

MSW SYLLABUS

FIRST SEMESTER

MSW-101- HISTORY & PHILOSOPHY OF SOCIAL WORK

Credits 05(F.M:100)

1. Origin of Social Work- Charity, Philanthropy, Social Service, Social Reform, Social Welfare, Social Work, Social Development.
2. Social Work Philosophy, Basic Assumptions and Principles of Social Work, Values and Ethics of Social Work, Objectives and Functions of Social Work.
3. Social Work as a profession- Existing and emerging role of Social Work Profession in contemporary society in India.
4. History of Social Work in UK, USA since the Elizabethan Poor Laws.
5. History of Social Work in India- Before and after Independence with special reference to Social Reform Movements in the 19th and 20th Century- The role of Christian Missionaries, Brahma Samaj, Arya Samaj, Rama Krishna Mission and Sarvodaya Movement.

References

Essential:

1. History and Philosophy of Social Work in India- A.R. Wadia. 2nd Ed.(1961). Allied Publishers Private Limited, New Delhi.
2. Social Work: An Introduction- Aman Kumar. 1st Ed. (2011). Aadi Publications, Jaipur.
3. Non- Government Organisations in Development- B.T. Lawani. (1999). Rawat Publications, New Delhi.
4. Social Work: An Empowering Profession- Brenda Dubois & Karla Krogsrud Miley. (1992). Allyn & Bacon, Boston.
5. Social Work Values and Ethics- Fredric G. Reamer. Indian Reprint. (2005). Rawat Publications, Jaipur.

Supplementary:

1. A Textbook of Social Work- Brian Sheldon and Geraldine MacDonald. First Indian Reprint. (2010). Routledge. Oxom; USA.
2. Social Work and Social Work Education- M.S. Gore. (2011). Rawat Publications, Jaipur.
3. Handbook of Social Work- S.C. Joshi. First Publications.(2004). Akansha Publishing House, New Delhi.

4. An Introduction to Social Work- S.D. Mudgal. (1997). Book Enclave, Jaipur.
5. Ideologies and Social Work: Historical and Contemporary Analysis- Murli Desai. (2002). Rawat Publications, Jaipur.
6. Introduction to Social Welfare- W.A. Friedlander & Robert Z. Apte. Prentice Hall of India.

MSW-102- SOCIAL CASE WORK

Credits 05(F.M:100)

1. History, Concept, Objectives, Assumptions, Values and Principles of Social Case Work,
2. Social Case Work Process (intake, study, social diagnosis, treatment, termination and evaluation phases).
3. Tools in Social Case Work: Listening, Observation, Interview, Home visit and Relationship. Techniques and Skills required in Social Case Work. Record Keeping: Needs and type, qualities of a good case record.
4. Approaches to intervention in Social Case Work: Client Centered Approach, Task Centered Approach, Cognitive Approach, Behaviour Modification and Strength Perspective.
5. Practice of Social Case Work in different settings: Educational setting, Medical setting, Criminal setting and Industrial setting, etc.

References

Essential:

1. Concepts and Methods of Social Work- Edited by Walter A. Friedlander. (1976). Prentice Hall of India Pvt. Ltd., New Delhi.
2. Social Case Work: A Problem Solving Process- Helen Harris Pearlman. (1963). University of Chicago Press. Chicago, USA.
3. Social Case Work: A Therapeutic Approach- R.K. Upadhyay. (2003). Rawat Publication, New Delhi.
4. An Introduction to Social Case Work- Grace Mathew. (1991). TATA Institute of Social Sciences, Bombay.
5. Case Work in Context: A Basis for Practice- D. E.F. Tilbury. (1977). Pergaman Press, Oxford.
6. Records in Social Case Work- Edited by S.H. Pathak. (1966). Delhi School of Social Work., New Delhi.
7. Family and Intervention- some case studies. TISS. (1994). Bombay.

Supplementary:

1. Beyond Case Work- Brian Sheldon and Geraldine MacDonald. James G. Barber. (1993). Maxmillan Press Ltd. London
2. Social Case Work- F.J. Harrus. (1970). Oxford University Press, Nairobi.
3. Theory and Practice of Social Work- Gordon Hamilton. 2nd Rev. Ed.. (1962). Columbia University Press, USA.
4. Social Case Work- E.H. Davision.. (1972). Williams & Wilkins Company, Baltimore.

MSW-103- SOCIAL GROUP WORK

Credits 05(F.M:100)

1. Definition and Characteristics of Group- Types of Groups- Importance of Groups in personality development..Concept, definition, objectives, values and principles of Social Group Work. Historical development of Group Work.
2. Group Formation- stages of group development. Group Structure, Group Dynamics, Group Morale. Role of Group Worker in Group Work Process. Techniques & Skills in Social Group Work.
3. Theoretical perspective of Group Work- Ecological and Therapeutic. Models in group work- Social Goal, Remedial, Reciprocal, Kurt Lewin's Models, Bruce Tuckman's Model, Mutual Aid Model, Needs- ABC Model.
4. Programmes planning in Group Work: Group Work Programmes- It's importance and role of worker in Programme Planning. Record keeping in Social Group Work- Purpose and types. Leadership and Supervision in Group Work.
5. Application in Group Work Method in different settings- Community settings, Family and Child Welfare settings, Medical and Psychiatric settings, Schools, Correctional Institutions, Industrial settings and Self help group, etc.

References

Essential:

1. Social Group Work: A Helping Process- Gresla Kanopka. 2nd Ed.. (1972). Prentice Hall Publications, New Delhi.
2. Social Group Work: Principles and Practices- H.B. Trecker. (1955). Association Press, New York.

