

**HEMCHANDRACHARYA UTTAR GUJARAT UNIVERSITY**

**DEPARTMENT OF SOCIAL WORK**

**SEAL**

**MASTER OF SOCIAL WORK**

**(FULL TIME)**

**AS PER C.B.C.S.**

**TWO YEARS FOUR SEMESTER COURSE**

**(Force From:- June 2010)**

## SYLLABUS OF M.S.W. AS PER SEMESTER

**26+26+28+28= 108 credit**

<b><u>SEMESTER-I</u></b>			
<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>HOURS/ WEEK</b>	<b>CREDIT</b>
SWCCT-1001	Social work profession	4	4
SWCCT-1002	Social Work Method-I	4	4
SWCCT-1003	Counseling	4	4
SWECT-1004.1	Working with Individuals and families	4	4
	OR		
SWECT-1004.2	Working With Groups		
SWICT-1005	Social Work Method - II	4	4
SWP-1006	Field work- Viva voce ( 2 Days – Net 6 hours per day, as per maintaining Field hours)	12	6
<b>TOTAL</b>		<b>32</b>	<b>26</b>

**SEMESTER:- II**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>HOURS/ WEEK</b>	<b>CREDIT</b>
SWCCT-2001	Community organization & social action	4	4
SWCCT-2002	Medical and psychiatric social work	4	4
SWCCT-2003	Problems of tribal society.	4	4
SWECT-2004.1	Personnel Management & H.R.D.	4	4
	OR		
SWECT-2004.2	Women & Gender Equity.		
SWICT-2005	Constitution & Legal Systems.	4	4
SWP-2006	Field work- Viva voce ( 2 Days – Net 6 hours)	12	6
	Tribal Tour (8 Days – Net 48 hours)		
<b>TOTAL</b>		<b>30</b>	<b>26</b>

**SEMESTER:- III**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>HOURS/ WEEK</b>	<b>CREDIT</b>
SWCCT-3001	Human growth & Development	4	4
SWCCT-3002	Research Methodology	4	4
SWCCT-3003	Population, Environment & Disaster Management	4	4
SWECT-3004.1	Education for Development	4	4
	OR		
SWECT-3004.2	Indian Society- Polity and Economy		
SWECT-3005.1	Principles of Mgt.	4	4
	OR		
SWECT-3005.2	Management of development and welfare services		
SWP-3006	Field work- Viva voce ( 2 Days – Net 6 hours)	12	6
	Academic Tour (8 Days – Net 48 hours)		2
<b>TOTAL</b>		<b>32</b>	<b>28</b>

**SEMESTER:- IV**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>HOURS/ WEEK</b>	<b>CREDIT</b>
SWCCT-4001	Social Work health setting and public health	4	4
SWCCT-4002	Industrial Relation and Trade Unionism	4	4
SWCCT-4003	Labour welfare	4	4
SWECT-4004.1	Rural Community & panchayatiraj	4	4
	OR		
SWECT-4004.2	Management of NGO'S		
SWECT-4005.1	Industrial Sociology & changing perspective	4	4
	OR		
SWECT-4005.2	Social Policy & Planning.		
SWP-4006	Placement(Research Project)		4
	Dissertation	8	4
<b>TOTAL</b>		<b>28</b>	<b>28</b>

હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી , પાટણ  
સમાજકાર્ય ભવન

SEAL  
MASTER OF SOCIAL WORK  
(FULL TIME)  
TWO YEARS (Semester I,II,III,IV) COURSE

O.M.S.W.-1

કોઈ પણ વિદ્યાશાખાના સ્નાતક/ અનુસ્નાતક કે જેઓએ ૪૮ % કે સેકન્ડ ક્લાસ સાથે આ યુનિવર્સિટી કે બીજી યુનિવર્સિટીની ડિગ્રી મેળવેલ હોય તો તે ભવનમા પ્રવેશ માટે લાયક ગણાશે .

O.M.S.W.-2

આ અભ્યાસક્રમ એ પૂર્ણકાલીન, બે વર્ષીય ચાર સેમેસ્ટરનો અભ્યાસક્રમ હોવાથી આમા જોડાયેલ કોઈપણ વિદ્યાર્થી આ અભ્યાસક્રમની સાથે યુનિવર્સિટી કે બીજી શૈક્ષણિક સંસ્થામાં અભ્યાસ કરી શકશે નહીં .

O.M.S.W.-3

સરકારી - અર્ધસરકારી કે અનુદાન મેળવતી અથવા રજીસ્ટર્ડ કંપની કે સ્થાપિત રજીસ્ટર્ડ સંસ્થાઓ આપેલ લાયકાતને આ યુનિવર્સિટીએ આ હેતુ માટે **સ્નાતક સમકક્ષ ગણી** આપેલી હોય તેઓ પણ પ્રવેશ માટે લાયક ગણાશે .

ઉક્ત લાયકાત ધરાવતા ભદા ઉમેદવારો સમાજકાર્ય પારંગત થવાની પ્રવેશ પરીક્ષામાં બેસી શકશે . સમાજકાર્ય પારંગત થવાની લેખિત પરીક્ષા ઓછામાં ઓછામાં ૪૦% માર્ક્સ મેળવ્યા હશે તેમને જ જુથ ચર્ચા અને સ્બરુ મુલાકાત વિગેરે માટે મેરીટના આધારે ઉપલબ્ધ સીટ ભરાઈ ન જાય ત્યાં સુધી બોલાવવામાં આવશે . જો સંખ્યા ઉપલબ્ધ નહીં થાય તો ૪૦% થી નીચે જઈ શકાશે .

O.M.S.W.-4

આ પ્રોગ્રામ માટેની કુલ સીટ નીચેની વિગતે નક્કી કરવામાં આવી છે .  
અનામત સીટ અંગે યુ . જી . સી તથા રાજ્ય સરકારશ્રીની નીતિ-નિયમનું (પ્રવેશાર્થીને પ્રવેશ આપતી વખતે) પાલન કરવામાં આવશે .

આ પ્રોગ્રામ માટેની કુલ ૩૫ જનરલ સીટ નક્કી કરવામાં આવી છે.

O.M.S.W.-5

બધા પ્રવેશાર્થીઓ માટે પ્રવેશ પરીક્ષા આપવી ફરજિયાત છે. તેમાંથી જુથ ચર્ચા અને વ્યક્તિગત મુલાકાત માટે માન્ય સીટના વધુમાં વધુ ત્રણ ગણા કે તેનાથી ઓછા બોલાવવા તે ભવનના કો-ઓર્ડિનેટરશ્રી/ ન હોય તો અધ્યક્ષશ્રી નક્કી કરશે તેટલાને જ જુથ ચર્ચા અને વ્યક્તિગત મુલાકાત માટે બોલાવી શકાશે.

O.M.S.W.-6

વિદ્યાર્થીની ક્લાસમાં રોજીંદી હાજરી , ક્ષેત્રકાર્ય અને વિભાગ /કેન્દ્રમાં શૈક્ષણિક વર્ષ દરમિયાન યુ.જી.સી. અને પી.જી.રુક્સના નિયમ મુજબની હાજરી થતી હશે તેમનું જ સત્ર મંજૂર થશે.

જેમનું સત્ર નામંજૂર થશે તેમનું અગાઉનું સત્ર જો મંજૂર થયેલું હશે તો તે માન્ય ગણાશે અને ત્યાર પછીથી આવતા ફ્રમે (પુનઃનામંજૂર થયેલા સત્રમાં જોડાવાનું રહેશે) સત્રમાં હાજર થવાનું રહેશે. જેની ફી નવેસરથી ભરવાની રહેશે. કોઈપણ સંજોગોમાં કોઈપણ પ્રકારની ફી કેરીફોરવર્ડ થશે જ નહીં.

O.M.S.W.-7

નિયમિત અભ્યાસાર્થીએ કોઈપણ કારણોસર પ્રથમ સેમેસ્ટર છોડી જશે. ( તેમને પાલન કરવાના નિયમોનુ પરીપાલન કર્યા વિના જતા રહેશે) તો તેમને આપેલ પ્રવેશ આપોઆપ રદ થયેલો ગણાશે અને જો તેમણે ફરી ચાલુ રહેવું હશે તો બધી જ પ્રવેશ પ્રક્રિયામાંથી પુનઃ પસાર થઈને નવેસરથી પ્રવેશ મેળવવાને રહેશે

O.M.S.W.-8

આ યુનિ.ના ભવનના કો-ઓર્ડિનેટરશ્રી/ ન હોય તો અધ્યક્ષશ્રી જરૂરિયાતના સંદર્ભમાં સમાજકાર્ય પારંગત સેમેસ્ટર I /II/III/IVના વિષયો ઈન્ટર ફેરબદલ કરવાની ખાસ સત્તા આવતા શૈક્ષણિક વર્ષ માટે રહેશે.

O.M.S.W.-9

દરેક વિદ્યાર્થી ભાઈ બહેને ક્ષેત્રકાર્ય સંપૂર્ણપણે સંતોષકારક પૂર્ણ કર્યું છે. તેવું પ્રમાણપત્ર યુનિ.ભવનમાં ભવનના કો-ઓર્ડિનેટરશ્રી/ ન હોય તો અધ્યક્ષશ્રી સમક્ષ રજુ કરી વિદ્યાર્થી એ મેળવીને ક્ષેત્રકાર્યની ફાઈલમાં પ્રથમ મુકવાનું રહેશે. અને સમાજકાર્ય પારંગત ના પી.જી.સેન્ટરમાં યુનિ.ભવનના કો-ઓર્ડિનેટર શ્રી જેની નિમણૂક કરે તેમની પાસેથી પ્રમાણપત્ર મેળવીને વિદ્યાર્થીએ પોતાના ક્ષેત્રકાર્યના અહેવાલની ફાઈલમાં પ્રથમ મુકવાનું અનિવાર્ય રહેશે.

O.M.S.W.-10

ક્ષેત્રકાર્યના નિષ્પક્ષ/ પ્રત્યક્ષ મુલ્યાંકન માટે ( Field-work viva-voce) ઓછામાં ઓછા બે બાહ્ય રેફરી અને એક આંતરીક રેફરી રહેશે અને આંતરિક રેફરી તરીકે યુનિ.ભવનના કો-ઓર્ડિનેટર શ્રીની /જો ન હોય તો ભવનના અધ્યક્ષની કાયમી નિમણૂક ગણાશે.

બે બાહ્ય રેફરી યુનિ.પેનલમાંથી કે જેઓ સમાજકાર્ય ના પ્રત્યક્ષ શિક્ષણ સાથે સંકળાયેલા હોય અને વ્યાખ્યાતા તરીકે આઠ વર્ષનો અનુભવ હોય કે એસો. પ્રોફેસર કે પ્રોફેસરની લાયકાત ધરાવનારને મા.કુલપતિ શ્રી નોમીનેટ કરે તેને જ બોલાવવાના રહેશે.

