Group work recording. Group work evaluation. Limitation of group work practice in India.

References:

1. Cartwright, Dorwin and Zander, Alwin, Group Dynamics (New York Row, Peterson & Co.)
 2. Coyle, Grace, L., Group experience and Democratic values (New York The Women's Press)
 3. Konopka, Gisela, Group Work in the Institution, (New York Whiteside Inc. and William Morrow and Co.)
 4. Konopka Gisela, Social Group Work, A Helping process (New Jersey, Prentice-Hall)
 5. Mills, Theodore, M., The sociology of small groups (New Delhi, Prentice-Hall)
- Wilson, Gertrude and Ryland Gladys, Social Group Work Practice (Boston: Houghton Mifflin Co.)

MSW 416: FIELD WORK & RURAL CAMP

FIELD WORK

The Organization of Field Work Includes observation visits to selected

- Social Welfare Agencies,
- Hospitals,
- Slums,
- Villages,
- Industries.

Pre visit and Post visit discussions (individual conferences) are also included.

RURAL CAMP

All students of the Social Work Programme will be required to undertake a rural camp in every academic year, either I / II semesters.

SECOND SEMESTER

MSW 511: COMMUNITY ORGANISATION AND SOCIAL ACTION

- UNIT I** **Community Work and Social Action:** Definition of Community, Types of Communities. Difference between Rural and Urban Communities, Power Structure in the Community, Community Leaderships, Types of Community Leaders, Role of Community leaders in Community Development.
- UNIT II** **Strategies of Community Work and Social Action:** Approaches to Community Work: Neighborhood Development, Systems and Radical, Politics and Community Work, Role of Community Organiser and Social Activist, Contemporary Social Action Interventions in India
- UNIT III** **Community Organization:** Definition, Objectives, Community Organization as a Method of Social Work, Various approaches to Community Organization – General content approach, Specific content approach, Process content approach. Community organization and Development.
- UNIT IV** **Methods of Community Organization:** Fact Finding, Planning, Group Decision Making, Conference and Committee Practice, Co-operative action – negotiation, consultation, Methods of Conflict Resolutions, Resource Mobilization, Administration, Recording Evaluation, Skill required for Community Organization.
- UNIT V** **Application of Community Organization Methods:** Application in Slums, Rural areas, during Flood, Famine and War. Community Organization for prompting Public Health and Family Welfare.

References:

1. Siddiqui H. Y. (1977), Working with Communities, New Delhi: Hira Publication.
2. Gangrade K. D. (1997), Community Organisation in India, New Delhi: Popular Prakashan.
3. Siddiqui H. Y. (1984) Social Work and Social Action, New Delhi Harnam Publications
4. Kumaran, Hyma, Wood (2004), Community Action Planning, Chennai, T. R. Publications
5. Vasudevamoorthy, M (1996), Social Action, Asia Publishing House
6. Rivera & Erlich (1995), Community Organising in a Diverse Society, Allyn and Bacon
7. Jim Ife (1995), Community Development, Longman
8. UNICEF (1982), Community Participation; Current Issues and Lessons Learned
9. Fred Milson (1974), An Introduction to Community Work, Routledge and Kegan Paul
10. Gupta, Dipankai, (1977), Nativesim in a Metropolis Manohar Publication
11. Dasgupta, Sugata (1980), Social Movements, Encyclopedia of Social Work in India, New Delhi Press Division, G02

MSW 512: SOCIAL WORK RESEARCH AND STATISTICS

- UNIT I** **Social Work Research:** Definition, Objectives of Research and Social Work Research. Social Research as a Scientific Method, Research and its applicability to Social Work. Types of Research: Basic, Action and Applied, Social Survey and Social Research .Qualitative and Quantitative Research.
- UNIT II** **Research Design:** Meaning and Types-Exploratory, Descriptive, Diagnostic, Experimental research designs and Case studies. Hypothesis-Meaning, Sources, Formulation, Types and Functions.
- UNIT III** **Sampling & Data Collection:** Sampling-Meaning, Types-Probability and Non Probability sampling methods. Selection and Formulation of research problem, Use of review of literature, Sources of data collection: Primary and Secondary Sources. Tools of data collection: Interview Schedule, Questionnaire: Construction of questionnaire/interview schedule - Content, types of questions, question format and sequence of questions. Advantages and disadvantages.
- UNIT IV** **Data processing and statistical analysis:** Coding, classification, tabulation of data. Measures of central tendency-arithmetic mean, median and mode, Measures of dispersion- mean deviation and standard deviation, Karl Pearson's co-efficient of correlation, Chi-square test, 't' test. Use of Computers in Statistical analysis-MS-Excel, SPSS.
- UNIT V** **Interpretation:** Meaning, Techniques, Precautions; **Report Writing:** Types of Reports, Mechanics of writing research reports, and precautions; Footnotes and Referencing; Agencies involved in Social Research.

References:

1. Anderson, J. Durston H. S & Pooram (1992) Thesis and Assignment Writing; Wiley Eastern Ltd, New Delhi.
2. Andrew Sayer (1992) Methods in Social Science: A Realistic Approach, Rutledge, London.
3. Baper, L.T. (1988) Doing Social Research, McGraw Hill, Singapore.
4. Bryman, Alan & Duncan Cramer (1990) Qualitative data analysis for Social Scientists, Rutledge, London.
5. Carol, M & Roberts (2004) Dissertation Journey, Sage, California.
6. Denzin, N.K and Lincoln, Y.S. (1998), Strategies of Qualitative Inquiry, Sage, Thousand Oaks.
7. Denzin, N.K and Lincoln, Y.S. (1998), Collecting and Interpreting Qualitative Materials, Sage, Thousand Oaks.
8. Denzin, N.K and Lincoln, Y.S. (2000), Hand Book of Qualitative Research, Sage, Thousand Oaks.

MSW 513: SOCIAL WELFARE ADMINISTRATION

- UNIT I Social Welfare Administration:** Definition, Historical Development. Purpose. Principles, functions and areas – Central and State Ministries, Central Social Welfare Board and Other National Institutions.
- UNIT II Registration of Welfare agencies:** Registration under Societies Registration Act, Trust Act, Companies Act, Foreign Contribution Regulation Act (FCRA), Provisions in Income Tax Act, Memorandum of Association, Constitution and Bye-Laws.
- UNIT III Administrative Processes:** Planning, Organizing, Staffing, Directing, Controlling, Reporting and Budgeting (POSDCORB) Functions of governing body, committees and chief executives. Need and importance of Public Relations. Mobilizing and managing financial resources.
- UNIT IV Office Management:** Importance of office management in welfare organizations. Communication system in the office, office procedures. Records management and filing system. Office mechanization and automation. Application of computers in office.
- UNIT V Project Administration:** Project identification, Preparation of the Project Proposal, Planning, Appraisal, Implementation, Monitoring and Evaluation. Changing trends of voluntary welfare activities. Problems of voluntary organizations.