3. Social Case Work: A Therapeutic Approach- R.K. Upadhyay. (2003). Rawat Publication, New Delhi.
4. Group Participation: Techniques for Leaders and Members- H.J. Bertcher. (1979). Sage Publications, California.
5. Group Work: Theories and Practices- H.Y. Siidiqui. (2008). Rawat Publications, Oxford, Jaipur.

Supplementary:

1. Concepts and Methods of Social Work- Edited by W.A. Friedlander. (1977). Prentice Hall of India Pvt. Ltd., New Delhi.
2. Handbook of Social Work with Groups- Edited by C.D. Garvin, L.M.Gutierrez, M.J. Galinsky. (2007). Rawat Publications, Jaipur.
3. Social Work with Groups- C.H. Zastrow. (2010). Cengage Publications, New Delhi.
4. The Use of Groups in Social Work Practice-Bernard Davies. (1975). Routledge & Kegan Paul Publication, London.

MSW-104- HUMAN GROWTH & BEHAVIOUR
Credits 05(F.M:100)

1. Introduction to Psychology: Nature and Methods. Psychology in relation to Social Work.
2. Human Growth & Development: Concepts and Principles. Factors affecting human growth- environment and heredity. Stages and areas of Human Growth & Development,
3. Psychological processes in Human behaviour- Motivation: nature, types & theories. Frustration, Conflict and Stress. Emotion. Learning: Factors and theories. Remembering and Forgetting.
4. Personality in the study of Human Behaviour: Concept and determinants of personality. Theories- Psychoanalytic (Freud, Erikson), Behavioural (Bandura), Existential (Adler), Humanistic (Rogers & Maslow).
5. Understanding group behaviour: Audience, Crowd and Mob. Public Opinion and Propaganda. Communication and Persuasion. Social Prejudice: Manifestation of Social Prejudices in India.

References

Essential:

1. Introduction to Psychology- E.R. Hilgard, R.C. Atkinson and R.L. Atkinson. (1975). Oxford & IBH Publishing Co. Pvt. Ltd., New Delhi.
2. Developmental Psychology: A Life Span Approach- E.B. Harlock. (1981). TATA Mc Graw Hill Publishing Company Limited, New Delhi.
3. Introduction to Psychology- C.T. Morgan, R.A. King, J.R. Weisz and J. Schopler. 7th Ed. (1986). TATA Mc Graw Hill Publishing Company Limited, New Delhi.
4. An Introduction to Social Psychology- B. Kuppuswamy. (1999). Media Promoters and Publishers Pvt. Ltd., Bombay.

Supplementary:

1. Human Development- Diane E. Papalia and S.W. Olds. 5th Ed. (1992). TATA Mc Graw Hill Publishing Company Limited, New Delhi.
2. A Textbook of Psychology, Part-I- P.N. Bhattacharyya. (2000). A. Mukherjee & Co. Pvt. Ltd., Calcutta.
3. Introduction to Psychology- E.R. Hilgard, R.C. Atkinson and R.I. Atkinson. (1975). Oxford & IBH Publishing Co. Pvt. Ltd., New Delhi.
4. An Introduction to Psychology- S.K. Mongal. (2003). Sterling Publishers Pvt. Ltd., New Delhi.

MSW 105 FIELD WORK

Credits 02(F.M:100)

SECOND SEMESTER

MSW-201- SOCIOLOGY & ECONOMICS FOR SOCIAL WORKER Credits 05(F.M:100)

PART A (SOCIOLOGY)

1. Nature & Scope of Sociology: Sociology and its relationships with other Social Sciences. Basic Concepts of Sociology- Society, Culture, Socialisation and Groups.
2. Introduction to Sociological Theories: Functionalist, Conflict & Symbolic Interactionist Perspective.
3. Basic Social Institutions- Family, Marriage, Political Institutions, Law & Religion.
4. Social Stratification: Class system and Caste system, changes in caste system, Social Mobility, Caste in Indian politics and society..
5. Concepts & Theories of social change, Factors of social change, Development discourse and its ethics.

References

Essential:

1. Indian Social System- Ram Ahuja. 7th Ed. (1994). Rawat Publications, Jaipur.
2. Sociology: Principles of Sociology with an Introduction to Social Thought- C.N. Shankar Rao. (2005). S. Chand & Company Ltd., New Delhi.

Supplementary:

1. Sociology- D.C. Bhattacharyya. 7th Ed. (2002). Vijaya Publishing House, Kolkata.
2. An Introduction to Sociology- Vidya Bhushan & D.R. Sachdeva. 39th Ed. (2005). Kitab Mahal, New Delhi.
3. Society in India- Ram Ahuja. (2001). Rawat Publications, Jaipur.

PART B (ECONOMICS)

1. Introduction to Social Development: Definition and Concept, dynamics with Economic Development.
2. Role of Social Work in Social Development with particular significance in the context of globalization.
3. Measuring Social development: Definition, Utility, Types, and Problems in construction of Social Indicators.

4. Problems of Social development in India: Poverty, Unemployment, Illiteracy, Population growth, Corruption, Terrorism.
5. Distinction between Social policy and Economic policy, Objective and Scope of Social Policy.

References

Essential:

1. Indian Economy- Rudder Datt & K.P.M. Sundharam. 52nd Ed. (2006). S. Chand & Company Ltd., New Delhi.
2. India- Economic Development and Social Opportunity- Jean Dreze & Amartya Sen. (1998). Oxford University Press, New Delhi.
3. Development Economics- Debraj Ray. (2002). Oxford University Press, New Delhi.