O.M.S.W.-11

દરેક પી.જી.સેન્ટર કે જ્યાં સમાજકાર્ય પારંગત નો અભ્યાસક્રમ ચાલે છે. તેમના કો-ઓર્ડિનેટરશ્રી/ ન હોય તો અધ્યક્ષશ્રી એ બીજા સેમેસ્ટરનાં વિદ્યાર્થીઓની શિબિર પૂર્ણ થયાના એક સપ્તાહમાં જે સ્થળે શિબિરયોજી હોય તે સંસ્થાનું પ્રમાણપત્ર સંતોષકારક શિબિર પૂર્ણ કરી છે તેવું પ્રમાણપત્ર રજુ કરવાનું રહેશે. (આ પ્રમાણપત્ર ઇનવર્ડ કરાવી તેમાં નં. અને તારીખ લખાવડાવી લેવા આવશ્યક છે. તે પ્રમાણપત્ર રજુ કર્યા પછી વાચવાની તારીખ ફાળવવામાં આવશે). આમાં ચૂક થયે વિદ્યાર્થીના જે તે વર્ષના ક્ષેત્રકાર્ય વાચવા થશે નહિ અને તેની સઘળી જવાબદારી જે તે સેન્ટરના ઇન્ચાર્જની રહેશે. આ અંગે યુનિ.ની કોઈ જવાબદારી રહેશે નહિ કે ગણાશે નહિ.

O.M.S.W.-12

ઉક્ત પ્રક્રિયા શૈક્ષણિક પ્રવાસને પણ લાગુ પડશે. જેમાં પ્રવાસ ટિકિટની ઝેરોક્ષ તથા રાજ્ય બહાર ચાલતા પાંચ યુનિવર્સિટી સંચાલિત ભવનોની/આંતર રાષ્ટ્રીય સંસ્થા/રાષ્ટ્રીય કક્ષાની સંસ્થાની મુલાકાત લેવાની રહેશે. અને તેમની મુલાકાત વિદ્યાર્થીએ લીધી છે તેવું પ્રમાણપત્ર જે તે યુનિ.ભવનના હેડ કે સંસ્થાના અધિકારી પાસેથી મેળવી લેવાનું રહેશે. અને મુલાકાતના અસલ પ્રમાણપત્ર શૈક્ષણિક પ્રવાસ પૂર્ણ થયાના એક સપ્તાહમાં રજુ કરવાના રહેશે. (આ પત્રની ઓ.સી. નકલમાં ઇનવર્ડ નંબર તથા તારીખ લખાવી લઈ સિક્કો લગાવરાવી લેવો) અને એ પ્રમાણપત્ર રજુ કરેલું છે તેનું ખાત્રી સાથેનો પત્ર રજુ કર્યા પછીથી જ વાચવા ની તારીખ યુનિ.ભવનના કો-ઓર્ડિનેટરશ્રી/ ન હોય તો અધ્યક્ષશ્રી આપશે. એ સિવાય ક્ષેત્રકાર્યના વાચવા થશે નહિ.

O.M.S.W.-13

સમાજકાર્ય પારંગત માટે પ્રથમ વર્ષની પ્રવેશપરીક્ષા કેન્દ્રીય ધોરણે લેવામાં આવશે. તેનું સંચાલન યુનિ. ભવનના કો-ઓર્ડિનેટરશ્રી/ ન હોય તો અધ્યક્ષશ્રી એ કરવાનું રહેશે. તે માટે પરીક્ષકોની નિમણુંક ગ્રુપ ચર્ચા , અને પર્સનલ ઇન્ટરવ્યુ માટે તજજ્ઞશ્રી ની નિમણુંક પણ ભવનના કો-ઓર્ડિનેટર શ્રી કરશે. પરંતુ તે માટે લાયકાતના ધોરણો નીચે મુજબના લક્ષમાં લેવાશે .

૧. કોઈ પણ યુનિ.ના સમાજકાર્ય ભવનમાં અભ્યાસ કરાવતા શિક્ષક કે જેમને ઓછામાં ઓછો પાંચ વર્ષનો શૈક્ષણીક કે સંશોધનકાર્ય નો અનુભવ હોય .
૨. કોઈ પણ યુનિ.ના સમાજકાર્ય ભવનના એસો. પ્રોફેસર કે પ્રોફેસર કે જેમને ઓછામાં ઓછો પાંચ વર્ષનો શૈક્ષણીક કે સંશોધનકાર્ય નો અનુભવ હોય .
૩. સમાજકાર્ય પારંગત થયા પછી સીધી ભરતી થી રાજ્ય પત્રિત અધિકારી તરીકે જોડાયા હોય અને ઓછામાં ઓછો પંદર વર્ષનો અનુભવ હોય તેવા અધિકારી .
૪. સમાજકાર્ય પારંગત થયા પછી સામુદાયિક સ્વાસ્થ્ય પારંગત (એમ.પી.એચ.)નો અભ્યાસ કરેલા નિષ્ણાંત .
૫. ૭૦ વર્ષથી ઓછી વયના સમાજકાર્યના સેવા નિવૃત્ત શિક્ષક શ્રીઓ .
૬. સમાજકાર્ય પારંગત થયા પછી થી સમાજકાર્યમાં જીવન સમર્પિત કરનારા કર્મશીલો (કે જેમને ઓછામાં ઓછો ૧૦ વર્ષનો અનુભવ હોય)
૭. સામાજિક ક્ષેત્રે કાર્ય કરતી કોઈ પણ સંસ્થામાં ૨૦ વર્ષથી વિશિષ્ટ પ્રદાન ( Eminent Contribution) કરતી વ્યક્તિને પણ આમંત્રી શકાશે. સમાજકાર્યની પદવી મેળવ્યા પછી સ્ટેટ રિસોર્સ સેન્ટરમાં (સરકારી, અર્ધસરકારી ) પાંચ વર્ષથી વધુની કામગીરી નો અનુભવ હોય .

O.M.S.W.-14

(અ) પ્રવેશપરીક્ષાનું માળખું નીચે પ્રમાણે રહેશે .

ક્રમ	વિગત	ગુણ
૧.	લેખિત પરીક્ષા	૧૦૦
૨.	જૂથ ચર્ચા	૫૦
૩.	વ્યક્તિગત મુલાકાત	૫૦
	કુલ ગુણ	૨૦૦

બધી વિદ્યાશાખાના સ્નાતકો પ્રવેશપાત્ર હોવાથી તેમના સ્નાતકની ટકાવારીનો તફાવત ધ્યાનમાં લેવામાં આવશે નહિ.

(બ) લેખીત પરીક્ષા નું માળખું નીચે પ્રમાણે રહેશે અને સમાજકાર્ય ભવનના કો-ઓર્ડિનેટરશ્રી/ ન હોય તો અધ્યક્ષશ્રી દ્વારા નક્કી કરેલી કસોટીઓ મારફત મૂલ્યાંકન થશે

૧. માનસિક ક્ષમતા કસોટી	૫૦ %
૨. સામાન્ય જ્ઞાન કસોટી	૨૫ %
૩. અંગ્રેજી ભાષાજ્ઞાન કસોટી	<u>૨૫ %</u>
	કુલ ૧૦૦

કુલ પ્રશ્નો ૧૦૦ રહેશે. કસોટી નો સમય ૬૦ મિનિટ કે ૭૦ મિનિટ કે પેપરસેટર નક્કી કરે તે પ્રમાણેનો રહેશે.

## **R.M.S.W.-I**

The following are the subjects of semester courses prescribed for the study of the M.S.W.full time two years course.

### **SEMESTER-I**

SR. NO	COURCE CODE	COURSE NAME	MARKS		TOTAL MARKS	Time of Examination
			EXTERNAL MARKS	INTERNAL MARKS		
1	SWCCT-1001	<b>Social work profession</b>	70	30	100	3 Hours
2	SWCCT-1002	<b>Social Work Method-I</b>	70	30	100	3 Hours
3	SWCCT-1003	<b>Counseling</b>	70	30	100	3 Hours
4	SWECT-1004.1	<b>Working with Individuals and families</b>	70	30	100	3 Hours
		<b>OR</b>				
5	SWECT-1004.2	<b>Working With Groups</b>				3 Hours
6	SWICT-1005	<b>Social Work Method – II</b>	70	30	100	3 Hours
7	SWP-1006	<b>Field work- Agency visit (I).VIVA-VOCE= 75.MARKS (II).REPORT EVALUATION= 75.MARKS</b>	150		150	
			500	150	650	

## **SEMESTER-II**

SR. NO	COURSE CODE	COURSE NAME	MARKS		TOTAL MARKS	Time of Examination
			EXTERNAL MARKS	INTERNAL MARKS		
1	SWCCT-2001	<b>Community organization &amp; social action</b>	70	30	100	3 hours
2	SWCCT-2002	<b>Medical and psychiatric social work</b>	70	30	100	3 hours
3	SWCCT-2003	<b>Problems of tribal society.</b>	70	30	100	3 hours
4	SWECT-2004.1	<b>Personnel Management &amp; H.R.D.</b>	70	30	100	3 hours
		<b>OR</b>				
5	SWECT-2004.2	<b>Women &amp; Gender Equity.</b>				3 hours
6	SWICT-2005	<b>Constitution &amp; Legal Systems.</b>	70	30	100	3 hours
7	SWP-2006	<b>Field work- Agency visit</b> <b>(I).VIVA-VOCE=</b> <b>75.MARKS</b> <b>(II).REPORT EVALUATION=</b> <b>75.MARKS</b> <b>Rural Camp- 50</b>	150  50		150  50	
			550	150	700	

## SEMESTER-III

SR.NO.	COURCE CODE	COURSE NAME	MARKS		TOTAL MARKS	Time of Examination
			EXTERNAL MARKS	INTERNAL MARKS		
1	SWCCT-3001	Human growth & development	70	30	100	3 hours
2	SWCCT-3002	Research Methodology	70	30	100	3 hours
3	SWCCT-3003	Population, Environment & Disaster Management	70	30	100	3 hours
4	SWECT-3004.1	Education for Development	70	30	100	3 hours
		<b>OR</b>				
5	SWECT-3004.2	Indian Society- Polity and Economy				3 hours
6	SWECT-3005.1	Principles of Mgt.	70	30	100	3 hours
		<b>OR</b>				
7	SWECT-3005.2	Management of development and welfare services				3 hours
8	SWP-3006	<u>Field work</u> (I).VIVA-VOCE= 75. MARKS (II).REPORT EVALUATION= 75. MARKS <u>Academic Tour</u> (I).VIVA-VOCE= 25. MARKS (II).REPORT EVALUATION= 25. MARKS	150		150	
			50		50	
			550	150	700	

## **SEMESTER-IV**

SR.NO.	COURSE CODE	COURSE NAME	MARKS		TOTAL MARKS	Time of Examination
			EXTERNAL MARKS	INTERNAL MARKS		
1	SWCCT-4001	Social Work health setting and public health	70	30	100	3 hours
2	SWCCT-4002	Industrial Relation and Trade Unionism	70	30	100	3 hours
3	SWCCT-4003	Labour welfare	70	30	100	3 hours
4	SWECT-4004.1	Rural Community & panchayatiraj	70	30	100	3 hours
		OR				
5	SWECT-4004.2	Management of NGO'S				3 hours
6	SWECT-4005.1	Industrial Sociology & changing perspective	70	30	100	3 hours
		OR				
7	SWECT-4005.2	Social Policy & Planning.				3 hours
8	SWP-4006	Block-Placement 1. Viva-voce                    50 2. Report evolution        50 Dissertation 1. Theory                        100 2. viva-voce                    100	100   200		100   200	
		<b>TOTAL</b>	650	150	800	
		<b>Grand Total</b>			2850	

## R.M.S.W.2

There shall be three core courses in each semester up to semester II and three core course in semester III and IV at M.S.W. course. There shall be also one elective course up to semester II, and there shall be two elective courses up to semester III and IV. There shall also be Interdisciplinary course in semester I and II. There shall be field work comprising of 550 marks as per R.M.S.W. -1. There shall also be a dissertation in Semester IV of 100 marks for theory and 100 marks for viva-voce. Each theory course shall be of 100 marks, (70 marks for external & 30 marks for internal). Therefore, the total marks for this programme shall be of 2800 marks. The details of which are classified in the following way.