References:

1. Bose, A.B., Social Welfare Planning in India, U.N. Pub., Bangkok.
2. Choudry, Paul, Hand Book on Social Welfare, Atma Ram & Sons, Delhi, 1993.
3. Choudry, Paul, Voluntary Social Welfare in India, Sterling Pub., New Delhi, 1979.
4. Dennison. D & Chepman, Valeries: Social Policy and Administration, George Allanond Unwin, London.
5. Dubey S.N., Administration of Social Welfare programmes in India, Somaiya pub., Bombay.
6. Dubey S.N., & Murdia, Administration of Policy and programmes for Backward classes in India, Somaiya Pub., Bombay.
7. Agarwal R.K., Hindu Law.
8. Chatterjee B.B., Impact of Social legislation on Social Change.

MSW 514: DISASTER MANAGEMENT

- UNIT I** **Disaster:** Meaning, factors and significance; effects; a global view; community disaster; disaster profile of India.
- UNIT II** **Typology of Disasters:** Earthquake, Flood, Cyclone, Drought, Famine, Landslide, Avalanches, Fire, Forest fire, Epidemics, Tsunami and Industrial & Technological Disaster. Chemical, Biological and Nuclear Disaster
- UNIT III** Disaster assessment, Disaster mitigation, Relief and Rehabilitation, Psycho – social impact on Women, Children and the Aged, Disaster Mental Health and Disaster Counseling.
- UNIT IV** **Disaster Management and Awareness:** Predictability, forecasting and warning, Planning, Communication, Leadership and Coordination, relief measures, Community health during disasters. Community participation, public awareness programmes, information origination and dissemination. Community based Disaster Management
- UNIT V** Role of Social Worker, Government (State and Central), District Administration INGOs, NGOs, Armed forces, Media, Disaster management Coordination committee, National Institute of Disaster Management,

References:

1. Form William H and Sigmund Nosow (1958), Community in Disaster, Harper and brothers Publishers, New York
2. E.L. Quarantelli, et. al., (1998), What is a Disaster, Routledge, London and New York.
3. Sen Amartya (1981), Poverty and Famines, Oxford University Press, New Delhi.
4. Parida P.K. (2002), “Towards Rebuilding a Post Disaster Society: A Case Study of Super Cyclone Affected Coastal Orissa”, The Indian Journal of Social Work, Vol 63, Issue 2.
5. Sharma Dhirendra (1983), India’s Nuclear Estate, Lancers, New Delhi.
6. Disaster Prevention and Mitigation (1982), United Nations Disaster Relief Coordination, New York.
7. Klinenberg Eric (2002), Heat Wave: A Social Autopsy of Disaster in Chicago, University of Chicago Press, Chicago

MSW 515: FIELD WORK

The Organization of Field Work includes two days of concurrent field work in every week in selected

- Social Welfare Agencies,
- Hospitals,
- Slums,
- Villages,
- Industries.

It includes individual placement of students in various settings. Pre visit and Post visit discussions (Individual Conferences) are also included.

THIRD SEMESTER

MSW 611: HUMAN RIGHTS AND SOCIAL LEGISLATION

- UNIT I** **Human Rights (HR):** Definition and Classification – Civil and Political Rights, Socio – Economic and Cultural Rights. Universal Declaration of Human Rights.
- UNIT II** **Constitution and HR:** Indian Constitution and Relevant Articles relating to HR. The protection of Human Rights Act 1993. Structure and Function of National Human Rights Institutions – National HR Commissions – National SC/ST Commissions – National commission for Women – National commission for Minorities – State Human Rights Institutions – State HR commissions – State commission for women – State commission for Minorities.
- UNIT III** **HR for target population:** SC/ST, Religious Minorities, Physical, Visual and Mentally Handicapped. AIDS victims, Refugees, War victims, Prisoners, Custodial Violence, Women and Children, Senior Citizens and Work situations.
- UNIT IV** **Social Policy:** Definition, need, evolution and constitutional base; Sources and instrument of social policy. **Social Planning and Social Development-** Meaning of social planning, community planning and community participation. Planning machineries at the State & National levels; Five year plans and Social development; Concept and indicators, social change and social development in India.
- UNIT V** **Social Legislations:** Salient Features of Child Labour Act, Right To Information Act, Suppression of Immoral Traffic Act and Prevention of Immoral Trafficking. Domestic Violence Act.

References:

1. Rebecca J. Cook, Human Rights of Women: National and International Perspectives, University of Pennsylvania Press. 1993
2. by James J. Lynch, Celia Modgil, Sohan Modgil, Human Rights, Education and Global Responsibilities Education, Taylor & Francis, 1992
3. O P Chauhan, Human Rights: Promotion and Protection, Anmol Publications Pvt. Ltd. 2004
4. Adamantia Pollis, Peter Schwab, Human Rights: New Perspectives, New Realities, Lynne Rienner Publishers, 2000.

SPECIALISATION - I (Human Resource Management)

MSW 612: LABOUR WELFARE AND LABOUR LEGISLATION

- UNIT I** Labour: concept, characteristics and problems of Indian labour- labour in organized and unorganized sectors. Labour Welfare: concept, scope and classification- Role and functions of Labour Welfare Officer. Objectives and functions of International Labour Organization (ILO) - role of ILO in labour welfare- implementation of ILO recommendations in India.
- UNIT II** Labour Legislations: Concept, need and historical development of Labour Legislation in India. Factories Act, 1948. The Contract Labour (Regulations and Abolition) Act, 1970.
- UNIT III** Concept and types of wages- Legislations relating to Wages: The Payment of Wages Act, 1936- The Minimum Wages Act, 1948- The Equal Remuneration Act, 1976- The Payment of Bonus Act, 1965.
- UNIT IV** Concept of Social security-Legislations relating to social security: The ESI Act, 1948, The Employees Provident Fund and Miscellaneous Provisions Act, 1952- The Payment of Gratuity Act, 1972- The Maternity Benefit Act, 1961, Workmen's Compensation Act, 1923.
- UNIT V** Legislations for labour welfare in different types of industries: The Plantation Labour Act, 1951 – The Mines Act, 1952 – The Motor Transport Workers Act, 1961.