Supplementary:

- 1.
2. Economic Survey: 2009-2010- Govt. of India. (2010). Oxford University Press, New Delhi.
3. Human Development Report 2011 Sustainability and Equity: A Better Future for All. (2011). UNDP, New York.
4. Understanding Development: People, Markets and the State in Mixed Economics- Ignacy Sachs. (2000). Oxford University Press, New Delhi.
5. India's Five Year Plans: An Economic Policy- Dhires Bhattacharyya. (1994). Joydurga Library, Calcutta.

MSW-202-COMMUNITY ORGANIZATION

Credits 05(F.M:100)

1. Community: Definition, Types and their characteristics. Community Organization: Definition, Objectives, Principles, Skills & Techniques. Community Organization and Community Development, Community Organization in Rural and Urban Community.
2. Process & Methods of Community Organization
3. Community Power Structure: Concept and Importance, Leadership in Community Organization, Theories, Types of Leader and their role. Role of Community Organizer as a Guide, Enabler, Educator, Activist and Therapist.

4. Community Participation: Concept, Importance and Techniques of strengthening Community Participation and Channels of Communication.
5. Social Action: Concept, Principles and Process. Community Organization vis-à-vis Sarvodaya Movement, Bhoodan, Gramdan.

References

Essential:

1. Community Organization- Murray G. Ross. (1958).
2. Community Organization in India- K.D. Gangrade. (1971). Popular Prakashan, Bombay.
3. The New Community Organization- Dunham.

Supplementary:

1. People's Participation and Voluntary Action Discussions, Roles and Strategies- Kranti Rana. (2001). Kanishka Publishers, New Delhi.

MSW-203-MEDICAL & PSYCHIATRIC SOCIAL WORK

Credits 05(F.M:100)

PART A (MEDICAL SOCIAL WORK)

1. Concept of Health and Hygiene, Primary Health care, Community health.
2. Disease: Concept of disease, Classification of disease- Airborne, Waterborne, Genetic and Hereditary, Communicable and Non Communicable, Life style related disease: their etiology, epidemiology, symptoms, prevention and management. Role of social workers in control, prevention and management of diseases.
3. Balanced Diet, Nutrition requirement in different target groups- infants, pre-school children and expectant and nursing mother, Food and food values.
4. Concept of Reproductive Health, Infant and Maternal Mortality and prevention, Family welfare Planning Programmes.
5. National Health Programmes and Health Administration in India. Functions of Social Workers in Hospital and Community setup.

References

Essential:

1. Textbook of Homoeopathic Preventive and Social Medicine- Jana. (1994). B. Jain Publishers (P) Ltd., New Delhi.
2. Park's Textbook of Preventive and Social Medicine- K.Park. 18th Ed. (2005). m/s Banarsidas Bhanot Publishers, Jabalpur.

Supplementary:

1. Social Work: Perspectives on Health- P.K. Bajpai, Ed. (1998). Rawat Publications, Jaipur.
2. Social Dimensions of Health- Ajit K. Dalal and Subha Ray, Ed. (2005). Rawat Publications, Jaipur.

PART B (PSYCHIATRIC SOCIAL WORK)

1. History and Concept of Psychiatric Social Work. Meaning, Characteristics of Normal and Abnormal behavior.
2. Mental Illness: Causes, Symptoms and Treatment; Types of Mental disorder: Psychoses, Neuroses and Stress related disorders.
3. Common Behavioural Problems of Children: Causal factors, Parental attitude, Treatment and Prevention, Child Guidance Services.
4. Substance Abuse and Alcoholism: Causes, Symptoms, Treatment and Rehabilitation.
5. Mental Health Programmes in India, Role of social worker in the study and treatment of Mental Health Problems.

References

Essential:

1. Abnormal Psychology: An Integrative Approach- D.H. Barlow and V.M. Durand. 2nd Ed. (2002). Thomson Asia Pvt. Ltd., New York.
2. Psychiatry- M. Gelder, R. Mayou, J. Geddes. (1999). Oxford University Press, Oxford.

Supplementary:

1. Abnormal Psychology: A Clinical Approach to Psychological Deviants- James D. Page.(1970). TATA McGraw-Hill Publishing Com. Ltd., New Delhi.

MSW-204- SOCIAL WORK RESEARCH & STATISTICS

Credits 05(F.M:100)

PART A (SOCIAL WORK RESEARCH)

1. Scientific attitude and its characteristics. Research: Meaning, Philosophy, Objectives & Characteristics. Social Research & its types. Social Work Research- scopes, areas & limitations of Social Work Research.
2. Research process: Research problem: Selection of topic, Literature review, Objectives, Operational definition of terms/ variables, Research design & Framing of Hypothesis- nature & types.
3. Universe, Sample & Sampling: Types of sampling, Selection of an appropriate sampling technique, problems in selection of sample & sampling error.
4. Data collection: Sources of data, Tools of primary and secondary data, Methods of data collection; Construction of Schedules and Questionnaires, Measurement Scales, Pilot Study.
5. Processing of Data: Editing, Classification and Coding, Tabulation, Graphical representation of data. Report Writing

References

Essential:

1. Social Research for Social Work- Earl Babbie.
2. Designs of Social Research- D.K. Lal Das. (2005). Rawat Publications, Jaipur.
3. Methodology of Research in Social Sciences- D.S. Kothari. (2001). Himalaya Publishing House, Mumbai.
4. Practice of Social Research- D.K. Lal Das. (2000). Rawat Publications, Jaipur.