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

(I).CORE COURSES	210 MARKS OF THREE CORE COURSES (70*3)
(II).ELECTIVE COURSES.	70 MARKS OF ONE ELECTIVE COURSE
(III).INTERDICIPINARY COURSES.	70 MARKS OF ONE INTERDICIPINARY COURSES
(IV) INTERNAL	150 OF EACH THEORY PAPER (30*5)
(V).FIELD WORK.	150 MARKS TO BE OBTAINED IN THE RELEVANT COMPONENTS
<b>TOTAL MARKS.</b>	<b><u>650. MARKS</u></b>

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

(I).CORE COURSES.	210 MARKS OF THREE CORE COURSES (70*3)
(II).ELECTIVE COURSES.	70 MARKS OF ONE ELECTIVE COURSE
(III).INTERDICPLINARY COURSES.	70 MARKS OF ONE INTERDICPLINARY COURSES
(IV) INTERNAL	150 OF EACH THEORY PAPER (30*5)
(V).FIELD WORK. & RURAL CAMP.	150 MARKS TO BE OBTAINED IN THE RELEVANT COMPONENTS 50 MARKS TO BE OBTAINED IN THE RELEVANT COMPONENTS
<b>TOTAL MARKS.</b>	<b><u>700.</u> MARKS</b>

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

(I).CORE COURSES.	210	MARKS OF THREE CORE COURSES (70*3)
(II).ELECTIVE COURSES.	140	MARKS OF TWO ELECTIVE COURSES (70*2)
(III) INTERNAL	150	OF EACH THEORY PAPER (30*5)
(IV).FIELD WORK. & ACADEMIC TOUR.	150 50	MARKS TO BE OBTAINED IN THE RELEVANT COMPONENTS MARKS TO BE OBTAINED IN THE RELEVANT COMPONENTS
<b>TOTAL MARKS.</b>	<b><u>700</u></b>	<b>MARKS</b>

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

(I).CORE COURSES.	210	MARKS OF THREE CORE COURSES (70*3)
(II).ELECTIVE COURSES.	140	MARKS OF TWO ELECTIVE COURSES (70*2)
(III) INTERNAL	150	OF EACH THEORY PAPER (30*5)
(IV).BLOCK-PLACEMENT.	100	MARKS TO BE OBTAINED IN THE RELEVANT COMPONENTS
(V).DISSERTATION.	100	MARKS (RESEARCH REPORT WRITING)
VIVA-VOCE	100	MARKS (VIVA-VOCE) DISSERTATION
<b>TOTAL MARKS.</b>	<b><u>800</u></b>	<b>MARKS</b>
<b>Grand Total</b>	<b>2850</b>	<b>marks</b>

R.M.S.W.-3

સમાજકાર્ય પારંગત સેમે. II ના બધાજ વિદ્યાર્થીઓને શિબિર (Rural Camp) માં પોતાના ખર્ચે જવાનું રહેશે. ( જે તે ભવન કે સેન્ટરે પોતાના જિલ્લા સિવાયના રાજ્યના અન્ય જિલ્લાઓમાં અતિ પછાત કે પછાત વિસ્તારમાં શિબિર ગોઠવવાની રહેશે ) અને સમાજકાર્ય પારંગત સેમે. IV ના વિદ્યાર્થીઓએ રાજ્ય બહાર શૈક્ષણિક પ્રવાસમાં પોતાના ખર્ચે જવાનું રહેશે જેમાં રાજ્ય બહારની યુનિવર્સિટી સંબંધિત પાંચ ભવનની મુલાકાત અવશ્ય લેવાની રહેશે. તેનો અમલ બન્ને વર્ષના વિદ્યાર્થીએ ફરજિયાત કરવાનો રહેશે.

શિબિર અને શૈક્ષણિક પ્રવાસ બધા વિદ્યાર્થીઓ માટે ફરજિયાત છે તેમાં ગેરહાજર રહેનારને નપાસ જાહેર કરવામાં આવશે અને તેણે બધી પરીક્ષા તેમજ શિબિરમાં નવેસરથી હાજરી આપવાની થશે.

R.M.S.W.-4

સમાજકાર્ય પારંગત સેમે. IV ના અંતે ૬ અઠવાડિયા માટે બધા વિદ્યાર્થીએ સઘન ક્ષેત્રકાર્ય (Block Placement) માટે પોતાના ખર્ચે જવાનું રહેશે અને બ્લોક ફિલ્ડવર્ક સંતોષકારક પૂર્ણ કર્યોનું પ્રમાણપત્ર રજૂ કર્યા પછી જ પરિણામ મેળવવા હકદાર બનશે .

R.M.S.W.-5

જે વિદ્યાર્થીઓ (ચારેય સેમેસ્ટરના) ક્ષેત્રકાર્ય કે લઘુશોધ નિબંધમાં નાપાસ થશે તે વિદ્યાર્થી ઉપરના સેમેસ્ટરમાં જઈ શકશે નહિ. અને તેણે જે તે સેમેસ્ટર ફરીથી જ શરૂ કરવું પડશે અને નિયમ મુજબ થતી બધી ફી પુનઃ ભરવાની રહેશે.

સમાજકાર્ય પારંગતના પ્રથમ વર્ષનું ક્ષેત્રકાર્ય ગ્રામિણ વિસ્તારમાં અને દ્વિતીય વર્ષનું ક્ષેત્રકાર્ય વિવિધ પ્રકારની સંસ્થાઓ અને ઉદ્યોગોમાં ગોઠવવાનું રહેશે.

R.M.S.W.-6

પાસીંગના ધોરણો

૧. દરેક વિષયમાં ઓછામાં ઓછા ૫૦% અને ક્ષેત્રકાર્ય - લઘુશોધ નિબંધ- બ્લોક પ્લેસમેન્ટ- શિબિર અને શૈક્ષણિક પ્રવાસમાં ઓછામાં ઓછા ૫૦% માર્ક્સ અલગ અલગ હેડવાઈઝ મેળવવાના રહેશે.

૨. કોઈપણ વિદ્યાર્થી ક્ષેત્રકાર્યમાં નાપાસ થશે તો તેણે બધા વિષયોની ક્ષેત્રકાર્ય સાથે ફરી પરીક્ષા આપવાની રહેશે તો જ તે ક્લાસ મેળવવા હકદાર બનશે.

૩. પરીક્ષા મુક્તિ કે છૂટ પી. જી. કે પરીક્ષા વિભાગના નિયમ મુજબ મળવા પાત્ર થશે .

૪. પ્રથમ સેમેસ્ટરમાં ઉત્તીર્ણ જાહેર થયેલ વિદ્યાર્થી જ ત્રીજા સેમેસ્ટરમાં પ્રવેશ મેળવી શકશે . અને તેજ રીતે બીજા સેમેસ્ટરમાં ઉત્તીર્ણ થનાર વિદ્યાર્થી જ ચોથા સેમેસ્ટરમાં પ્રવેશ મેળવી શકશે .

૫. વિદ્યાર્થી જો ત્રણ કરતાં વધુ થીયરી પેપરમાં નાપાસ થશે તો બધા થીયરી વિષયની પરીક્ષા એક સાથે ફરીથી આપવાની રહેશે .

૬. જ્યાં સુધી ચારેય સેમેસ્ટરનો અભ્યાસ પૂર્ણ નહિ થાય ત્યાં સુધી વિદ્યાર્થી ક્લાસ કે ડિગ્રી મેળવવા હકકદાર બનશે નહિ. સેમેસ્ટર IV પૂર્ણ કર્યા પછીથી સેમે. I/II/III/IV ના ગુણ કેરી ફોરવર્ડ સેમે. IV માં કરવામાં આવશે અને ચારેય સેમેસ્ટરના સરવાળાને આધારે તેમજ નિયમ આધારે ક્લાસ જાહેર કરવામાં આવશે .

R.M.S.W.-7

સંપૂર્ણ અને સફળ રીતે ચારેય સેમેસ્ટરનો અભ્યાસક્રમ પૂર્ણ કરનાર વિદ્યાર્થીને નીચેની જોગવાઈના આધારે ક્લાસ / ગ્રેડ આપવામાં આવશે .

૧. જે વિદ્યાર્થી ૫૦% થી વધારે અને ૬૦% થી ઓછો (ચારેય સેમેસ્ટરના) ગુણ થશે તેને બીજો વર્ગ/ ગ્રેડ આપવામાં આવશે .

૨. જે વિદ્યાર્થીના ૬૦ % કરતા વધુ પરંતુ ૭૦ % ઓછા (ચારેય સેમેસ્ટરના) ગુણ થશે તેને પ્રથમ વર્ગ/ગ્રેડ મુકવામાં આવશે .

૩. જેઓ ૭૦ % કે તેથી વધુ ગુણ મેળવશે (ચારેય સેમેસ્ટરના) તેને પ્રથમ વર્ગ સાથે વિશિષ્ટ યોગ્યતા/ ગ્રેડ આપવામાં આવશે .

# SEMESTER - I

# SWCCT-1001

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit: - 20%**

## Social Work Profession

### Objects:-

- (1) Develop knowledge of history and development of social work in India and abroad.
- (2) Understand the current trends of social work practice in India.
- (3) Develop understanding about the fields of social work.
- (4) Develop understanding about the influence of various social movements in  
Contributing to the perspectives of social work practice in India.

### 1.1 Social work in India & Abroad

- 1.1.1. Concept , Definition, Objectives and Functions of Social Work,
- 1.1.2. Methods of Social Work
- 1.1.3. Charity, Philanthropy, social situations,(Poverty,problems of inmigrants,orphanhood, squalor,war victims etc) and  
Social reform movements.
- 1.1.4. Remedial social work.
- 1.1.5. Development-oriented social work, .
- 1.1.6. social activism,
- 1.1.7. Human Rights Perspective.

### 1.2. Update on Social Work Practice in India

- 1.2.1. Welfare approach.
- 1.2.2. Remedial and therapeutic approach.
- 1.2.3. Social development approach
- 1.2.4. Conflict oriented approach

### **1.3. Concepts in Social Work Practice**

- 1.3.1. Social welfare, Social services,
- 1.3.2. Social development & Social change,
- 1.3.3. Social action & Human rights, Social exclusion (marginalization, exploitation, oppression), Empowerment.

### **1.4. Values, principles & work in India.**

- 1.4.1. Family & Child welfare.
- 1.4.2. Medical and Psychiatric Social Work,
- 1.4.3. Criminology and Correctional Work, HRD and HRM, URCD, SWA
- 1.4.4. Religious, Political and Utilitarian values, Code of professional ethics, Generic principles of social work.
- 1.4.5. Ideological Influences of social reform movements.
  - advent of Missionary ( Serampory Missionaries-1785 onwards), Gandhian, Tilak, Gokhale, Karve, Phule, Shahu, Ambedkar thoughts, Marxist perspectives, Feminist perspective, Subaltern perspectives (Dalit and Adivasi) and Post – modernism influence.
- 1.4.6. Social movements and development perspectives - Dalit movements, Tribal movements, Peasants movements, Working class movements, Naxalite movements, Women's movements, Environment and Ecological movements, Movements of project affected persons.

### **1.5. Development of Social Work Education in India**

- 1.5.1. Evolution of social work education, American marathi mission, Nagpada Neighborhood House, Mumbai, Sir Dorabji Graduate School Social Work, Mumbai, of Levels of Training in Social Work Education, Domains in Social Work Education (core domain, supportive domain, elective and interdisciplinary domain); Focus, Nature and Content of Social Work Education. Field work and importance of field work supervision.