References:

1. Bagga, S.N., The Labour Manual, The Law Book Co., Allahabad
2. Mamoria, C.B & Satish Mamoria, Industrial Labour, Social Security and Industrial Peace in India.
3. Giri, V.V.(1958), Labour Problems in Indian Industry, Asian Publishing House, Mumbai.
4. Moorthy, M.V.(1968), Principles of Labour Welfare, Gupta Brothers, Vishakapatnam.
5. Subramanian, V, Factory Laws Applicable in Tamil Nadu, Vol.I,II & III, Madras Book Company.
6. Yadav, L.B.(ed.) (2000), Reading in Social and Labour Welfare (2 Vol.Set) Institute For Sustainable Development, Lucknow
7. Sarma, A.M. (2005), Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Mumbai
8. Saxena, R. C (1960), Labour Problems & Social Welfare, Jai Prakash Nath & Co., Meerut.
9. Vaid, K. N. (1970), Labour Welfare in India, Sri Ram Centre For Ind. Relation, New Delhi.
10. International Labour Office, Labour Legislations in India, ILO, New Delhi.

MSW 613: INDUSTRIAL RELATIONS

- Unit I** **Industrial Relations.** Meaning scope, Need factors influencing IR. Actors of IR: Employees and their organization, employers and the government- roles and responsibilities of IR's. Approaches to IR- Maxian, Giri, Webbs, Dunlop. Tripartite Machineries: ILC, SLC, Industrial implementation and Evaluation committee, committees on conventions.
- Unit II** **Discipline:** Definition, Meaning – causes for indiscipline and misconducts- Hot stove rule and principles of Natural Justice- Disciplinary Action: Guidelines Process : show cause notices, Explanations, domestic enquiry, Penalties and punishment : fine, Demotion, Suspension, Discharge and Dismissal, Code of Discipline – Worker's participation in Management in India.
- Unit –III** **Conflicts and Disputes:** Meaning, Causes, forms of conflicts: strikes and Lock outs –Grievances: Meaning, Cause Redressal Procedure-collective bargaining: Meaning, Scope, Productive collective a, difficulties encountered in India- Negotiation procedure industrial Democracy- Industrial Peace harmony and unrest. Role of Social Workers in Industry.
- Unit IV** **Trade union Management:** Origin and Growth of TMU in India-Definition, Theories, Objectives, Functions, Structure an Governance-Major Trade unions in India- Social responsibilities of TU. Trade union leadership-Need for one union for one industry.
- Unit V** The trade union Act- 1926, the industrial Employment Standing orders Act -1946, Industrial Disputes act-1947

References:

1. Arun Monappa 1989 Industrial relations, New delhi, tata Magraw
2. Bhagliwel .T.N. 1988 Personnel Management and Industria Relations
Deep and Deep publisher
3. Dewan and 1996 Labour Management, New delhi, discovery, Publishing
Sudharsan House
4. Gaur.L 1986 Trade unionism and Industrial Relations, New Delhi
Deep and Deep publisher
5. Memoria.CB 1985 Dynamics of Industrial relations
&Memaoria .S
6. Punekar Etal 1988 Labour Welfare, trade unionism and Industrial relations
Mumbai, Himalaya
7. Paril B.R. 1977 Conciliation in India, Allahabad, Chaugh Publication
8. Rao.K 1966 A practical approach to Domestic enquiry, Madras,
Sitaram and Co

MSW 614: HUMAN RESOURCE MANAGEMENT

- UNIT-I Human Resource Management:** Meaning, Definition, objectives and importance- -Role of HR Manager: Personnel, Welfare, Clerical, Legal Roles. Approaches: Process Model And Human Relations Approach- Overview of HRM Functions: Operative and Managerial. Personnel Policy: Meaning, Need and Objectives
- UNIT-II Human Resource Planning:** Definition, Need, Process-Job Analysis: Uses, Content- Job Description, Job Specification-Recruitment: Meaning, Sources of recruitment, Methods of recruitment- Selection: Meaning, Steps, Application Blank, Psychological test, Interviews and Physical Examination- Placement and Induction.
- UNIT-III Training and Development:** Meaning, Importance and Purpose, Types and Methods - Performance Appraisal: Meaning, Methods: Traditional and Modern, problems in Appraisal – 360 degree appraisal, TQM and ISO 9001. Promotion and Transfer: Meaning, purpose and types. Career Planning and Development.
- UNIT-IV Wage and Salary Administration:** Concept, Definition, components of wages, Types of Wages, Methods of wage payment, Incentives-concept and types. Requisites of a successful incentive plan. Employee Benefit Services.
- UNIT-V Personnel Record and Audit:** Usefulness of records, types of information and records, essentials of an effective record system, computerized human resource information system. Reports- types and uses. Personnel Audit- Areas, role and types of audit.

References:

1. Decenzo and Robbins (2001), Personnel/ Human Resource Management, *New Delhi, Prentice Hall*
3. Krishnaswami.O.R (1987), Human Resource Management & Industrial Management, *Coimbatore, rainbow*
4. Lynton and Pareek (1990), Training for Development, *New Delhi, Vistar*
5. Mathur,BL,(Ed.), (1994), Human Resource Management, *Jaipur, Harihani Publishing House*
6. Mamoria, C.B. (1993), Personnel Management (Management of Human Resources), *Bombay, Himalayan*
7. Milkovinch & Boudreau (1990), Personnel and Human Resource Management, *Delhi, All Travellers Book Seller*
8. Prasad and Lalan & Bannerji (1997), Management of Human Resources, *New Delhi, Steerling*
9. Rao, Subba (1996), Essentials of human Resource and Management and Industrial Relation, *Mumbai, Himalaya*
10. Scarpello, Levinika Functions,(1995), Human Resource Management and Environments and & Bergman, *Ohio South, Western College*
11. Subash Garg (1992), Personnel Human Resources, Jaipur, Arihant

SPECIALISATION – II (Medical & Psychiatric Social Work)