Supplementary:

1. Methodology and Techniques of Social Research- Wilkinson & Bhandarkar. (1977). Himalaya Publishing House, Mumbai.

PART B (STATISTICS)

1. Statistics: Definition, its Scope and Limitations. Applications of Statistics in Social Work Research.
2. Frequency Distribution, Measures of Central Tendency: Mean Median and Mode.
3. Measures of Dispersion: Variance, Mean Deviation, Standard Deviation.
4. Correlation: Definition, its Scope and Limitations.
5. Basics of Regression Analysis

References

Essential:

1. Basic Statistics- A.M. Gun, M.K. Gupta, B. Dasgupta. 7th Rev. Ed. (2005). The World Press Pvt. Ltd., Kolkata.
2. Statistics for the Social Sciences: A.M. Goon & A.B. Aich. (1991). World Press.

Supplementary:

1. Statistical Methods for Practice & Research: A Guide to Data Analysis Using SPSS- Ajai S. Gaur & S.C. Gaur. (2006). Response Books, New Delhi.

MSW 205 Field Work

Credits 02(F.M:100)

THIRD SEMESTER

MSW-301-INDIAN SOCIAL PROBLEMS
Credits 05(F.M:100)

1. Social problems: Concept, Genesis, Characteristics, Types and Theoretical approaches, Methods of studying social problems.
2. Problems of Family and Marriage in India: Modern family and its stability, Family violence, Marital conflict- causes and consequences, Divorce, Problems of early marriage.
3. Problems faced by Indian Women: Gender discrimination, Widowhood, Unmarried motherhood, working women, Trafficking and Prostitution, domestic violence.
4. Problems of Social Dependence: Elderly, Disabled, Street children, Beggars- General profile, Causative factors, Theoretical explanations, Social effects. Intervention of Social work methods in management and control of problem.
5. Problems related to children & youth.

References

Essential:

1. Sociology: Principles of Sociology with an Introduction to Social Thought- C.N. Shankar Rao. (2008). S. Chand & Company Ltd., New Delhi.

2. Indian Social Problems: Social Organisation and Reconstruction, Vol-1- G.R. Madan. (2005). Allied Publishers Pvt. Ltd., New Delhi.
3. Social Problems in India- Ram Ahuja. 2nd Ed. (2007). Rawat Publications, Jaipur.

Supplementary:

1. Street Children: A Challenge to the Social Work Profession- Asha Rane. (1994). TATA Institute of Social Sciences, Bombay.
2. The Problem of the Old Age- Ram Chandra Sivastava. (1994). Classical Publishing Company, New Delhi.
3. Child Rights in India: Law, Policy and Practice- Asha Bajpai. (2003). Oxford University Press, New Delhi.
4. Indian Youth: A Profile- P.S. Nair, M.D. Vemuri, F. Ram. (1989). Mittal Publications, New Delhi.
5. Drugs and Substance Abuse Problems- Madan C. Paul, Ed. (2005). Mittal Publications, New Delhi.

MSW-302-SOCIAL WELFARE ADMINISTRATION
Credits 05(F.M:100)

1. Social Welfare Administration: Concept, Scope, Principles, Public Administration, Social Welfare Administration as a method of social work.
2. Administrative process and its components: Planning, Organization, Staffing, Direction, Co-ordination, Public relation, Resource mobilization, Budgeting .
3. Concept of Organization, Organizational behavior, Motivation, Leadership. Networking, Reporting, Monitoring and Evaluation. Training, Supervision, Employee Counselling.
4. Role of voluntary organization in Social Welfare and Development, Relationship with the Government, Problems of Voluntary Organization, Grant-in-aid rules and criteria for Grant-in-Aid to the Voluntary agencies. Societies Registration Act and Indian Trust Act. The Foreign Contribution Regulation Act and 80G.
5. Programme Model Approach, Project Model Approach, Project formulation, Project appraisal, LFA, SWOT Analysis & Strategic Planning.
6. Administrative organization of Social Welfare- Union, State and Local (Municipal bodies and Panchayat).

References

Essential:

1. Social Welfare Administration, Volume 1 & 2 Organizational Workings- S.L. Goel, R.K. Jain. (1996). Deep & Deep Publications, New Delhi.
2. Social Welfare Administration - S.L. Goel. (2010). Deep & Deep Publications, New Delhi.

Supplementary:

1. Organization for Social Welfare- A.S. Kohli, S.R. Sharma. (1997). Anmol Publications Pvt. Ltd., New Delhi.
2. NGOs in India: Role, Guidelines & Performance Appraisal- Puran Chandra, Ed. (2005). Akansha Publishing House, New Delhi.

MSW-303-SOCIAL LEGISLATION & SOCIAL SECURITY

Credits 05(F.M:100)

1. Social legislation: Concept and Principles. Social legislation as an instrument of Social change. Legal aid, Family Courts, Public Interest Litigation, Probation and Consumer Protection.
2. Social legislation for prevention of Crime and Deviance: Juvenile Justice (care & Protection) Act, 2000, Immoral Traffic Prevention Act 2006, POCSO, 2013. Social Legislation pertaining to Alcoholism and Drug Abuse. Social legislation to: Marriage and Divorce, Inheritance and Succession, Maintenance of parents, spouse and children. The Maintenance and Welfare of parents and Senior Citizens Act, 2007. Laws pertaining to the interest of children in relation to- Minority, Guardianship and Adoption, Destitution, Exploitation in employment/ child labour.
3. Women and laws safeguarding their rights: Domestic Violence Act, Dowry Prohibition Act, ITPA, MTP, PCPNDT.
4. Social Security: Concept, Definition, Objectives and Methods. Role of law in Social Security and Social Welfare. Social Security legislations in India with special reference to Workman's compensation, Employees State Insurance, Old age assistance, Pension system, Unemployment assistance, Industrial dispute and Maternity benefit.
5. Provisions related to Social Welfare and Social Justice in the constitution with special reference to Rights for Children, Women, Physically challenged, Scheduled castes, Tribes and other groups.