**Reference:-**

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

# SWCCT-1002

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Social Work Method- I**

### **Objects:-**

1. Understand case work method and its contribution to social work practice.
2. Develop capacity to understand and accept the uniqueness of individuals and groups.
3. Appreciate the importance of groups in the life of an individual.
4. Develop knowledge of the skills and techniques to be used by the social worker in groups and case work.

### **1.1 Introduction**

- 1.1.1. The method and philosophy of case work and group work
- 1.1.2. Concepts, objectives, component and principles, Values and motivation of case work and group.
- 1.1.3. Philosophical assumption of case work and group work.

### **1.2 Tools and techniques of case work and group work**

- 1.2.1. Case work and group work tools: observation, listening, interview, home visit, communication, repo building, and recording
- 1.2.2. Techniques of case work and Group Work.
- 1.2.3. Resource mobilization, support
- 1.2.4. Resource enrichment, counseling. Group work: Group formation, recording and evaluation of group work.

### **1.3 Process of case work and group work**

- 1.3.1. Case work process. Intake, study, social diagnosis, treatment, termination and evaluation.

## **1.4 Group work process**

1.4.1. Group work dynamics, member's behavior and leadership

## **1.5 Importance of social worker in case work and group work**

1.5.1. Role of social group worker in various setting.

1.5.2. Role of social case worker in various setting.

## Reference:-

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

# SWCCT-1003

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## Counseling

### **Objects:-**

- (1) To do counseling is important.
- (2) Counseling is also a part of making solutions & development so students can get the point.

### **1.1 Guidance and Counseling on today's Perspective**

- 1.1.1. Introduction –Meaning of guidance.
- 1.1.2. Basic principles and assumptions underlying guidance.
- 1.1.3. Definitions of counseling-Characteristics of a counselor.

### **1.2. Foundations of counseling: History and Research**

- 1.2.1. The identify of counseling.
- 1.2.2. History of Therapeutic Counseling: The ancient Philosophers- The first Psychiatrists-Influences from psychology.
- 1.2.3. The Guidance era. The counseling era-The era of the therapeutic counseling.
- 1.2.4. Licensing and regulation in counseling.
- 1.2.5. Foundation of counseling; Counselors as scientist-practitioners; counseling research process –research for the counselor

### **1.3. Settings for counseling**

- 1.3.1. What counselors have in common?
- 1.3.2. A unique identity-many different roles.
- 1.3.3. A set of generic skills-a set of common goals

1.3.4. Developmental and remedial orientation-team work-counseling

1.3.5. Process: steps in counseling.

## **1.4. The therapeutic relationship**

1.4.1. Qualities of counseling relationships.

1.4.2. Perspectives on helping relationships: congruence

1.4.3. Positive regard and empathy-working alliance-counselors as relationship specialists-conflict, resolution in relationships

1.4.4. practical dimension of therapeutic relationships –commitment –trust-empathy- confidentiality –benevolent power – creating a relationship in the initial interview; establishing rules –planning hope –assuring confidentiality- assessing expectations –collecting information, identifying problems-beginning intervention-first session agenda review reciprocal influence.

## **1.5. Assessment, testing and the diagnostic process**

1.5.1 Meaning of assessment.

1.5.2. Role of testing in the assessment process-standardized measures

1.5.3. Test of ability, aptitude, achievement and test of typical performance Selecting tests-non standardized measures

1.5.4. Observational assessment –case study, rating scale-self assessment –using assessment Methods

1.5.5. Formal and functional diagnosis-diagnosis-ethical concerns-Behavioral Diagnosis

## Reference:-

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

# **SWECT-1004.1**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Working with individuals & families**

### **Objects:-**

- (1) Develop understanding about working with individuals & families.
- (2) To being aware about problems & solutions.

### **1.4.1 Introduction**

- 1.4.1 Introduction of working with individuals
- 1.4.2. A brief idea on various fields
- 1.4.3. Core Beliefs, Nature of individuals.
- 1.4.4. Ways to work with individuals

### **1.4.2 Working with individuals**

- 1.4.1 Ethical challenges working with individuals
- 1.4.2. Dynamics of the individuals in chemical addicted families
- 1.4.3. Dynamics of the individual contributing to chemical dependency

### **1.4.3 Working with families**

- 1.4.1 Origin, values and evolution of family and marriage
- 1.4.2. Ideology of family rights and responsibilities
- 1.4.3. Normative family and marriage functions and structure, ethnicity and socio-economic background Social changes and changes in family.
- 1.4.4. Marriage functions and structure Implications for the family and its members.

#### **1.4.4 Working with families**

1.4.1 Dual earner/career families Single parent families ,Female headed households Childless families, Reconstituted/step families, Consensual unions Homosexual families, Live in Relationship Families

1.4.2. Family interactions, Family development/ family life cycle

#### **1.4.5 Family assessment creating public awareness for promoting family rights and responsibilities**

1.4.1. Some methods

1.4.2. Implications Modes of awareness building

Reference:-

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

# **SWECT-1004.2**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Working with Groups**

### **Objects:-**

- (1) Develop understanding about working with groups
- (2) To be aware about problems & solutions.

### **1.4.1 Approaches to the study of groups**

- 1.4.1. Introduction of working with groups
- 1.4.2. Nature of groups.
- 1.4.3. Groups & teams.
- 1.4.4. Task & Maintenance
- 1.4.5. The life-cycle of the group
- 1.4.6. Incremental, punctuated, Thematic Development.

### **1.4.2 Systems Thinking**

- 1.4.1. Systems' theory
- 1.4.2. Groups as open system
- 1.4.3. Groups as sociotechnical system

### **1.4.3 Organization**

- 1.4.1. Structure
- 1.4.2. Group size
- 1.4.3. Personal Characteristics
- 1.4.4. Communication pattern

- 1.4.5. Roles
- 1.4.6. Norms
- 1.4.7. Culture
- 1.4.8. Status
- 1.4.9. Power, Sociometry, subgroups, cohesion.

### **1.4.4 Process**

- 1.4.1. Process & group dynamics
- 1.4.2. Process Observation
- 1.4.3. Motivation
- 1.4.4. Hidden agendas

### **1.4.5 Skills**

- 1.4.1. Communication
- 1.4.2. Leadership
- 1.4.3. Planning
- 1.4.4. Managing conflict.

Reference:-

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

# SWICT-1005

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## Social Work Method-II

### Objects:-

1. Understand the critical elements of community organization practice.
2. Enhance critical understanding of the models and strategies for community organization practice.
3. Develop attitudes conducive to participatory activities for a civil society.
4. The students should enrich their knowledge about Social Welfare Administration

### 1.1 Methods of Community Organization

- 1.1.1. Concept of community organization.
- 1.1.2. Nature of community organization
- 1.1.3. Characteristics and types of Community.

### 1.2. Social Action

- 1.2.1. Concept of community organization.
- 1.2.2. Nature of community organization
- 1.2.3. Characteristics and types of Community.

### 1.3. Social Welfare Administration

- 1.3.1. Meaning & Definitions.
- 1.3.2. Scope and Process

## 1.4. Social work Research

1.4.1. Concept & Objectives

1.4.2. Functioning of Social work research

## 1.5. Integrated Social Work Practice

1.5.1. Integrated Social Work Practice Methods.

## Reference:-

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

# SEMESTER - I

# SWCCT-2001

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## COMMUNITY ORGANISATION AND SOCIAL ACTION

### **Objects:-**

- (1) Social action is important for development.
- (2) Student would come to know about the process & planning of it.

### **2.1 Community Organization**

- 2.1.1. Definition, Objectives.
- 2.1.2. Historical Background of Community organization.
- 2.1.3. Community Organization as a method of social work.
- 2.1.4. Community Organization in UK and USA.
- 2.1.5. Concept of community development.
- 2.1.6. Similarities and differences between Community Organization and community development.
- 2.1.7. Community Organization – Scope, Philosophy, and Goals and models of community organization

### **2.2. Methods of Community Organization**

- 2.2.1. Planning, Education, Communication.
- 2.2.2. Community participation
- 2.2.3. Collective decision-making.
- 2.2.4. Leadership development.
- 2.2.5. Resource mobilization, Community action, Promotion, Co-ordination.

- 2.2.6. Phases of Community Organization
- 2.2.7. Study, Analysis,
- 2.2.8. Assessment, Discussion,
- 2.2.9. Organization of Action, Evaluation, Modification, and Continuation

### **2.3. Skills in Community**

- 2.3.1. Organizing conferences, committee meetings
- 2.3.2. Training & communication,
- 2.3.3. Consultation and negotiation,
- 2.3.4. Conflict resolution
- 2.3.5. Networking and use of relationship.

### **2.4. Application in different fields**

- 2.4.1. Application of Community Organization in different fields- health, correctional, educational, rural and urban, industrial etc.
- 2.4.2. Community welfare councils and community chest.

### **2.5. Social Action**

- 2.5.1. Definition, objectives & principles
- 2.5.2. Methods and Strategies.
- 2.5.3. Social action and social movement,
- 2.5.4. Social action for social development.
- 2.5.5. Scope of social action in India.
- 2.5.6. Enforcement of social legislation through social action.

Reference:-

1. Strategies of **community organization**: a book of readings Fred M. Cox - Business & Economics
2. Direct **Social Work Practice: Theory and Skills** Dean H. Hepworth, Ronald H. Rooney, Glenda Dewberry Rooney, Kim Strom-Gottfried, Jo Ann Larsen
3. **Fisher Aubrey. B & Ellis Donald G** : Small Group Decision Making,  
McGraw-Hill International Editions, 1990, U.S.A.

# SWCC-2002

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## MEDICAL & PSYCHIATRIC SOCIAL WORK

### **Objects:-**

1. To orient learners to the field Medical & Psychiatric Social Work
2. To develop understanding and expected competence about the task, role and function of Medical & Psychiatric Social Workers in various settings.

### **2.1 Introduction**

- 2.1.1. Definition and Objectives.
- 2.1.2. Meaning and area of psychiatric social work.

### **2.2. Concept of Medical and psychiatric social work**

- 2.2.1. Evolution of medical and psychiatric social work in UK, USA and in India.
- 2.2.2. Functions of medical and psychiatric social workers.

## **2.3. Present practice and equipment of medical social work in various settings**

- 2.3.1. General Hospitals, Government, Corporate and private, Specific disease hospitals, Specialized Clinics, community health centers, blood banks, eye banks, health camps
- 2.3.2. Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged.

## **2.4. Present practice and equipment of psychiatric social work in various clinical settings**

- 2.4.1. Mental health Institutions, psychiatric departments in general hospitals, private psychiatric clinics, half way homes, day care centers sheltered workshops ,child guidance clinics, Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges.

## **2.5. Practice of medical and psychiatric social work in facilitative settings**

- 2.5.1 a) Social Work in Schools. b) Social Work in Industry.
- 2.5.2. Supportive services and networking for practice of medical and psychiatric Social Work. Teamwork in Medical and Psychiatric settings.
- 2.5.3. Skills and techniques used in medical and psychiatric social work practice.