MSW 615: HOSPITAL ADMINISTRATION

- Unit I** Meaning of hospital – Evaluation of Hospital from charity to modern hospital classification of hospitals – General, special, public, Trust, Teaching-cum Research Hospital –Small or Large Size Hospital
- Unit II** Planning a Hospital – The planning Process – Choosing a Site, Location and Access, Building – Space Utilization, Physical Facilities- residential facilities requirements of various types of wards, out patients services and in-patients services emergency services in Hospital – Medico legal case – Different departments required in the hospital.
- Unit: III** Hospital Administration – Meaning, Nature and Scope Management of Hospitals-principles of Management need for Scientific management . Human resource management in Hospital personnel policies – Condition of Employment Promotional and Transfers – Performance appraisal. Working hours levels rules and benefits – safety conditions – salary and wages policies, Training and development.
- Unit: IV** Staffing the hospital – selection and requirement of medical professional and technical staff – social workers – physiotherapist and occupational therapist Pharmacist - Radiographers – Lab technicians – dieticians – records officers – mechanics – electricians. Roles of Medical Records in Hospital Administration – Content and their needs in the patient care system.
- Unit V** Hospital Budget – Department budget as a first step – specific elements of a department at budget including staff salary – supply cost- projected replacement of equipment – energy expenditures – contingency funds. Uses of computers in Hospital – purchase centralization – Shared Building system purchase agreements

References:

1. Benjamin Rober-t, etal 1983, Hospital Administration Desk Book Newjerky Prentice hall
2. Davies r lawelyn eta -1966, Hospital planning & administration Geneva WHO
3. Goal S L 1981, Health care Administration A Text Book New Delhi Steling Publishers Pvt.
4. Rabick & Jonathan etal 1983, Hospital Organization and Management London Spectrum Publishers.
5. Who Expert Committee 1975, Role of Hospital in programme of Community health protection WHO technical Report service.
6. Who Expert Committee 1968 Hospital Administration WHO technical Report Services No.395.

MSW 616: MEDICAL SOCIAL WORK

- UNIT – I** The Meaning of health, hygiene, illness and handicap. Historical development of Medical Social Work in the west, in India. Medical social work practice in different settings - hospitals, out-patient department, emergency care, special clinics and community health. Problems encounter by Medical Social Worker in the field.
- UNIT – II** Organization and administration of Medical Social Work department in hospitals- Medical Social Work in relation to different disciplines, multidisiplinary approach and teamwork, patients' right in health care.
- UNIT – III** The psycho social problems and the role of medical social worker in dealing patients with TB, STD, AIDS, POLIO, Malaria, Leprosy, Typhoid, Hypertension, Cardiac disorders, Asthma.
- UNIT – IV** Concept of Public health and preventive medicine, levels of prevention, primary, secondary and tertiary prevention. Food and nutrition: importance of nutritional constituent of food, balanced diet, nutritional deficiency diseases and preventive measures, problems of mal nutrition in India and measures to tackle it.
- UNIT – V** Role of medical social worker in rehabilitating a physically handicapped patient. Team work – involvement of the family members, importance of family planning, sex education and school health programmes.

References:

1. Pathak, S. H (1962), Medical Social Work in India, V.G.Mehta , Bombay
2. Goldskine,D (1954), Reading in the Theory and Practice of Medical Social Work, University Chicago Press , Chicago.
3. Bartlett, H.M.(1934), Medical Social Work American Association of Medical Social Welfare , Chicago.
4. Goldstine, D (1955), Expanding Hrizons in Medical Social Work , University of Chicago Press , Chicago.
5. Park, J.E.;Park, K. (1989), Textbook of Preventive and Social Medicine ,M/S Banarsidas Bhanot , Jabalpur.
6. Anderson R & Bury M (Eds): Living with Chronic Illness – The Experience of Patients and Their Families.
7. Bajpai P K, Social Work Perspective on Health
8. Prasad L, Rehabilitation of the Physically Handicapped

MSW 617: MENTAL HEALTH

- UNIT-I** Concept of Mental Health and Mental Illness, Bio-Psycho social model of Health Magnitude of Mental Health problems among women, men aged, marginalized, urban and rural population and In Disaster situations. Treatment for the mentally ill patients-Psychological Interventions, Individual Intervention, Family Interventions, Group interventions and Medications
- UNIT – II** **Classification of Mental Illness:** DSM III-R and ICD: Psychiatric assessment: Interviewing, case History taking: Sources of Intake, Mental status examination: Formulation of Psychological diagnosis. Prevention of Mental illness, Promotion of Mental health.
- UNIT – III** **Psychiatric Illness** Neuroses, Psychosis, Organic and functional, Cultural bound syndrome, Personality disorders, Sexual Deviations, alcoholism and drug dependence.
- UNIT – IV** **Mental Handicap:** Definition, classification, clinical types and causes, Cerebral Palsy: Clinical types, causes, associated disabilities. Epilepsy: Definition, types, causes, management. Ageing: Biological, social, and psychological problems. Suicide: Causes, indications, prevention.
- UNIT – V** Policies and Legislations related to mental health in India. Mental Health Act. National Mental health policy in India. Present mental health services. Identification of needs and related services in India. Community Mental Health.

References:

1. Coleman, James C.: Abnormal psychology and modern life, Tarporevala & sons, Bombay
2. Marfatia J.C.: Psychoiatric problems of Children, Popular Prakhasan, Bombay, 1971.
3. Roberts N.: Mental health and Mental illness, Routledge & Kegan Paul, London, 1967.
4. Nunnally J.C.: Popular conceptions of Mental Health – the development and change, Rinehart & Winston, New York, 1961.
5. Kreeplil, Ewil.: A Psychiatry – A text book of students and Physicians, Vol.2, Amerind Pub.,1990
6. Eden D.J.: Mental handicap – an introduction, George allen & Unnin, London, 1976.
7. Gaind R.N., Hudson B.L.: Current themes in Psychiatry, Mcmillan, 1979.
8. Zigler, Edward: Understanding mental retardation, Cambridge uni.press, London, 1986
9. John, Howells G.: Modern perspectives in international Child psychiatry, Brunner & Mazel Pub., New York, 1971.
10. Hughes Jennifer: An outline of modern psychiatry, John wiley & sons, 1981.
11. Kaplan Harold, et.al. Comprehensive text book of psychiatry, Williams & Willkins, Vol.I, II & III, 1980.