References

Essential:

1. Bentham's Theory of Legislation- With a Revised and Enlarged Introduction by Upendra Baxi. (1995). N.M. Tripathy Pvt. Ltd., Bombay.
2. Social Legislation in India, Volume I & II- K.D. Gangrade. (2011). Concept Publishing Company (P) Ltd., New Delhi.
3. Human Rights and Social Work: Issues, Challenge and Response- A.S. Kohli. (2004). Kanishka Publishers & Distributors, New Delhi.
4. Social Security Legislation for Labour in India- Dr. N.H. Gupta. (1986). Deep & Deep Publications, New Delhi.
5. Social Justice in India- B.P. Purohit and Sandeep Joshi, Ed. (2003). Rawat Publications, New Delhi.
6. Public Interest Litigation- P.D. Mathew.(1998). Indian Social Institute, New Delhi.

Supplementary:

1. The Maintenance and Welfare of Parents and Senior Citizens Act, 2007- M. Roy. (2012). Tax 'N Law, Kolkata.
2. Hindu Marriage and Divorce- P.D. Mathew & P.M. Bakshi. (2000). Indian Social Institute, New Delhi.
3. Family Courts- P.D. Mathew. (1995). Indian Social Institute, New Delhi.
4. Human Rights Looking Back and Forging Ahead- Giriraj Shah. (2004) Himalaya Publishing House, Delhi.
5. Law and Society: Random Thoughts- Dr. (Justice) B>S> Chauhan. (2009). Mittal Publications, New Delhi.
6. Women and the Constitution- P.D. Mathew & P.M. Bakshi. (1997). Indian Law Institute, New Delhi.

MSW-304- COMMUNITY DEVELOPMENT

Credits 05(F.M:100)

PART A (RURAL)

1. Concept of Rural development, its meaning and nature. Rural Development in India during 19th and 20th centuries- Rabindranath Tagore's philosophy of rural reconstruction, Gurgaon and Nilokheri projects, Gandhiji's vision of rural development.
2. Tribal communities: Problems, characteristics. Definition of tribes, National Policy for Tribal, 2007, Land Alienation Act, 1859, Panchayat Extension in

- Scheduled areas (PESA), 1996. Tribal development programmes and Policies.
3. Origin, Philosophy and pattern of Panchayati Raj system in India: Structure, administration, Functions and programmes. Constraints to rural development.
 4. Rural Development Policies and Programmes- Mahatma Gandhi National Rural Employment Guarantee Programme (MNREGP), National Rural Health Mission (NRHM), etc.
 5. Concept and nature of rural economy. Rural finance: role of co-operatives and NABARD, and Micro credit: Concept, Objectives, Scope, Working pattern of SHG, Role of Banks and co-operatives, NGO in Micro credit.

References

Essential:

1. Panchayati Raj and Empowering People: New Agenda for Rural India- D. Sundar Ram, Ed. (2007). Kanishka Publishers & Distributors, New Delhi.
2. Indian Rural Problems- G.R. Madan. (2002). Radha Publications, New Delhi.
3. Rural Development- Dr. I. Satyasundaram, 3rd Rev. Ed. (2007). Himalaya Publishing House, Mumbai.
4. Rural Development: Concept, Approach and Strategy- B.K. Prasad. (2003). Sarup & Sons, New Delhi.
5. Rural Development: Principles, Policies and Management- Kartar Singh. (1986). Sage Publications India Ltd., New Delhi.

Supplementary:

1. Rural Development and Panchayati Raj in India- Dr. Shweta. (2011). Kunal Books, New Delhi.
2. Tribal Development in India: The Contemporary Debate. Govindra Chandra Rath, Ed. (2006). Sage Publications, New Delhi.
3. Rural Sociology- S. C. Doshi, P.C. Jain. (1999). Rawat Publications, Jaipur.

PART B (URBAN)

1. Concept of Urbanization and Urban Growth- Characteristics of urban communities, Urbanism as a way of life, Nature of urban growth in India, Spatial and Temporal pattern of urban centres in India.
2. Urban slums: Origin, Nature, Socio-physical characteristics, Problems and different Slum Renewal Policies and Programmes.

3. Urban Development Policy- need for the mechanism of urban development with special reference to Housing, Health, civil amenities. Its role and scope. Municipal Corporation, Municipalities, Notified Area Authority & Cantonment Board.
4. Agencies of Urban Community Development. & Urban Community Development programmes.
5. Informal Sectors: Prospects and Problems in Urban Development.

References

Essential:

1. Urban Sociology- R.K.. Sharma. (2010). Atlantic Publishers & Distributors (P) Ltd., New Delhi.
2. Urban Development: A New Perspective- B.K> Prasad. (2003). Sarup & Sons, New Delhi.
3. Slums and Urbanization- A.R. Desai, S. Devadas Pillai, Ed. (1990). Popular Prakashan, Bombay.

Supplementary:

1. Social Work in Urban India- Hans nagpaul. (2005). Rawat Publishes, Jaipur.
2. Urbanization in India: Sociological Contributions- Edited by Ranvinder Singh Sandhu. (2003). Sage Publications, New Delhi.
3. Urbanization and Urban System in India- R. Ramachandran. (1996). Oxford University Press, New Delhi.
4. Urban Planning Policies, Part A- Reorientation of Policy Norms, Volume 16- C.S> Yadav, Ed. (1986). Concept Publishing Company, New Delhi.