Reference:-

1. The **social** worker in family, **medical** and **psychiatric social work**  
Louise Christine Odencrantz.
2. The journal of abnormal psychology, Volume 13 - Page 225  
American Psychopathological Association, Psycho-Medical Society (England), Harry Houdini Collection  
(Library of Congress) – Psychology
3. **Clinical social work: definition, practice, and vision** - Page 50  
Rachelle A. Dorfman - Social Science

# SWCCT-2003

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit: - 20%**

## PROBLEMS OF TRIBAL SOCIETY

### **Objects:-**

(1) To enable the student to understand the various problems of tribal people. i.e. social, educational, Infrastructural, health & women.

### **2.1. Social Problems**

- 2.1.1. Major causes and challenges to tribal society and Challenges in Relation to social exploitation migration communication (Oral and Written)..
- 2.1.2. Challenges in Relation to education dropouts
- 2.1.3. Inadequate facility and resources
- 2.1.4. Challenges in Relation to cultured traditions
- 2.1.5. Costumes civil interaction, change in life style.

### **2.2. Health Problems**

- 2.2.1. Malnutrition, Sickle cell disease, Skin disease, Anemia, Goiter,
- 2.2.2. Traditional heath practice and approaches to treatment,
- 2.2.3. Drinking water and health, sanitation problem,
- 2.2.4. HIV/AIDS, Health services

### **2.3. Economic Problems**

- 2.3.1. Automation, Modern life,
- 2.3.2. Impact of media, scarcity of media resources,

- 2.3.3. Challenges in relation to fortifiers, chemical industries, improving productivity
- 2.4.4. Challenges in relation to cultivation use of new variety improving Agriculture.
- 2.4.5. Relation to horticulture land fence nice, equitation of land Alienation,
- 2.4.6. Challenges in relation to forests, Minor forest product (M.F.P.),
- 2.4.7. Challenges in relation to employment Misappropriation.

## **2.4. Women Problems**

- 2.4.1. Status of women in tribal community,
- 2.4.2. Workload and impact on health, educational status, illiteracy, adjustment, malnutrition, early marriage.
- 2.4.3. Challenges related to physical and mental health
- 2.4.4. Psychological disorders,
- 2.4.5. Women in local self Government with specific reference to women in decision making positions, impact of a 73rd Amendment,
- 2.4.6. Developmental schemes and women's situation, Case studies of MAVIM, DRDA, and ICDS.

## **2.5. Political & Infrastructural Problem**

- 2.5.1 Status of political systems/problem, Challenges of unity and factions among Tribal communities. Tribal power structure (traditional)
- 2.5.2. Isolation, Transport, communication, roads, recreation & related facilities.

## Reference:-

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

# **SWECT-2004.1**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Personnel Mgt. & H.R.D.**

### **Objects:-**

- (1) To familiarize the students with basic concept of personnel management and H.R.D.
- (2) To sensitize students to the various facets of managing people.
- (3) To create understanding of the various policies and practices of human resource management.

### **2.1.1 Personnel Mgt.**

- 2.1.1. Definitions, concept and scope of personnel management.
- 2.1.2. Role of personnel management in the organization.
- 2.1.3. Swot analysis practical implementation for organization

### **2.1.2 Personnel Mgt.**

- 2.1.1. Need for manpower planning, recruitment, selection.
- 2.1.2. Compulsory Notification of Vacancies Act. Recruitment procedure
- 2.1.3. Personnel policy regarding promotion, merit promotion, time-bound promotion.
- 2.1.4. Transfer policy and types of transfer.
- 2.1.5. Concept and objectives of training.
- 2.1.6. Types of training, methods of training, evaluation of training.

### **2.1.3 Performance appraisal & compensatory packages.**

2.1.1 Definitions and objectives performance appraisal, methods of performance appraisal, limitations of performance appraisal.

2.1.2. Wage and salary administration mode & methods of payment.

2.1.3. Other allowances, perks, incentive and bonus.

### **2.1.4 Human relations & human utilization.**

2.1.1 Concept of human relations, human relations and industrial relations, dynamics of inter relations.

2.1.2. Definitions and concept of human resource management, principles & scope of human resource management.

2.1.3. Difference between personnel management and human resource management.

2.1.4. Changes & challenges of human resource management.

### **2.1.5 Workers of the organized and unorganized sector**

2.1.1. Definitions & characteristics of organized and unorganized sector workers.

2.1.2. Problems of unorganized sector workers

Reference:-

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

# **SWECT-2004.2**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Women & Gender Equity**

### **Objects:-**

- (1) To be aware about the Gender equity.
- (2) Each woman has different rights, students would be aware about all these.

### **2.2.1. Introduction**

- 2.2.1. Gender equality & decent agenda
- 2.2.2. Access to employment
- 2.2.3. Access to Social protection
- 2.2.4. Access to social dialogue
- 2.2.5. Access to Principles & Rights
- 2.2.6. Gender & ILO

### **2.2.2. Gender equality, tensions in a globalized World**

- 2.2.1. Women & Poverty
- 2.2.2. Gender & Present financial crises
- 2.2.3. Climate Change

### **2.2.3. Maternity, healthy infancy and working parents**

- 2.2.1. Employment
- 2.2.2. Social Protection
- 2.2.3. Social Dialogue
- 2.2.4. Social Principles & Rights

## **2.2.4. Gender, Youth & Employment**

2.2.1. Gender, youth & social stability

2.2.2. Gender roles and women's' labour force participation

2.2.3. Occupational segregation and stereotyping

2.2.4. Social Principles & Rights

## **2.2.5. Working Women in adulthood**

2.2.1. Entrepreneurship

2.2.2. Equal pay

2.2.3. Migration

Reference:-

1. **Women and gender equity** in development theory and practice: ...  
Jane S. Jaquette, Gale Summerfield
2. "Believing **women**" in Islam: unreading patriarchal interpretations
3. Taking action: achieving **gender equality** and empowering **women**

# SWICT-2005

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## Constitution & Legal System

### Objects:-

1. In a rapidly industrializing country like India, Balancing the conflicting interest of Labour and Capital is a delicate task.
2. The Legal system pertaining to Labour – management relations requires careful study by students of Social Work.

### 2.1 Constitutional Perspectives and foundations

2.1.1. Constitutional authorization (Legislative entries, Article 323-B)

2.1.2. Constitutional goal protecting capital and labour in the fundamental rights and duties and directive principles

### 2.2 History of Labour Legislation in India

2.2.1. Brief History of Labour Legislation in India

2.2.2. History & amendments for labour welfare in legislation.

### 2.3 Industrial Relations Legislations

2.3.1 The Trade Unions Act, 1926 (up to amendments)

2.3.2. The industrial employment (standing orders) Act, 1946 (up to amendments)

### 2.4 The Industrial Relation Act

2.4.1. The industrial Dispute Act, 1947 (up to amendment)

## **2.5 Comparative study of state level and central level IR legislation**

2.5.1. The Bombay Industrial Relations Act, 1946

2.5.2. Comparative Study of BIR Act, 1946 and ID Act, 1947.

Reference:-

SUGGESTED READING : (LABOUR LEGISLATION 1 & 2)

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

# SEMESTER - II

# SWCCT-3001

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## Human Growth and Development

### Objects:-

- (1) Develop understanding about the fields of social work.
- (2) To be aware about the growth and development

### 3.1 Introduction

- 3.1.1. Definition, nature and scope of psychology
- 3.1.2. a brief idea on various schools of psychology - relevance of psychology for social work profession
- 3.1.3. A brief idea on various schools of psychology

### 3.2. Different aspects

- 3.2.1. Physical and psychological aspects of various stages of Human growth and development
- 3.2.2. Infancy, Babyhood, childhood, puberty, adolescence, adulthood, middle age and old age.

### 3.3. Personality

- 3.3.1. Concepts, and factors influencing personality development
- 3.3.2. Heredity and environment
- 3.3.3. Measurement of personality. Intelligence
- 3.3.4. Theories and assessment. Emotions-development of emotions - individual and group emotions – crowd behavior.

### **3.4. Learning**

- 3.4.1. Concept, types, transfer of learning
- 3.4.2. Theories of learning.
- 3.4.3. Perception: Concepts and types
- 3.4.4. Errors in perception principles of organization.
- 3.4.5. Motivation: classification of motives –
- 3.4.6. Motivation and behaviour –
- 3.4.7. Hierarchy of motives interaction of motives - theories.

### **3.5. Stress**

- 3.5.1. Meaning, Causes and Effects. Conflict
- 3.5.2. Meaning, Type, Coping Derives, Defense Mechanism.
- 3.5.3. Mental Illness
- 3.5.4. Definition and Type, Role of Social Workers in Promoting Mental Health.

Reference:-

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

# SWCCT-3002

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## Research Methodology

### Objects:-

- (1) Develop an understanding of scientific approach to human inquiry in comparison to the native or common sense approach in various aspects, and its process.
- (2) Understand major research strategies, meaning, scope and importance of Labour work research.
- (3) Develop an ability to see the linkages between practice, research and theory and their role in enriching one another.
- (4) Develop attitudes consonant with the scientific approach-Concern for accuracy, specificity and authenticity, awareness of ones own prejudices or biases; honesty and being open to correction.
- (5) Develop attitudes favorable to the judicious integration of practice, research, and theory.
- (6) Develop ability to conceptualize, formulate and conduct simple research projects exercises (This would include a broad range of basic research skills such as conceptualization of a research strategy and problem; writing a research proposal; developing tools for collecting data; use of sampling strategies; data collection, processing, presentation, analysis and interpretation; and writing research report etc.)
- (7) Make informed assessment and judicious use of research studies and findings.
- (8) Develop skills for use of library and documentation services for research. The semester course for the semester system OR full paper in the annual examination system in the first year of the two-year postgraduate programme.

### **3.1. Scientific inquiry, Concepts - hypotheses**

3.1.1. Attitudes consonant with the scientific approach.

3.1.2. Variables and indicators.

3.1.3. Hypothesis-meaning; attributes of a sound hypothesis; role in explanatory research

3.1.4. Hypothesis testing – null hypothesis; the sampling distribution; level of significance; critical region; Type-1 and Type-II errors.

### **3.2. Research Method**

3.2.1. Research Method – Meaning, purposes, values, the research process, research and theory, linkages in practice.

3.2.2. Qualitative Research

3.2.3. Qualitative research-general characteristics; Use of qualitative methods in inquiry-The scope and importance of labour work research.

### **3.3. Research Designs**

3.3.1. Basic Research Questions – meaning and importance, problem – formulation in research, some strategies used for research.

3.3.2. Surveys, Case Studies, Unobtrusive research strategies (including content analysis, existing data analysis, historical analysis)

3.3.3. Experiments including pre-experimental Quasi-experimental strategies; Use of single subject designs.

3.3.4. Rationale, characteristics sampling-meaning, types and utility; General considerations in the determination of sample size.

### **3.4. Data & its measurement**

3.4.1. Source of data; Primary and Secondary. Methods and instruments of data collection. Qualitative and quantitative, observation; participant observation life histories, group interview, (including telephone interviews).; Participatory and Rapid Appraisal Techniques; Participatory and Rapid Appraisal Techniques; Triangulation. Levels of measurement. Scales-Need for scales. Some prominent scaling procedures (Thurston-type, Likert-type; Bogardus-type, Semantic Differentials).

3.4.2. Graphical, Tabular, Analysis and Interpretation

3.4.3. Conducting participatory research-Monitoring and research.

3.4.4. Research Report-Writing Research Abstract Research Proposals.

### **3.5. Ethics**

3.5.1 Ethics in Research.

3.5.2. Use of Statistical tools and techniques- Statistics –Descriptive and Inferential Uses and limitations of Statistics.