SPECIALISATION – III (Community Development)
MSW 618: RURAL COMMUNITY DEVELOPMENT

- UNIT-I:** **Rural Community** Meaning, Characteristics: Types of Villages: Scope of studying the rural community and its relation to social work: Rural Problems: Poverty, Illiteracy, Unemployment, Problems related to agriculture, community health.
- UNIT-II:** **Community Development** Concepts, Definition, Objectives, elements, need, Philosophy, Principles, methods, Role of community development worker: Application of social work methods in rural development: Peoples' participation and role of social workers in promoting peoples' participation.
- UNIT-III:** Early experiments of rural development-sriniketan, Morthandam, Gurogaon, rural reconstruction, Firka development, Nilokheri and Etawoh pilot project.
- UNIT-IV:** **Rural community Administration** Administrative structure and functions for Rural Development – Central and State level, Planning Commission, Five year plan and other welfare Departments. Administrative pattern of community development and Panchayat raj system at local, block and district level, Rural Development Agencies: Council for Advancement of Peoples Action and Rural Technology (CAPART), National Institute for Rural Development (NIRD), National Bank for Agriculture and Rural Development (NABARD) Regional Rural Bank (RRB): **Community Development Programmes:** ICDS, NREP, JRY, Minimum need Programme. Role of Voluntary agencies in Rural Development.
- UNIT-V:** **Approaches/Strategies** Livelihood Approach: Natural Resource Management: Watershed Development: Diversification, Strengthening Institutional Base I : Provision of Basic Services: Finance Markets: Appropriate Technology, Strengthening Institutional Base II: Panchayati Raj Institutions: Women's Organizations: Delivery Systems: Micro Planning: Disaster, Relief & Rehabilitation: Disaster Management: Preparedness Vulnerability: R. R. in the Context of Disaster : R & R in the context of Development.

References:

1. Singh, Katar, Rural Development, 1995.
2. Rao, 2000, Sustainable Development
3. Rajora, Rajesh, Integrated Water Shed Management, 1998, Rawat Publications.
4. Palanithurai, 2006, Dynamics of New Panchayati Raj System in India (Vol. 5), Concept Publications.
5. Sharma, 2005, Grass Root Governance, Aalekh Publications
6. Sisodia, 2005, Functioning of Panchayati Raj System, Rawat Publications
7. Debroy & Kaushik, 2005, Emerging Rural Development Through Panchayats, Academics Foundation
8. Tej Singh (ed) 2006, Disaster Management, Akansha.
9. Jain S.C.: Community Development and Panchayat Raj in India
10. Mukarji B. community Development in India, Orient Longman, New Delhi

MSW619: URBAN COMMUNITY DEVELOPMENT

- UNIT-I: Urban Community:** Meaning, Characteristics, Rural Urban contrast, City: Meaning, Classification, Sub-Urbs, Satellite Towns, Hinterlands. Urban Problems: Housing, Drug addiction, Prostitution, Pollution, Juvenile Delinquency
- UNIT-II: Basic Concepts:** History and Theories of Urbanization, Process of Urbanization, Patterns of Urbanization, Urbanization Policy, Voluntary Sector & People's Participation. Pathologies of Urbanization: Urban Poverty, Urban Employment, Urban Settlement & Housing, Urban Environment & Hygiene
- UNIT-III: Urban Slums: Issues and Services:** Socio-Psychological Issues of Slum Dwellers, Effect of Industrialization and Globalization on Slum, Urban Housing & Settlement Development Bodies: Functions & Administration, Policy, Programme & Laws Relating to Slum
- UNIT-IV Urban Community Development:** Definition, Objectives and Historical Development, Principles, Process and methods of Urban Community Development, Urban Development Administration: National, state and local levels; Structure and functions of Urban Development Agencies; Urban services and Urban deficiencies; Municipal Administration – Corporations, Municipality, Town Panchayats; Townships and Cantonments. Role of Community Development Worker: Application of Social Work method in Urban Development
- UNIT-V Urban Community Development Programmes:** Five year Plans and Urban Development, Urban Development Policy, Slum Clearance Board: Origin, Slum Clearance Act, Structure, Functions, Programmes of Slum Clearance Board. Housing Board-Housing and Urban Development Corporation (HUDCO) Problems in Implementation of Urban Community Development Programmes.

References:

1. Ratnakar G. Poverty in India, Deep & Deep Publication, New Delhi, 1995
2. Singh, Shamsher, Urban Planning Development, New Delhi, 1991.
3. Kundn, Allurban Development and Urban Research in India, Khanal Publication, New Delhi, 1994.
4. Mathur, O. P. , Urban Governance, New Delhi, 1991.
5. Sihng K. & Steinberz F (eds.) Urban India in Crisis, New Age Publishers, New Delhi 1996
6. Mohanty B : Urbanization in Developing Countries, Concept Publishing Company, New Delhi, 1993.
7. Gneseshwar, V “Urban Policies in India, Paradoxes and Predicaments” Habitat International 19(3)
8. Hegade, O. P. “Urbanisation in India 1981-91 ‘Emerging Trends Patterns and Issues, Habitat International 19(3)
9. Singh, A. M. & A. De’Souza, Then Urban Poor Slum and Pavement Dwellers in the Major Cities of India, Manohar Publication, New Delhi, 1990.
10. Asthana M. and Ali, Sabir, Urban Poverty in India, Mittal Publication, New Delhi, 2003.

MSW 620: SOCIAL WORK WITH MARGINALIZED AND WOMEN

- Unit I** **Scheduled Caste:** Caste System, origin and theories and plight of Scheduled caste in India. Social Reforms relating to Scheduled caste, constitutional safeguards to scheduled castes, Contemporary Dalit movements, Role of NGOs'. Development and welfare programme for Scheduled caste. Social Work with Scheduled Caste.
- Unit II** **Scheduled tribe:** Tribes, origin, concepts and theories and Major problems of Scheduled tribe in India .constitutional safeguards to scheduled tribes Development and welfare programme for Scheduled tribe. Contemporary approaches to Tribal Development. Role of NGOs'. Social Work with Scheduled Tribe.
- Unit III** **Minorities and Marginalised:** Concepts, Meanings and dimensions of Minority an OBC's problems in India. Constitutional safeguards to other Back ward classes. Socio economic problems of other back ward classes. Social Work with OBC's
- Unit IV** **Women empowerment:** women empowerment: concepts and philosophy, changing situation of women development and empowerment in India. Global scenario and Women movements.
- Unit V** **Support system and women:** Constitutional provision and policies of the Government, Legal frame work to protect women. Role of NGOs and Civil society's. Social Work with Women.