MSW 305 Dissertation

Credits 02(F.M:100)

MSW FOURTH SEMESTER

MSW-401- CRIME & CORRECTIONAL ADMINISTRATION

Credits 06(F.M:100)

1. Concept of Crime, Criminal and Criminology, Criminal statistics, Major factors of Criminal behavior. Personality factors in crime. Juvenile Delinquency: Concept, Nature, Characteristics, Types, Factors and Sociology of Juvenile delinquency, Treatment, Prevention, Custody in Juvenile institutions, Juvenile Justice System.
2. Emergence of Crime in Europe and contribution of Classical Criminologist: Cesare Baccaria, Jeremy Bentham. Study of crime as a science: Adolf Jacques Quillet, Use of scientific method in study of crime: Cesare Lombroso, Raffaele Garofalo, Enrico Ferri.
3. Emergence of Crime in North America, from consensus to conflict in the study of crime, Approaches to Criminal behavior, Theories of crime: Social Disorganization, Neutralization, Control, Culture, Status, Opportunity, Group Conflict, Marxist.
4. Concept of Correctional services, Correctional legislations- Bhartiya Nyaya Sanhita(BNS) & Bhartiya Nagarik Surakhsha Sanhita(BNSS). Prisons Act 1860, Probation of Offenders Act 1958. Origin of Prison Reform Movement in India, UN standards minimum rules.
5. Administrative and Organizational Procedure of prison. The concept of Probation, Parole and After Care: Role of Welfare/ probation officers, intervention of social work methods in correctional institutions.

References

Essential:

1. Criminology: Problems & Perspectives- Ahmed Siddique. (1993). Eastern Book Company, Delhi.
2. Ratanlal & Dhirajlal's The Code of Criminal Procedure. 15th Ed. (1997). Wadhwa & Company Law Publishers, Agra.
3. Ratanlal & Dhirajlal's The Indian Penal Code. 28th Ed. (1997). Wadhwa & Company Law Publishers, Agra.

Supplementary:

1. Juvenile Delinquency and Indian Justice System- Dr. N.. Mitra. (1988). Deep & Deep Publications, New Delhi.
2. Criminological Theory: Context & Consequences- J.R. Lilly, F.T. Cullen, R.A. Ball. (2002). Sage Publications, London.

3. An Introduction to Criminological Theory- Roger Hopkins Burke. (2005). Willan Publishing, Portland, USA.
4. Criminology for Social Work- David Smith. (1995). Macmillan Press Ltd., London.
5. Prisons and Society: A Study of the Indian Jail System- Joytilak Guha Ray. (1989). Gion Publishing House, New Delhi.

SPECIAL PAPER I

MSW-402- WOMEN DEVELOPMENT

Credits 06 (Full Marks: 100)

1. Demographic profile of women. Reforms in the area of women welfare, Historical development of women welfare services, review of social, economic and political rights and constitutional safeguards.
2. Problems of working women. Problems of women in relating to health, marriage, dowry, widowhood, exploitation, immoral traffic, suicide, ageing, destitution, unmarried motherhood.
3. Understanding the process of empowerment, Policies and programmes for women welfare, development and empowerment.
4. Women and the law-
 - a. Rights within family- marriage, divorce, custody, maintenance.
 - b. Rights outside the family- work, wages, maternity benefits, and child care facilities.
 - c. Prevalent right- Property rights, inheritance etc.
 - d. Legal Procedure- Courts including family court, legal aid, lok adalat- Concept and implementation.
5. Some important Acts (only social development aspects)
 - a. Dowry Prohibition Act 1961
 - b. ITPA 1986
 - c. The Prohibition of Child Marriage Act 2006
 - d. MTP Act 1971
 - e. PCPNDT 1974
 - f. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
 - g. Protection of Women from Domestic Violence Act 2005.
 - h. Special provisions of women under the Bhartiya Nyay Sanhita(BNS).
6. National & State Commission for Women, Role of social work in women welfare & Development.

Essential:

1. Handbook of Gender- Raka Roy, Ed. (2012). Oxford University Press, New Delhi.
2. Women in India: Today and Tomorrow- Mukta Mittal, Ed. (1995). Anmol Publications Pvt. Ltd., New Delhi.
3. A Handbook of Gender- Janet, Chafetz.
4. Woman, Gender and Human Rights- Marjorie Agosin, Ed. (2009). Rawat Publications, Jaipur.
5. Family Violence across the Lifespan: An Introduction- O.W. Barnett, C.L. Miller-Perrin, R.D. Perrin. 3rd Ed. (2011). Sage Publications, Thousand Oaks, California.
6. Women and the Law- G.B. Reddy. (2004). Gogia Law Agency, Hyderabad.
7. Indian Women- Anita Arya. (2000). Gyan Publishing House, New Delhi.
8. Women and Law- B. Ramaswamy. (2-013). Isha Books, Delhi.
9. Welfare Programmes: Creating Paths Where There Are None- Kavta Vasudev, Ed. (2009). Vishvabharati Publications, New Delhi.

Supplementary:

1. Women and Development- Sushma Srivastava. (2008). Commonwealth Publishers, New Delhi.
2. Status of Indian Women: Crisis and Conflict in Gender Issues, Volume 3. (1998). Kanishka Publishers & Distributors, New Delhi.
3. Violence Against Women: An Analysis of Contemporary Realities- Bedabati Mohanty. (2005). Kanishka Publishers & Distributors, New Delhi.
4. Empowerment of Women and Rural Development- B.S. Rao & Y.I. Kumari. (2005). Serials Publications, New Delhi.
5. Problems and Prospects of Working Women in Urban India- A.D. Mishra. (1994). Mittal Publications, New Delhi.