3.5.3. Proportions, Percentages, Ratios.

#### REFERENCE:-

1. Ackoff, R.L. 1962 Scientific Method: Optimising Applied Research
2. Designs, New York: John Wiley and Sons.
3. Anderson, J. et. Al. 1970 Thesis and Assignment Writing, new Delhi: Willley
4. Eastern Limited.
5. Bailey, Kenneth, D. 1987 Methods of Social Research, new York : The Free Press.
6. Blalock, H.M. 1972 Social Statistics, New York : McGraw Hill
7. Blalock, H.M. and Blalock, A.M. (Eds.) 1968. Methodology in Social Research, New York McGraw- Hill.
8. Coolidge, Frederick, L. 2000 Statistics : A Gentle Introduction, New Delhi : Sage Publications.
9. Crabtree, B.F. and Miller, W.L. (Eds.) 2000 Doing Qualitative Research, new Delhi : Sage Publications.
10. Cranstein, A. and Phillips, W.R. 1978.
11. Understanding Social Research An Introduction. Boston : Allwyn and Bacon.
12. Denzin, Norman, K. and Lincoln, Y.S.(Eds.) 2000 Handbook of Qualitative Research (IInd eds.) New Delhi : Sage Publications.
13. Field, Andy, 2000. Discovering Statistics Using SPSS for Windows Advanced Techniques for Beginning, new Delhi : Sage Publications.
14. Foster, J.J. 1998. Data Analysis Using SPSS Windows: A Beginner's Guide New Delhi : Sage Publications.
15. Gahan, Celis and Hannibal, Mike. 1998. Doing Qualitative Research Using QRS NUD, IST, new Delhi : Sage Publications.
16. Geltung, J. 1967. Theory and Methods of Social Research, London : George Allen & Unwin. Goode, W.J. and Hatt, P.K. 1952.
17. Methods in Social Research, Tokyo : McGraw Hill Kagakusha. Jefferies J. and Diamons, I. 2000

18. Beginning Statistics : An Introduction for Social Scientists, new Delhi : Sage Publications.
19. Mannheim, Henry, L. 1977. Sociological Research : Philosophy and Methods,
20. Illinois: The Dorsey Press. Marshall, Gatherine and Rosaman, G.B. 1999
21. Designing Qualitative Research, IIIrd Edn. New Delhi : Sagar Publications.
22. May, Tim. 1997. Social Research : Issues, Methods & Process Buckingham: Open University Press
23. Moser, C.A. & Kalton, G. 1977 Survey Methods in Social Investigation, London Heinemann Educational Books.
  
24. Mukherji, Partha N. (edn.) 2000 Methodology in Social Research : Dilemma and Perspectives, new Delhi : Sage Publications.
25. Nagel, Earnest 1984 The Structure of Science : Problems in the Logic of Scientific Explanation.
26. Padgett, Deborah, K. 1988 Qualitative Methods in Social Work Research, New Delhi : Sage Publications.
27. Ramchandran, P. 1990. Issues in Social Work Research in India, Bombay: Institute for Community Organization Research.
28. Reichman, W.J. 1981. Use and Abuse of Statistics, Penguin. Reid, William J. and Smith, Andrey D. 1981.
29. Research in Social Work, New York: Columbia University Press.
30. Rosenberg, M. 1968 The Logic of Survey Analysis, New York : Basic Books.

# SWCCT-3003

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Populations, Environment & Disaster mgt.**

### **Objects:-**

- (1) Develop an understanding of process of disaster management.
- (2) Develop skills to participate in disaster management
- (3) Develop an understanding of the social workers role in the team for disaster management.
- (4) .Examine population policy and plan and initiatives.

### **3.1 Population**

- 3.1.1. Characteristics, Aspect and Dimensions, Characteristics, features of Indian population.
- 3.1.2. Populations and policy in India, Values and motivation.
- 3.1.3. Family welfare programmes in India.

### **3.2. Environment**

- 3.2.1. Concept and Meaning of Environment Scenario, Problems and Perspective Emerging, Concerns and Challenges.
- 3.2.2. Environmental Movement in India

### **3.3. Environmental Law**

- 3.3.1. Forest conservations Act.
- 3.3.2. Environmental Protection Act
- 3.3.3. Water prevention Act
- 3.3.4. Air prevention Act.

### 3.4. Disaster Management

3.4.1. Content and Definition Its Types and Classifications.

3.4.2. Impact of Disaster

### 3.5. Social Work in a way of social worker

3.5.1. Role of Social Worker in Disaster Management and Environment Protection

### Reference:-

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

# **SWECT-3004.1**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Education for Development**

### **Objects:-**

- (1) To be aware students about the education.
- (2) How the education helpful to each for their own development

### **3.1.1 Introduction**

- 3.1.1. Problems & paradigms.
- 3.1.2. The intellectual context of book
- 3.1.3. A neglect of Human Rights and Participation.
- 3.1.4. A concept of primary Education

### **3.1.2 Education as a Human Right**

- 3.1.1. Introduction
- 3.1.2. The educational Rights of all children

### **3.1.3. Partnership & Participation**

- 3.1.1. Non-formal Education
- 3.1.2. A School Policy for Human Rights & Democracy.
- 3.1.3. Assessment, Appraisal & Evaluation.

### **3.1.4. Primary Education**

- 3.1.1. Early Efforts to maintain it.
- 3.1.2. Education among the Children of slums.

3.1.3. Education & the Needs.

3.1.4. Education and the development.

### **3.1.5. Education & the scope**

3.1.1. Politics & Education

3.1.2. Present Education Scenario.

3.1.3. Different Laws' participation for better Education

## Reference:-

- (1) The ASTD training and development handbook; a guide to human resource; Robert L. Craig, American Society for training and Development.
- (2) Human Resource Development- Learning & training for individuals & Organizations Edited By:-John P. Wilson; British Library Cataloguing In publication Data
- (3) Managing Human Resource – George W. Bohlander, Scott Snell
- (4) International Labour Conference 88<sup>th</sup> Session 2000 Report V Training for Employment : Social inclusion, Productivity and Youth employment- International Labour office- Geneva
- (5) Managing Human Resource By :- Bohlander & Snell
- (6) Human Resource Management Twelfth Edition- By :- Robert L. Mathis ; John H. Jackson
- (7) Student Service ; A handbook for the profession Fourth Edition – By Susan R. Komives , Dudley B. Woodard , Jr. and Associates.
- (8) Approaches to training and Development By Dugan Laired , Sharon S. Naquin, Elwood F. Holton; The training and Development By:- Craig Eric Schneier
- (9) Using Sensitivity training and the laboratory method: an organizational case By Richard L. Batchelder, James M. Hardy, Young Men's Christian Association.
- (10) Human Resource Management for Publication and non- profit Organization; Second Edition ; Joan E. Pynes.

# SWCCT-3004.2

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Indian Society, Polity & Economy**

### **Objects:-**

- (1) To familiarize the students with Indian society, polity & economy.
- (2) To being aware about the economy.

### **3.2.1 Introduction**

- 3.2.1. Lawyers in the economy, society, polity & Economy.
- 3.2.2. Comparisons across societies.
- 3.2.3. Lawyers & Clients
- 3.2.4. Balance and the advantage.

### **3.2.2 Society & Polity**

- 3.2.1. Defining the economy: A historical multidimensional approach.
- 3.2.2. The differentiation of economy & society.
- 3.2.3. Economic, liberalism and the theory of market.

### **3.2.3 Political**

- 3.2.1. Political Economy
- 3.2.2. Bringing power back in
- 3.2.3. Political economy: A critical assessment
- 3.2.4. Bringing culture

### **3.2.4 Economy**

3.2.1. Economy & Current Culture

3.2.2. Economy & Employment

3.2.3. Economic sociology

### **3.2.5 Economical sociology**

3.2.1. Sociability self-love in the theatre of moral sentiments

3.2.2. Economy & polity as per legislation.

### **Reference:-**

1. Singh, Jwitesh Kumar (1998) Labour Economic-Principles, Problems and Practices-Deep & Deep Publications Pvt. Ltd., New Delhi.- 13 -
2. Hajela, P.D. (1998) "Labour Restructuring in India : A Critique of the New Economic Policies", Commonwealth publishers, New Delhi.
3. Dr. T. N. Bhagoliwal (2002) Economics of Labour and Industirla Relations, Sahitya Bhavan Publications, Agra.
4. Lester, R. A. (1964) Economics of Labour (2nd edition) Macmillan, New York.
5. Mc Connell, C. R. & S. L. Brue (1986) Contemporary Labour Economics, Mc Graw-Hill, New York.
6. Papola, T.S., P.P. Ghos and A. N. Sharma (Eds) (1993) Labour, Employment and Industrial Relaitons in India, B. R. Publishing Corp., New Delhi.
7. Rosenberg N.R. (1988) Labour Markets in Low Income Countries In Chenery, H. B. and T. N. Shrinivasan, (Eds), the Handbook of development Economics, North-Holland, New York.
8. Venkata Ratnam, C. S. (2001) 'Globalization and Labour-Management Relations, Dynamics of Change', Sage Publications/Response books, New Delhi.
9. Cherunilam Francis International Business Environment Himalaya Publishing House, Mumbai, 2006
- (10) Mithani D.M. International Economics Tata McGraw Hill. 2005 or Latest edition.

# **SWECT-3005.1**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 10%**

## **Principles of Mgt.**

### **Objects:-**

1. This course presents a thorough and systematic coverage of management theory and practice.
2. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievements of goals.
3. The objective is to help the students understand the fundamental concepts and principles of management; the basic roles, skills, and functions of management.
4. It is also intended to give an overview of the historical development, theoretical aspects and practice application of managerial process.
5. Sensitize the students about the significance and role of ISO-Standards.

### **3.1.1 Introduction**

- 3.1.1 Meaning & Definition of mgt
- 3.1.2 Nature and function of mgt.
- 3.1.3 Development of Mgt. thought
- 3.1.4 Ethics, Tools of ethics
- 3.1.5 Social Performance of Business in India
- 3.1.6 Social Audit
- 3.1.7 Business ethics concern with corporate governance.

### **3.1.2 Planning**

- 3.1.1. Nature of planning
- 3.1.2 Important Of Planning
- 3.1.3. Forms of Plans
- 3.1.4. Steps in plans
- 3.1.5. Limitations of planning
- 3.1.6 Making planning effective
- 3.1.7. Strategic planning in an Indian industry
- 3.1.8. Forecasting
- 3.1.9. Decision marketing

### **3.1.3 Organization**

- 3.1.1. Meaning & definition
- 3.1.2 Process of Organizing
- 3.1.3. Types of organization
- 3.1.4. Principles of organizing
- 3.1.5. Organization structure
- 3.1.6. Departmentalization
- 3.1.7. Role of a manager

### **3.1.4 Directing**

- 3.1.1 Meaning & Definition
- 3.1.2 Creativity & innovation
- 3.1.3 Leadership's meaning, definition, characteristics, features & its effectiveness
- 3.1.4 Motivation
- 3.1.5 Process of communication
- 3.1.6 Training and development
- 3.1.7. ISO-standards

## **3.1.5 Controlling**

3.1.1 Meaning and definition

3.1.2 System and Process for controlling

3.1.3 Managerial Control

3.1.4 Performance Appraisal System

3.1.5 Globalization & Liberalization

3.1.6 Productivity

3.1.7 Reporting

## **Recommended Books for Papers. :**

- (1) Wehrich Heinz and Koontz Harold- Management - A Global and Entrepreneurial Perspective Mc Graw Hill 11th Edition 1008.
- (2) Stoner, Freeman & Gilbert Jr – Management Organizational Behaviour Prentice Hall of India 6th Edition or later edition.
- (3) Rao VSP Management, Text & Cases Excel Books Latest edition.
- (4) Bateman *Management (SIE)* Tata McGraw-Hill Publishing Company, New Delhi Latest Edition
- (5) Decenzo David, Robbin Stephen A Personnel and Human Resources Management Prentice Hall of India, 1996
- (6) Fraidoon Mazda “Engineering Management”, Addison Wesley, - 1000
- (7) Hillier Frederick S. and Hillier Mark S Introduction to Management Science: A Modeling and Case Studies Approach with Spreadsheets Tata Mc Graw Hill 1st Edition 1008
- (8) JAF Stoner, Freeman R. E and Daniel R Gilbert Organizational Behaviour Pearson Education Sixth Edition, 1004
- (9) Koontz Principles of Management Tata Mc Graw Hill 1st Edition 1008
- (10) Massie, Joseph L. Essentials of Management Pearson Education Robbins & Coulter Management Prentice Hall of India 8th Edition

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

Harvard Business Review, Business India / Business Today / Business World, “Vikalpa” – Journal of Indian Institute of Management, Ahmedabad, and Effective Executive.