References:

1. Dr. Digumarti Bhaskara Rao and others (2000) Status of Advancement of Women and other (ed) APH Publishing corporation, New Delhi.
2. Gender and Nation, (2000) Nehru Memorial Museum and Library, New Delhi.
3. Prabhat Chandra Tripathy (2000) Crime Against Workforce women, New Delhi, AP Publishing Corporation, new Delhi
4. Maya Majumear, (2001) Protecting Our Women (3 Volumes) New Delhi, Dominant Publishers and Distributors, new Delhi.
5. Claire M. Ranzetti, Jaffrey L.L. Edleson, Raquel Knenedy Bergen, (2001) (ed) Source Book on Violence Against Women, New Delhi, Sage Publication.
6. Martha C.Nussbaum (2000) Woman and Human Development, New Delhi, Kali for Women.
7. Gary N. Powell (ed) (1999) Hand Book of Gender and work, New Delhi, sage Publication.
8. Sonia Bathla, (1998) Women, Democracy and the Media, New Delhi, Sage Publication Corporation.
9. Hasan, M. (2000) Inventing Boundaries, Oxford University Press, New Delhi.
10. Beteille, A (1992) The Backward Classes in Contemporary India, Oxford University Press, New Delhi.

11. Baraiyl Beteill A (1997), Caste: Old and New, Rawat Publication, Jaipur.
12. Shah, G (2000) Dalit and the State, Sage Publications, New Delhi.
13. Wignaraja, P (1993) New Social Movements in the south : Empowering the People, Vistar Publication, New Delhi.
14. Omvedt, G (1994), Dalits and the Democratic Revolution, Sage Publication, New Delhi.
15. Shah. G (1990), Social Movements in India, Sage Publications, New Delhi.
16. Sharma, K. L (1998) Social Stratification in India, Rawat Publications, Jaipur.

MSW 621: FIELD WORK & STUDY TOUR

FIELD WORK

The Organization of Field Work includes two days of concurrent field work in every week in selected

- Social Welfare Agencies,
- Hospitals,
- Slums,
- Villages,
- Industries.

It includes individual placement of students in various settings based on their area of specialization. Pre visit and Post visit discussions (Individual Conferences) are also included.

STUDY TOUR

All students of the Social Work Programme will be required to undertake a study tour in every academic year, either I / II semesters and III / IV semesters

FOURTH SEMESTER

MSW 711: SOCIAL WORK WITH PERSONS WITH DISABILITIES

- Unit I** **Disability:** Definitions, causes, types and magnitude of various disabilities and their impact on persons with disability and their families. Prevention of disabilities at primary, secondary and tertiary levels. Misconceptions and societal attitudes towards persons with disability.
- Unit II** **Contextual understanding of disability: historical and contemporary perspectives.** Construction of disability and rehabilitation through various discourses – historical, medical, social, religious, cultural, political, gender and psychological. Understanding the experience of disability, limitations, strengths and potentials of persons with disabilities.
- Unit III** **Multidisciplinary rehabilitation team and their roles:** Process of rehabilitation – early identification, treatment, fitment of aids and appliances, education, vocational rehabilitation and social integration within the family and community. Role of social worker in different settings such as hospital and treatment centres, home, educational institutions, vocational rehabilitation centres, the community, self- help groups and associations of persons with disability and parents’ associations.
- Unit IV** **Impact of disability on persons with disability and their families:** reactions of parents/family members and ways of coping. Needs and problems of persons with disability and their families across the life span and at critical stages in their lives and social work intervention at each stage.
- Unit V** **Intervention strategies at individual, family and community levels:** problem focused, self help/support groups, assertiveness training, life skills enrichment; family level - family crisis intervention, family centered intervention, parent guidance, parent training, community level – community awareness, education and community based rehabilitation. PWD Act, RCI Act.

References:

- Albrecht G.L, Katherine D Seelman. & Michael Bury, (2001) Hand Book of disability Studies, Sage, London
- Karant, Pratibha & Joe Rozario, (2003) Learning disability in India, Sage, London
- Hegarty Seamus & Mithu Alur, (2002) Education and Children with special needs, sage, London,
- Grant, (2005) Learning disability: A lifecycle approach to valuing people, Open University Press, London
- Moore, (2005) Researching disability issues, Open University Press, London

SPECIALISATION - I (Human Resource Management)

MSW 712: ORGANISATIONAL BEHAVIOUR

- UNIT I** **Organisational Behaviour:** Meaning, importance, challenges, opportunities, models and contributory behavioral science disciplines. Contributions of Hawthorne studies.
- UNIT II** **Foundations of Individual behavior:** Physical and intellectual ability, emotional intelligence. Attitudes-job satisfaction, job involvement and organizational commitment. Personality, Perception and decision making. Motivation – Definition and theories-Transactional analysis-Johari window.
- UNIT III** **Foundation of group behaviour:** Group structure, group decision making, team work. Communication- Concept, process, types and effectiveness. Leadership-concept, styles, finding and creating effective leaders. Conflict in organizations-nature, level, sources, effects and resolution strategies.
- UNIT IV** **Functions of organization structure:** Organization structure- concept, work specialization, departmentalization, Span of control, Centralization and decentralization. Organisational culture-Definition, types, creating a ethical Organizational culture- Organizational values, Organisational Climate.
- UNIT V** **Organisational Dynamics:** Organizational Change – Concept, forces of change, managing planned change, Resistance to change. Work stress – Definition, potential forces, consequences and managing stress. Quality of work life.