MSW-402- MENTAL HEALTH & COUNSELLING I

Credits 06 (Full Marks: 100)

1. Concept of normality & abnormality. Types of mental illness according to DSM-IV TR & ICD.
2. Concept of mental health in India (in work place, home, school, marriage and community).
3. The Mental Health Act 1987 and its implication. Acts related to substance abuse. Persons With Disabilities (Equal Opportunities, Protection of Rights

and Full Participation) Act, 1995, The National Trust for Welfare of persons with Mental retardation And Multi Disabilities Act, 1999.

4. Causes, symptoms, classification, prognosis, treatment of the following disease: Schizophrenia; Mood disorder, Neurotic disorders; stress related disorder; somatoform disorder; Personality disorders; Substance abuse; sexually deviant disorders.
5. Child Psychiatry: mental retardation, specific development disorders, pervasive development disorders, hyperkinetic disorders, conduct disorders, TIC disorders, Enuresis & Encopresis, learning disability, habit disorders etc.
6. Treatment of mental patients- Psychotherapy, Occupational Therapy, Mental health Clinic, Behaviour therapy, Medical therapy. Role of Mental Health Professional in India.

References

Essential:

1. Mental Disorder and Mental Health Policy: A Social Perspective- R.K. Upadhyay & Dr. Sandhya. (2010). Kanishka Publishers & Distributors, New Delhi.
2. Mental Hygiene: A Science of Adjustment- S.S. Chauhan. (1999). Allied Publishers Ltd., New Delhi.
3. Theory and Practice of Counselling and Therapy- Richard Nelson Jones. (2011). Sage Publications, London.
4. Oxford Textbook of Psychiatry- Michael Gelder, Dennis Gath, Richard Mayou and Philip Cowen. (1996). Oxford University Press, New York.

Supplementary:

1. Mental Health and Mental Illness: Policies, Programs and Services- Phillip Fellin. (1996). F.E. Peacock Publishers Inc., Chicago.
2. Mental Health Act, 1987 along with Central Mental Health Authority Rules, 1990- Bare Act. Universal Law Publishing Co. Pvt. Ltd., New Delhi.
3. Psychology for Living: Adjustment, Growth and Behaviour Today- Eastwood Atwater. 5th Ed. (1995). Prentice Hall of India, New Delhi.
4. Personality and Psychological Disorders- Gordon Claridge & Caroline Davis. (2003). Oxford University Press, New York.

MSW-402- LABOUR WELFARE, INDUSTRIAL RELATIONS & PERSONNEL MANAGEMENT-I

Credits 06 (Full Marks: 100)

1. Labour Welfare: Definition, Concept, Philosophy & Scope.
2. Compensation Management: Wages- Concepts, Components, System of Wage Payments, Fringe Benefits, Retirement Benefits, Consumer Price Index, Dearness Allowance- It's Principles and Practices.
3. Industrial Relations in India: Parties, Management and Trade Unions, Trade Unionism in India, Industrial Disputes, Collective Bargaining, Settlement Machineries, Role of Government, Labour Policy in India.
4. Work Motivation: Approaches to Work Motivation, Theories of Motivation- Maslow's Hierarchy of Need Theory, Alderfer's ERG Theory, Herzberg's Motivation- Hygiene Theory, McClelland's Achievement- Motivation Theory, McGregor's Theory X Theory Y, Vroom's Expectancy Theory, Porter and Lower Expectancy Model.
5. Organizational Change and Development: Meaning, Process, Resistance to Change, OD- Meaning, Process, Interventions, Sensitivity Training, Survey Feedback, Process Consultation, Team Building, Inter Group Development, Stress.
6. Laws relating to Labour: Factories Act, 1948; ; Shops and Establishment Act ; Industrial Disputes Act, 1947; Trade Unions Act, 1926; Contract Labour (Regulation and Abolition) Act, 1970; Payment of Wages Act, 1936; Payment of Bonus Act, 1965; Minimum Wages Act, 1948; Employees' State Insurance Act, 1948; Employees Provident Fund and Miscellaneous Provisions Act, 1952; Payment of Gratuity Act, 1972; Employees' Compensation Act, 1923; Sexual Harrassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Maternity Benefit Act, 1961.

References

1. Aswathappa, K.- Human Resource Management, TATA McGraw Hill.
2. Pattanayak, B.- Human Resource Management, PHI.
3. Luthans, Fred- Organizational Behaviour, McGraw Hill.
4. Dasgupta, A.K.- A Theory of Wage Policy, OUP.
5. Govt. of India- Report of National Commission of Labour (1st- 1969, 2nd- 2002)
6. Labour Law- Taxman.
7. Labour Law Journal- Case Laws.
8. Monappa, Arun- Industrial Relations, TATA McGraw Hill.

SPECIAL PAPER II

MSW-403- CHILD DEVELOPMENT & CHILD PROTECTION

Credits 06 (Full Marks: 100)

1. Concept and principles of child welfare. Evolution of child welfare services in India and changing trends. Child rights and its implementation.
2. Child Welfare Policies: National and Global policies on children. Development of child welfare planning- constitutional and legislative directives for welfare of children.
3. Child Protection Legislations: Juvenile Justice (Care and Protection of children) Act, 2015 & 2021; The Prohibition of Child Marriage Act, 2006; Protection of Children from Sexual Offences Act, 2012; Immoral Traffic (Prevention) Act, 1986; The Commission for Protection of Child Rights Act, 2009; Right to Education Act, 2009.
4. Child Abuse and Trafficking: Concept, Definition, Causes and types of child abuse; social work intervention; concept, definition and causes of child trafficking, role of social worker in handling the problem.
5. Various child development schemes: ICDS, Mission Vatsalya, etc.
6. Methods of working with children- play therapy, bibliotherapy, creativity, fantasy, art therapy, modeling etc- destitute and street children, physically and mentally challenged children, juvenile delinquents. School Social Work.