# **SWECT-3005.2**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit: - 20%**

## **MANAGEMENT OF DEVELOPMENTAL AND WELFARE SERVICES**

### **Objects:-**

- (1) Understand the overall environment and its impact on the nature, structure and development of the organizations in corporate, public and voluntary sectors in the context of social work profession.
- (2) Understand policies and procedures involved in establishing and maintaining human service organizations, need for change.

### **3.2.1 Social Services**

3.2.1. Development and Welfare Organization's response to societal needs..

3.2.2. Role of state.

3.2.3. Voluntary and corporate sector.

### **3.2.2. Management Services**

3.2.1. Types of setting, organizational characteristics like origin, nature, size, structure, and design; organizational climate and impact socio-political environment, impact.

3.2.2. Management Process: Vision of planning, Organizing, directing staffing, cooperation, evaluation.

3.2.3. Establishment, registration, different types of legislations, legal status, constitution, rules and procedure, goals

- 3.2.4. Financial Resources: Organizational budget, sources of finance, fund raising records, audit.
- 3.2.5. Physical: all activities related to acquiring, hiring and maintaining importable structure and infrastructure, maintenance of premises and daily upkeep.
- 3.2.6. Enhancing the involvement and the potential of people in organization's executive boards, committees; professionals and other staff relationship, communication, team work, and facilitative team building, supervision, and participation in training

### **3.2.3. Programme Development**

- 3.3.1. Programme management: long term, short term, and documentation:
- 3.3.2. Project proposals based on needs the nature resources, evaluation and research
- 3.3.3. Qualitative and quantitative Impact analysis

### **3.2.4. Public Relation**

- 3.4.1. Public relations need and its promotion by all in the organization. Representing the organization, networking, in public, corporate and voluntary sector. Resource building, accountability, transparency, social Avidity, use of Media for publicity.

### **3.5. Change and its mgt.**

- 3.5.1 Understand and manage change, innovation-in a rapidly changing social environment: for policy programmes and structure

## Reference:-

- (1) Koontz, H. and Wehrich, H. 1998 Essential of management, New Delhi: Mc Graw hill.
- (2) Denyer, J.C. 1979 Office Administration, Plymouth : McDonald and Evana
- (3) Lauffer, A. 1977 Understanding your Social Agency, London: Sage Publication
- (4) Narkwilboonwang, W and Tips, W.E.J. 1986 Project identification, Formulation and start up Non- governmental Rural development Orgazations in Thailand, Bangkok : AIT.
- (5) Neiner, M.1982 Human Service Management, Illinois: Dorsal press
- (6) Norad 1998 Guide to Planning and Evaluating NGO projects
- (7) Patti, R. 1983 Social Administration in India, Englewood Cliffs: Prentice Hall
- (8) Sachdeva, D.R. 1992-93 Social welfare Administration, Allahabad: Kitab Mahal.
- (9) Skidamore, 1983 Social work Administration, New Jersey: Prentice Hall.
- (10) Steiner, R. 1977 Managing Human Service Organization, From Survival to Achievement Beverly Hills: Sage Publications.

SEMESTER - IV

# SWCCT-4001

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Social Work Health setting and Public Health**

### **Objects:-**

- (1) The basics of medical social work.
- (2) Different medical systems and changing perspective of health care.
- (3) Aware about public health programmes.
- (4) Role of medical social worker in dealing with patients.

### **4.1. Basic of Medical Social Work**

4.1.1. Concept, of health, hygiene, illness, physiology and antinomy of human body, Values and motivation

4.1.2. Historical development in medical social work in the west and in India.

4.1.3. Medical social work practice in different setting: Hospital, OPD, (Out Patient Department) emergency care, special clinic and community health.

### **4.2 Different medical systems and changing perspective of health care**

4.2.1. Ayurvedic, Homeopathic, Unani, and Alopathy.

4.2.2. Global dimension of health care.

4.2.3. WHO's (World Health Organizations) Norms.

### 4.3.1. Public Health and Government Health Programmes

4.3.1. Concept of public health, needs, importance, definition.

4.3.2. Role of international agencies like WHO, UNICEF, UNESCO, N.D.P.,NACO, ,Unfpa, World Bank, etc.

4.3.3. Various government health programmes

### 4.4. Medical Social Worker Patient's Interaction

4.4.1. The psycho-social problems and the role of medical social worker in dealing, patients with T.B. S.T.D(Sexual Transmits Disease),HIV, AIDS, Polio, Malaria, Leprosy, Typhoid, Cancer , SWINE FLUE,Hyper tension and cardiac disorder, asthma, arthritis and diabetes etc. and also dealing with the prevention of diseases and promotion of health..

### 4.5. Mental Health

4.5.1. Concept and Problems of mental health.

4.5.2. Role of Social Worker in the field of Mental Retardation.

Reference:-

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

# SWCCT-4002

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Industrial Relation & Trade Unionism**

### **Objects:-**

- (1) To make the Students understand the importance of industrial relations.
- (1) To familiar the Students about the trade unionism and its role in IR system.

### **4.1. Management of Industrial Relation**

- 4.1.1. Industrial relation perspectives in the emerging socio-economic scenario, approaches to IR.
- 4.1.2 Industrial relation and the state-legal framework of IR.
- 4.1.3. Industrial conflicts-causes and effects, remedial techniques-collective bargaining and negotiations emerging trends.
- 4.1.4. Discipline and Grievance management.
- 4.1.5. Participative management and Co-ownership.
- 4.1.6. Productivity bargaining and Gain sharing Distributive bargaining.
- 4.1.7. Comparative industrial relation-IR in U.K., U.S.A., U.S.S.R., Japan.

### **4.2 Labour Movement**

- 4.1.1. Guiding principles of trade unionism, \* Theories of trade unions.
- 4.1.2 Types and structures of trade unions.
- 4.1.3. Trade unions, their functions and role.
- 4.1.4. Trade unions, their administration and finances.

4.1.5. History of Trade union movement in India.

### **4.3.1. Public Health and Government Health Programmes**

4.3.1. The growth of National Trade Unions (INTUC, AITUC, HMS, UTUC, etc)

4.3.2 The growth of white collar unionism in India.

4.3.3. Indian Trade Unions, Their problems and prospects.

4.3.4. The ILO and Indian Trade Unions movement.

### **4.4. Indian Trade Unions : Modern Context**

4.4.1. Indian Trade Unions : Political Affiliation.

4.4.2 Trade union leadership.

4.4.3. Trade union Rivalry.

4.4.4. Economics crisis: 1971 and working class response.

### **4.5. Trade union rivalry & crisis**

4.5.1. Economics crisis: and working condition.

## **Suggested Reading :**

1. Karnik V. B. (11370) : Indian Trade Union—A survey, Popular Prakashan, Mumbai.
2. Mamoria C. B. and Mamoria (113131) : Dynamics of Industrial Relations in India, Himalaya Publishing House, Mumbai.
3. Ramaswamy E. A. (113137) : The Worker and Trade Union, Allied Publishers, New Delhi.
4. Agarwal R.D. (11371) : Dynamics of Labour Relation in India—A Book of readings, Tata McGraw Hill Co. Ltd.
5. Laxmanna C. et All (113130) : Workers participation and Industrial democracy, Global perspective Publication, Ajanta.
6. Aziz Abdul (11384) : Labour Problems of Developing Economy, Ashish Publishing House. - 10 -
7. Punekar S. D. (11378) : Labour Welfarw, Trade Unionism and Industrial Relations, Himalaya Publishing House, Bombay.
8. Sen Sukomal (113137) : Working class of India – History of emergence and movement 1830-113130. K. P. Bagchi and company, Calcutta.
9. Verma Pramod and Mookherjee Surya (11381), trade Unions in India – Concepts, cases and case-Law, Oxford & IBH Publishing Co.
10. Ramaswamy E. A. : & Ramaswamy Uma (11381), Industry and Labour, Oxford University Press.

# SWCCT-4003

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## Labour welfare

### Objects:-

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

### 4.1. Introduction

- 4.1.1. Origin and evolution of Labour Welfare – Objectives of Labour Welfare need and Importance of Labour Welfare.
- 4.1.2. Classification of Labour Welfare. Work-Agencies of Labour Welfare – Scope of Labour welfare.
- 4.1.3. Concepts, Philosophy and Principles of Labour Welfare.

### 4.2. State and Labour welfare

- 4.1.1 Labour Policy in India.
- 4.1.2 Plans and Labour Welfare.
- 4.1.3 Legislation and Labour Welfare in India.

### **4.3. Working condition and Benefits**

4.1.1 Working conditions in the factory-safety and accident prevention

4.1.2 Health & Hygiene

4.1.3 Organization of credit and consumer co-operative societies-recreational and educational activities Workers education in India.

4.1.4 Functions of Labour welfare officers in Industry.

### **4.4. Problems of Labour in India**

4.1.1 Problems of Indian Labour Industrial Housing Slums Illiteracy Indebtedness alcoholism. Absenteeism and turnover.

4.1.2 Problems of child labour

4.1.3 Problems of women labour

4.1.4 Problems of un-organized labour.

### **4.5. Functions of Labour welfare officers in Industry.**

4.1.1 History of Labour welfare.

4.1.2 Function of labour welfare officer

4.1.3 Duties & rights of Labour welfare officer

4.1.4 Role of Social Worker in the field of Mental Retardation.

## **Suggested Readings :**

1. Memoria, C. B. (1966) Labour Problems and Social Welfare in India, Kitab mahal, Allahabad.
2. Punekar, S. D. (1978) Labour Welfare, Trade Unionism and Industrial Relation, Himalaya Publishing House, Bombay. - 28 -
3. Kohli, A. S. and Sharma S. R. (1977), Labour Welfare and Social security, Anmel publications Pvt. Ltd. New Delhi.
4. Venkat Ratnam, C. S. (2001), Globalisation and Labour-management Relation : Dynamics of change, Sage Publication response books, New Delhi.
5. Jrabvala, R. and R. K. Subrahmanya (Eds) (2000), The unorganized sector : Work security and Social protection, sage Publication, New Delhi.
6. Misra. L. (2000) Child Labour in India, Oxford University Press, New Delhi.
7. Mathur, D. C. (1993), Personnel Problems and Labour Welfare, Mittal Publications, New Delhi.