References:

1. Prasad L M, Organisational Behaviour (Sultan Chand & Sons, New Delhi)
2. Luthans F, Organisational behaviour (McGraw Hill, New York)
3. Stephen P. Robbins, Organisational Behaviour (Prentice-Hall of India, New Delhi)
4. John W. Newstrom & Keith Davis, Organisational Behaviour - Human Behaviour at Work (Tata McGraw Hill, New Delhi)
5. Ricky W. Griffin, Managing People and Organisations (AITBS publishers, New Delhi)
6. Uma Sekaran, Organisational Behaviour - Text and Cases. (Tata McGraw Hill, New Delhi)

MSW 713: HUMAN RESOURCE DEVELOPMENT

- Unit-I** Introduction to the concept and philosophy of HRD- Meaning, Definition, Scope, importance, difference between traditional personnel management and HRD – Human Resource System Designing, Role Analysis and HRD- Key performance areas, Critical Attributes, Role Effectiveness, Role analysis methods.
- Unit-II** Performance appraisal and performance development – Objectives of performance appraisal- The past and the future, Basic considerations in performance appraisal; Development oriented appraisal system.
- Unit-III** Potential Appraisal and Development. Career planning and Performance counseling: Definition, meaning and steps. Career development: Actions, types and problems. Succession planning
- Unit –IV** Training – conceptual framework for training; learning principles; Identification of training needs, Determination of Training objective ; Training programme design; Training methods and their selection criteria; Evaluation and Follow up training.
- Unit – V** Organization Effectiveness – Organization Culture, HRD climate; Organization Development – characteristics HRD – OD interface Managing change through OD, HRD/OD approach to I.R. HRD implementation strategies and issues in Human Resources System designing. Pre-requisites for successful HRD programmes. HRD experiences in India – Emerging trends and perspectives.

Reference:

1. Pareek Udai, and T.V. Rao, Designing and Managing Human Resource Systems. Oxford & IBM
2. Rao T.V. performance Appraisal: Theory and Practice. AIMA- Vikas.
3. ILO: An Introductory course in Teaching and Training Methods for Managements Development, Sterling Publishers.
4. Rao T.V. et.al. (ed) Alternative Approaches and Strategies of HRD Rewat Publications.
5. Silvera D.M.- Human Resource Development – the Indian Experience New India Publications.
6. Rao VSP, Human Resource Development, Response Book, 200.
7. Kandula S.R. Strategic Human Resource Development, PHI, 2001.

SPECIALISATION – II (Medical & Psychiatric Social Work)

MSW 714: PSYCHIATRIC SOCIAL WORK PRACTICE

- Unit I Psychiatric Social Work:** Definition and concepts, Historical development in India and abroad. Scope of Psychiatric Social Work practice: Roles and functions of a Psychiatric Social Worker. Case Work and Group Work practice in Psychiatric settings; Limitations and difficulties faced in Psychiatric Social work practice.
- Unit II Psychiatric Epidemiology in India.** Therapeutic Intervention in psychiatric Illness; Cognitive Therapy, Group Psychotherapy, Family Therapy, Marital therapy: Scope and types. Behaviour therapy: Principles and techniques: ECT, Chemotherapy, Psycho surgery and Mega vitamin Therapy; occupational Therapy (Purpose and Concept).
- Unit III Theoretical framework for Individual Psychotherapy and Counselling :** Psychoanalytic theory Transactional analysis, Client centered therapy, Gestalt therapy, Rational Emotive Therapy Existential Therapy, Adlerian Therapy and Reality Therapy.
- Unit IV Rehabilitation of Psychiatric patients:** Role of the Social Worker in rehabilitation - planning, mobilisation, reintegration of the patient in the family and community.
- Unit V Concepts of:** Therapeutic community, Partial Hospitalization, Day Care Centres, Half way homes, Sheltered workshop.

References:

1. French, Lois Merdith : Psychiatric Social work, The common wealth Fund, New York.
2. Jones, Maxwell: The Therapeutic community, Basic Books, New York
3. Verma, Ratna, Psychiatric Social work in India, Sage Pub., New Delhi, 1991
4. Masserman, Jules H. et al : Hand book of Psychiatric therapies, Jason Aronson inc., 1973.
5. Denzin, Norman K. : Treating Alcoholism - an alcoholics anonymous approach, sage pub., 1987.
6. Dickson, Clifford Martha : Social work practice with the mentally retarded, Collier MacMillan, 1981.
7. Singh H,G.: Psycho Therapy in India, National Psychological Association. 1977.
8. Skinner, Sue Walrond : Developments in family therapy, Routledge & Kegan Paul, London, 1981.

9. Gordon, Paul, L. & Lenz R.J. : Psychological treatment.of chronic mentai patients, Harward uni, Press, London, 1977.
10. Kaplan Harold, et.al.: Comprehensive text book of psychiatry; Williams & Williams. Vol. I. II & UK 1980.
11. Moller, Alfred H. : break through in psycho therapy, Londinium press, Maidstone, 1979.
12. Garland, Margaret : The other side of psychiatric care MacMillan, 1983.

MSW 715: COUNSELING - THEORIES AND PRACTICES

- UNIT-I:** **Counseling: Introduction and History** Counseling: Concept and Relevance to Social Work. Historical Growth of Counseling in India and Abroad. Comparative Perspective of Counseling, Case Work and Psychotherapy. Types of Counselling: Individual (Face to Face, Telephonic), Group (Family, Special Group counseling).
- UNIT-II:** **Tools of Counseling** Assumptions of Counseling. Stages in the Counseling Process. Counselling Skills for Relationship Building and Exploration. Counselling Skills for Facilitating Positive Action.
- UNIT-III:** **Counselling in Practice** Client Centered Counselling. Rational Emotive Therapy, Eclectic Approach. Crisis Intervention with Victims of Disasters. Counselling Child Victims of Abuse.
- UNIT - IV:** **Therapeutic Counseling intervention** Overview of models of counseling/therapeutic work: Psychodynamic, cognitive-behavioral, humanistic and feminist, key concepts, principles and techniques of various approaches: Psychodrama, RET, Family Therapy, Reality Therapy, Behaviour Therapy, Crisis Counseling, Transactional Analysis , Feminist Therapy – Towards developing an eclectic approach and utilization of models and techniques across problem situation.
- UNIT – V** **Counseling in Different Setting** Marital Counseling, Family Counseling, Industrial Counseling, Educational Counseling, Crisis Counseling, AIDS Counseling, Suicidal Counseling, Grief Counseling, Bereavement Counseling, Counseling with differently abled rehabilitation Counseling

References:

1. Bessell, R. (1971): Interviewing and Counselling, London : B. T. Botsford.
2. Brammer, Lawrence M. & Macdonald, Ginger (1996) : Helping Relationship: Process & Skills, Boston : Allyn & Bacon.
3. Carkhuff, R. R. et al. (1978) : The art of helping
4. Corey, Gerald (2000) : Theory and Practice of Group Counsellin (5th Edition), Australia : Brooks/Cole.
5. Corsine, Raymond J. (Year) Current Psychotherapies, Illinois : F. e. Peacock Publishers Inc.
6. Curie, Fr. (1976) : Barefoot Counsellor : a Primer in Building Relationship, Bangalore : Asian Trading Corporation
7. Dave, Indu (1983) : The Basic Essentials of Counselling, New Delhi : Sterling Publishers Private Limited.