References

Essential:

1. Handbook for Child Protection Practice- Howard Dubowitz, Diane De Panfilis, Ed. (2000). Sage Publications Inc., India.
2. Child Abuse- A Social Work Perspective- Manju Gupta. (2001). Mangal Deep Publications, Jaipur.
3. Child Rights in India- Law, Policy and Practice- Asha Bajpai. (2003). Oxford University Press, New Delhi.
4. Children and Human Rights- S.K. Pachauri. (2011). A.P.H. Publishing Corporation, New Delhi.

Supplementary:

1. Rights of Child- Subhas Chandra Singh. (2007). Serial Publications, New Delhi.
2. The Rights of the Child in India- Justice Rajkumar Manisana Singh. (2009). Akansha Publishing House, New Delhi.

MSW-403- MENTAL HEALTH & COUNSELLING II

Credits 06 (Full Marks: 100)

1. Counselling: Concept, Types, Need, Goals, Principles, Techniques, Skills and Stages of counseling.
2. Counselor as a professional: personality, coping, awareness, expertise, gender, values, behavior, burn-out, self-renewal, prevention of burn out, professional issues and trends.
3. Client as a person, voluntary and non-voluntary client, expectations, client behavior. Communication- verbal and non-verbal.
4. Approaches to counseling: Freudian viewpoints; Cognitive & Behavioural approach; Existential approach; Transactional approach; Eclectic approach; Reality Therapy. Process, stages advantages and disadvantages of group counseling.
5. Areas of counseling: family counseling, marital counseling, educational counseling, drug counseling, AIDS counseling. Role of Counsellor.
6. Indigenous approaches of help and self-help like yoga and motivation.

References

Essential:

1. Essential Counselling and Therapy Skills: The Skilled Client Model- Richard Nelson Jones. (2002). Sage Publications, London.
2. Practical Counselling and Helping Skills- Richard Nelson Jones. (2004). Sage Publications, London.
3. Introduction to Therapeutic Counselling Voices from the Field- Jeffrey A. Kottler. (2004). Thomson Learning, Canada.
4. Introduction to the Counselling Profession- David Capuzzi, Douglas R. Gross. (2009). Pearson Education Inc., New Jersey.

Supplementary:

1. Counseling for Depression- Paul Gilbert. (2002). Sage Publications, London.
2. Introduction to Counselling and Guidance- R.L. Gibson & M.H. Mitchell. (2008). Prentice-Hall of India Pvt. Ltd., New Delhi.
3. An Introduction to the Cognitive Behaviour Theory: Skills and Application- David Westbrook, Helen Kennerley and Joan Kirk. (2007). Sage Publications, London.

4. Theory and Practice of Group Counselling- F. Jacobs, R.L.Masson & R.L. Harvill, Ed (2010). Cengage Learning India Pvt. Ltd., New Delhi.

MSW-403- LABOUR WELFARE, INDUSTRIAL RELATIONS & PERSONNEL MANAGEMENT-II

Credits 06 (Full Marks: 100)

1. Management Principles and Practice: Meaning, Definition, Process, Scope, Classical Theories, Scientific Management, Administrative Principles, Theory of Bureaucracy, Human Relations Approach, Modern Theories, Systems Approach, Contingency Approach, Qualitative Approach, Behavioural Approach.
2. Human Resource Management: Scope and Coverage, Structure and Functions of HR Department, Role of HR Manager. Human Resource Planning: Supply and Demand Forecasting Methods, Manpower Inventory, Job Evaluation, Job Analysis, Job Descriptions, Job Specifications, Career Planning, Succession Planning, Human Resource Information System (HRIS).
3. Selection and Recruitment: Process, Sources, Methods of Selection, Interviewing Method, Skills and Errors, Interview Problems, Physical Examination, Placement.
4. Human Resource Development: Policy and Programmes, Assessment of HRD Needs, HRD Methods, Training and Non-Training- Job Designing- Job Enlargement- Job Enrichment- Job Rotation. Identification of Training Needs, Designing of Training Programmes, Various Types of Training, Evaluation of Training, Executive Development, Competency Management.
5. Performance Appraisal System: Purpose, Methods, Appraisal Instruments, 360 Appraisal, HR Score Card, Errors in Appraisal, Potential Appraisal, Appraisal Interview.
6. Discipline and Disciplinary Action: Misconduct, Disciplinary Action, Certified Standing Orders, Domestic Enquiry, Principles of Natural Justice, Conducting Domestic Enquiry, Grievance Handling.

References

Essential:

1. Human Resource Management- Vikash Sharma and Seema Arora. (2011). Global Vision Publishing House, New Delhi.
2. Personnel Management- Dr. C.B. Mamoria and Dr. Satish Mamoria. (1994). Himalaya Publishing House, Bombay.

Supplementary:

1. Emerging Trends in Personnel Management- L.S. Kadchedkar. (1990). TATA Institute of Social Sciences, Bombay.
2. Human Resource Management- Jai Narain Sharma. (2002). Mittal Publications, New Delhi.

MSW 404 FIELD WORK

Credits 04 (Full Marks: 200)

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