# **SWECT-4004.1**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Rural Community & Panchayatiraj**

### **Objects:-**

1. To being aware about the panchayatiraj & it different variation in India.
2. To understand the importance of panchayatiraj.

### **4.1.1 Introduction**

- 4.1.1. Definition and Objectives.
- 4.1.2. Meaning, concept and nature of panchayatiraj.
- 4.1.3. Panchayatiraj and its history.

### **4.1.2 New Panchayatiraj system at work: an evaluation**

- 4.1.1. New Panchayatiraj system and its implications
- 4.1.2. Development functionaries, perceptions of new panchayatiraj system.
- 4.1.3. Participation of people.
- 4.1.4. Relation with state local government.
- 4.1.5. Functioning of gram panchayat and gram sabha.
- 4.1.6. Functioning of district panchayat.
- 4.1.7. An agenda for immediate action
- 4.1.8. State sponsored schemes.

### **4.1.3. Role of Panchayatiraj institutions for Rural development.**

- 4.1.1. Rural development and panchayatiraj in India.
- 4.1.2. Working of panchayati adalaats.
- 4.1.3. The experience of agrarian change and its implications.
- 4.1.4. Dynamics and dimension of panchayatiraj elections.
- 4.1.5. Participation of rural people.
- 4.1.6. National and rural employment programme.

### **4.1.4. Dynamics of New Panchayatiraj system in India: panchayatiraj and multilevel planning**

- 4.1.1. Decentralized planning and panchayatiraj in India: Provision and practice, some evidences.
- 4.1.2. Region information system (RIS) & development indicators: Relevance in Panchayatiraj.
- 4.1.3 District Planning and theory with special reference to “How” to aspects.
- 4.1.4. Information system for panchayatiraj.

### **4.1.5. Disaster mgt. through panchayatiraj.**

- 4.1.1. Introduction
- 4.1.2. Challenging & missing links.
- 4.1.3. Role of NGO and panchayat in disaster mitigation.
- 4.1.4. Challenges of disaster management and Gandhian alternatives for sustainable.
- 4.1.5. Operational guideline and some issues for action.

**Reference:-**

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

# **SWECT-4005.2**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Mgt. of NGOs'**

### **Objects:-**

On successful completion of the course the students would enrich their knowledge about the i) structure, development and establishment of NGOs, ii) contents of project identification, budgeting, and funding, iii) project personnel empowerment and monitoring and evaluation.

### **4.2.1 Non-Governmental Organizations**

4.2.1. Non-Governmental Organizations: Concept & Meaning.

4.2.2. Needs & Classification

4.2.3 Structure & Functions

4.2.4. Philosophies & Principles

4.2.5. Significance & Strategies

4.2.6. Role of NGOs.

4.2.7. Historical Development of NGOs in India.

### **4.2.2 Establishment of NGOs'**

4.2.1. Registration and Establishment of NGOs: Societies Act, Trust Act,

4.2.2. Company's Act (Sec. 25)

4.2.3. Bylaws Preparation and Legal Status of NGO

4.2.4. Monitoring Mechanism adopted by Governments - FCR Act

4.2.5. Administration Policy Making: Membership Classification, Aims and Objectives of the Executive Committee

4.2.6. Office Bearers and Governing Counsel, and Rights, Power and Duties.

### **4.2.3 Project identification & Budget**

4.2.1. Project Identification and Feasibility Studies

4.2.2. Base Line Surveys, Project Formulation

4.2.3. Planning and Policy-making, Strategy Formation and  
Preparation of Project Proposals and Project Implementation

4.2.4. Budgeting: Meaning, Steps and Important Items in Budget

4.2.5. Resource Mobilization: Central and State Government Assistance and other Assistance

4.2.6. Fund Raising: Meaning, Techniques and Income Generation Programmes (IGP).

4.2.7. Financial Management, Financial Collaboration between Funding Organization and Non-Profit Organizations.

### **4.2.4 Project personnel empowerment and monitoring and evaluation**

4.2.1. Training: Meaning, Need, Importance, Purpose, Significance.

4.2.2. Training Needs: NGO functions in different Fields: Health, Rural Development

4.2.3. Child Health and Welfare

4.2.4. Women Welfare

4.2.5. Youth Welfare and Aged Welfare

4.2.6. Role of NGOs in Administering the Social Welfare Programmes

4.2.7. Project Evaluation and Monitoring: Aims, Objectives, Purposes and Creating Management Information System

4.2.8. Project Appraisal: Meaning and Techniques: Logical Frame Analysis (LFA), Participatory Rural Appraisal (PRA) -  
Principles, Methods of PRA and Network Analysis.

### **4.5.5 NGO Funds**

4.2.1. Funding: Sources of Funding – Government Grants, Foreign Aid, Donations, Membership fees and NGOs  
Contribution

4.2.2. Project Approach to Funding: Donor Consortium Approach, Funding Criteria and Conditionality

4.2.3. Managing Relationships with Donors

4.2.4. Working with Governments

4.2.5. Aspects of Financial Management relevant for NGOs and Networking Strategies.

## **References:**

1. Clark, John, 1991 Voluntary Organisations: Their Contribution to Development. London, Earth Scan.
2. Dorothea, Hilhorbt, 2003 The real World of NGOs: Discourses, Diversity and Development. Zed Books Ltd.
3. Drucker, Peter, 1993 Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
4. Ginberg, Leon, H., 2001 Social Work Evaluation: Principles and Methods. Singapore: Allyn and Bacon.
5. Julie Fisher, 2003 Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.
6. Kandasamy, M., 1998 Governance and Financial Management in Non-Profit Organizations. New Delhi: Caritas India.
7. Kapoor, K. K., (Ed.), 1986 Directory of Funding Organizations. New Delhi: Information and News Network.
8. Kumar, A., 2003 Social Change through NGOs. New Delhi: Anmol Publishers.
9. Lawant, B. T., 1999 NGOs in Development. Jaipur: Rawat Publications.
10. Mukherjee, Amitara (Ed.), 1995 Participatory Rural Appraisal: Methods and Application in Rural Planning. New Delhi: Vikas Publishing Co.
11. Mukherjee, K. K., and Voluntary Organization: Some Perspectives Mukherjee Sutapa, 1986 Hyderabad: Gandhi Peace Centre.
12. Mukherjee, Neela, 1995 Participatory Rural Appraisal and Questionnaire Survey. New Delhi.

# **SWECT-4006.1**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Industrial Sociology & Changing Perspective**

### **Objects:-**

1. To understand and study which are indivisible indispensable part of the industrial society and the wider frame work of society as a whole.
2. They constantly interact with other organizations of society.
3. Therefore, their functions and role need to be re-examined in the wider context of technological changes, management values and globalization etc.

### **4.1.1. Industrial Sociology**

4.1.1. Industrial dimension of society, Division of Labour, migratory character of Labour.

4.1.2. Work and Work-process, technology and labour, work culture and work-ethics.

### **4.2.2. Industrial Sociology Issues**

4.2.1. The growth of industrial cities and social and environment issues

4.2.2. Current issues of industry concern with society

### **4.2.3. Work culture with process**

4.2.1. Work Culture

4.2.2. Work culture & current trends in industry

4.2.3. Work culture & Innovation

4.2.4. Work culture & the process of innovation

### **4.2.4. Industry and Society: Interrelationship Approach**

4.4.1. . Nature and scope of Industrial sociology

4.4.2. Industrial society-logic of industrialization. Conflict of culture in industrial society with specific reference to the culture of industrial man, new industrial order and Conflict, major implications of mass society and alteration

4.4.3. Industrialization and social change in India, requirements, obstacles and limitations

### **4.2.5. Relativism**

4.5.1. Relativism between workers & workers, management & workers

4.5.2. The factory as a social organization—relation between worker & workers, Management and worker and foreman & worker

## Reference:-

### Suggested Reading :

1. Karnik V. B. (1970) : Indian Trade Union—A survey, Popular Prakashan, Mumbai.
2. Mamoria C. B. and Mamoria (1992) : Dynamics of Industrial Relations in India, Himalaya Publishing House, Mumbai.
3. Ramaswamy E. A. (1997) : The Worker and Trade Union, Allied Publishers, New Delhi.
4. Agarwal R.D. (1972) : Dynamics of Labour Relation in India—A Book of readings, Tata McGraw Hill Co. Ltd.
5. Laxmanna C. et All (1990) : Workers participation and Industrial democracy, Global perspective Publication, Ajanta.
6. Aziz Abdul (1984) : Labour Problems of Developing Economy, Ashish Publishing House.
7. Punekar S. D. (1978) : Labour Welfarw, Trade Unionism and Industrial Relations, Himalaya Publishing House, Bombay.
8. Sen Sukomal (1997) : Working class of India – History of emergence and movement 1830-1990. K. P. Bagchi and company, Calcutta.
9. Verma Pramod and Mookherjee Surya (1982), trade Unions in India – Concepts, cases and case-Law, Oxford & IBH Publishing Co.
10. Ramaswamy E. A.: & Ramaswamy Uma (1981), Industry and Labour, Oxford University Press.

# **SWECT-4006.2**

**Credit:- 4**

**Hours/ week: - 4**

**Weightage to each unit:- 20%**

## **Social Policy & Planning**

### **Objects:-**

- (4) To be aware students about the Social Policy.
- (5) Planning is really very important in each aspect.

### **4.2.1 Introduction**

- 4.2.1. Meaning, concept of social Policy
- 4.2.2. What is social Policy?
- 4.2.3. Social Administration
- 4.2.4. Social Welfare

### **4.2.2 Social Policy**

- 4.2.1. Social Costs and Social Change
- 4.2.2. Redistribution by the courts
- 4.2.3. Redistribution by the insurance
- 4.2.4. Public service
- 4.2.5. Public Responsibilities.

### **4.2.3 Planning**

- 4.2.1. Meaning, concept of Plan
- 4.2.2. Who Plan?
- 4.2.3. A basic planning model
- 4.2.4. Six stages of planning

4.2.5. Limitation of the model

### **4.2.4 System & Responsibility**

4.2.1. Mechanistic system

4.2.2. Organism based social system

4.2.3. Common problems in applying systems

4.2.4. Being Logical

4.2.5. Scientific & Non-scientific Method

### **4.2.5 Global Vision**

4.2.1. Plan about

4.2.2. Decentralized Planning

4.2.3. Ethics & Values

### **Suggested Reading :**

1. Personnel Management in Indian Enterprises-R. S. Dwivedi, Galgotia publishing company, New Delhi. 1997.
2. The essence of Personnel Management and Industrial Relation – Alan Cowing & Phillip James Prentice Hall of India. Pvt. Ltd., 1997.
3. Industrial Relations- Arun Monappa, sixth ed. 1993- Tata McGraw Hill Publishing Co. Ltd., New Delhi.- 15 -
4. Human Resource and Personnel management-Text and cases, K. Aswathappa, Tata Mc Graw Hill, 2002.
5. Personnel Management, Arun Monappa and Mirza Saiyadain, 2nd Ed., Tata McGraw Hill, 2002.
6. Personnel Management and Industrial Relations, N. G. Nair and Latha Nair, S.chand and Co. Ltd., New Delhi, 2001.
7. Human Resources Development and Managemetn, A. M. Sheikh, S. Chand & Co. Ltd. 2003.
8. Managing Human resources – A Contemporary Text, E. A. Ramaswamy, Oxford India Paper Backs, 1999.
9. International Practices in Industrial Relations, S. K. Bhatia, Deep and Deep Publications, 2003.
- 10Contemporary Business , Kurtz & block Wiley Publication, Latest Edition.