8. Egan, G. (1998) : The Skilled Helper : A Problem Management Approach to Helping (6th Edition), Pacific Grove, CA : Brooks/Cole.
9. Gerald, Katrian & Gerald, David (2002) : Counselling Children : A Practical Introduction (2nd Edition), London : Sage Publications.
10. Maclean, Doug & Grould, Sue (1988) : The Helping Process : An Introduction, London : Croom Helm Ltd.
11. Patterson, Lewis E. & Elizabeth Reynolds (2000) : The Counselling Process (5th Edition), Australia : Brooks/Cole.
12. Saarthak : Operation Hope : A Manual for Phone Counselling (Unpublished document).
13. Tolbert E.L (1974) Counseling for career development, Boston Houghton mills

SPECIALISATION – III (Community Development)

MSW 716: PRA IN RURAL URBAN INTERVENTION

- UNIT-I: Introduction to Participatory Approaches:** Concept, Meaning and Definition, Principles & Methods of PRA, Developing of PRA, Typology of PRA Participatory Rural Appraisal, Barriers & Limits Participatory Rural Appraisal (PRA). Poverty Reduction Strategies: Decentralization and Participation, Participatory Research, RRA,
- UNIT-II: Poverty and Gender Analysis** Participatory Poverty Assessment, Tools of Gender Analysis: Harvard Analytical Framework, Moser Framework, PRA and Project Cycle: PRA-Log Frame Analysis-Result Based Project Planning, Critical Consideration of PRA methods
- UNIT-III: Monitoring, Evaluation and Sustainability Analysis.** Participatory Monitoring and Evaluation: Tools of self-monitoring, Participatory Impact Monitoring, MIS: Concept and Technique, Sustainability Analysis: Concepts, Institutional and Project Sustainability,
- UNIT-IV: New Approaches of Participatory Approaches** New Approaches to Participation: PLA, SARAR, Appreciative Inquiry etc.
- UNIT-V: Participatory Action Research** Origins, Essential of Participatory Action Research (PAR), Understanding Action Research and Recent Developments

References:

1. Mikkwlson B (1995) : Methods of Development Work and Research : New Delhi, Sage.
2. Chambers R (1992) Rural Appraisal: Rapid, Relaxed and Participation: Sussex, Institute of Development Studies.
3. Chambers R (1993) : Challenging the Professions, Frontiers for Rural Development, London, Intermediate Technology
4. IFAD, ANGO & HRR (2001) Enhancing Ownership & Sustainability : A Resource Book on Participation
5. Candida, M. Smyth, I & Mukhopadhyay M (1999) A guide to gender analysis frameworks, Oxfams Skills and Practices Series, Oxfam, United Kingdom
6. Mukherjee N (1993) Participatory Rural Appraisal : Methodology and Applications, Delhi, Concept
7. NCAER (1993) comparative /Study of sample Survey & Participatory Rural Appraisal Methodologies New Delhi, NCAER.
8. Stringer, E. 2004. "Action Research in Education". Upper Saddle River, NJ: Pearson Education, Inc.
9. Selener, D. 1997. **Farmer Participatory Research.** In *Participatory Action Research and Social Change*. Ithaca, New York: The Cornell Participatory ActionResearch Network, Cornell University. p. 149-195.

MSW 717: ENVIRONMENT AND SOCIAL WORK INTERVENTION

- UNIT I** **Environment:** Definition, Theoretical approaches reference to traditional Indian literature. Environment and Socio spatial structure. Impact of Environment on Poverty, Population, Economics and other social issues. Influence of Technological Development on Environment.
- UNIT II** **Policy related to Natural Resources:** International Conventions and Agreements, Conservation and Management of Resources, Policy and Management Aspects of Natural Resources, Role of Rural institutions & various other mechanisms in the protection of Natural resources. Forest land policy: village land, protected forest, reserved forest and wild sanctuary. Coastal Regulation Zone, Coastal Regulation Act, Environmental Protection Act.
- UNIT III** **Gender and Environment:** Development approaches past and present. Relationship between men, women and the environment. Eco-Feminism. Gender aware development planning and its implication towards gender equity.
- UNIT IV** **Environmental Movement:** History of International Environment Movement, Grass root environment Movement in India. International and Local Scenario – International conferences, environmental agreements, WTO and Indian Agricultural Challenges and opportunities. Globalization, Bio-technology and its impact.
- UNIT V** **Social Work Intervention:** Role of Social Workers in Environmental Protection and Development. Application of Social Work methods in creating awareness on various Environmental Issues.

References:

1. Mangun, W.R. (1992), American Fish and Wildlife Policy: The Human Dimension. Southern Illinois University Press, Carbondale.
2. Buchholz, R.A., Marcus, A.A and J.E. Post, eds. Managing Environmental Issues: A Casebook. Prentice Hall, Englewood Cliffs, NJ
3. Miller, G.T. Jr. (1998), Living in the Environment: Principles, Connections and Solutions. Tenth ed. Wadsworth Publishing Co.
4. Johnson, G.M., Freshwater, D and Favero, P. (1988), Natural Resource and Environmental Policy Analysis. Westview Press, Boulder.
5. McGoodwin James (1990), Crisis in the world fisheries: People, problems and policies. Stanford University Press, Stanford.
6. Gadgil Madhav and Guha Ramachandra, (1995), Ecology and Equity: The use and abuse of nature in contemporary India. Routledge, London.

MSW 718: FIELD WORK

The Organization of Field Work includes two days of concurrent field work in every week in selected

- Social Welfare Agencies,
- Hospitals,
- Slums,
- Villages,
- Industries.

It includes individual placement of students in various settings based on their area of specialization. Pre visit and Post visit discussions (Individual Conferences) are also included.

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MSW 719: PROJECT WORK

Project work provides an opportunity for the students to collect data in field, under the guidance of the faculty and to familiarize themselves with the methods of research. At the beginning of the Third semester the students should select a research problem in the selected field of social work and finalize their research design with a member of the faculty. Data collection has to be done during the winter holidays. The project report shall be submitted by the end of March during the fourth semester.

MSW 720 BLOCK PLACEMENT

Students have to undergo Four Weeks of Block Placement in their respective field of Specialization in the fourth semester.

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