

M.S.W. SEMESTER III

S. N.	Title of the Paper	Total Hours	Credits	Total Marks
1	Disaster Management	45	04	100
2	Specialization paper -I	45	04	100
3	Specialization paper –II	45	04	100
4	Specialization paper –III	45	04	100
5	Foundation Course –I (Choice/Open Elective) Introduction to Social Work Profession (For Students from Other Subjects) Or Electives choice course –statistics &computer basics in social work research Or Skills for professional social work	45	4	100
6	Social Work Practicum : (Total: 194 hrs) i) Observational visits based on Specialization. Minimum Two Visits (4 hours; 10 Marks) ii) Orientation, iii) Concurrent Field Work Practicum based on specialization iv) Skill Laboratory Workshops.(4) (184 hours; 60 Marks) ii) (Total 4 hours;5Marks) iii) Class Room Seminars based on Specialization. (6 hours; 10Marks) iv) Internal viva voce (20Marks)	194	04	100
	Total		24	600

Master of Social Work (MSW) Semester – III
Elective Course -II(4T5)
Disaster Management

Learners Objectives:

1. To develop an understanding of Disasters and Disaster Management
2. To gain knowledge of various disaster management strategies
3. To learn the international and national policies, Institutional mechanisms in disaster services.
4. To introduce various International and National agencies working in the field of Disaster Management and the role of Social Worker in Disaster Management

UNIT 1: Disaster: Meaning - Concept of Hazard, Risk, Vulnerability and Disaster –Impact of disasters: Physical, economic, political, psychosocial, ecological, Types and classification of Disasters, Trauma counseling and care of various groups in disaster situation.

UNIT 2: Disaster Management Cycle: National Disaster Profile, Mitigation and prevention, preparedness, Rescue and Relief, Response, Recovery, Reconstruction; Disaster Risk reduction; Impact assessment, Early warning system, Community Based Disaster Management (CBDRM); Advocacy and Networking; Levels of Intervention – Individual, Community and Society,

UNIT 3: Global and National Policies - World Conference on Disaster Risk Reduction (2005), Hyogo Framework for Action (2005-15), Sphere standards –2012, Disaster Management Act 2005; National Disaster Management Policy 2009; Standard Operating Procedures (SOPs); Administrative and Institutional structures for disaster management,

UNIT 4: Institutions, Organizations in Disaster Management: UNFCCC, IPCC, UNDP, UNISDR, SAARC, ADPC, WORLD BANK, WHO, UNICEF, NDRF, NDMA, Role of the Central and the State Governments, Local bodies, Community, Media, Non-Governmental Organizations, Educational Institutions, Community Based Organizations, Youth groups, Role of Professional Social Worker in Disaster Management.

Outcome:

1. Developed an understanding of Disasters and Disaster Management
2. Gained knowledge of various disaster management strategies
3. Equipped with the knowledge about the international and national policies, Institutional mechanisms in disaster services.
4. Introduced various International and National agencies working in the field

of Disaster Management and the role of Social Worker in Disaster Management

REFERENCES :

1. Abarquez I. & Murshed Z. Community Based Disaster Risk management . (2004). Field Practitioner's Handbook, ADPC, Bangkok, Asian Disaster Preparedness Center Bangkok.
 2. Anderson M and Woodrow P. (1998). Rising from the Ashes: Development Strategies in Times of Disaster. London: ITDG Publishing, www.itdgpublishing.org.uk.
 3. B.K.Khanna.(2005). Disasters: All You Wanted to Know About, Delhi: New India Publishing Agency, Delhi.
 4. Blaikie P, Cannon T, Davis I and Wisner B. (2004). At risk: Natural hazards, people's Vulnerability and Disaster. London: Rutledge.
 5. Maheswari, Sudha Disaster damage estimation models: Data needs vs. ground reality: By Sudha Maheshwari, Rutgers The State University of New Jersey -New Brunswick.
 6. Disaster Management Act. (2005).Ministry of Home Affairs, Delhi: Government of India.
 7. Hyogo Framework for Action 2005 –2015: building the resilience of actions and communities to disasters <http://www.unisdr.org/we/coordinate/hfa>
 8. Kapur, A. (2005).Disasters in India: Studies of Grim Reality, Jaipur: Rawat Publications.
 9. Manual on Natural Disaster Management in India.(2001).New Delhi: NCDM.
 10. Narayana R.L., Srinivasa Murthy, R., Daz P.(2003).Disaster mental health in India: Monograph. New Delhi: American Red Cross. Indian Redcross.
- National Policy on Disaster Management.(2009).New Delhi: NDMA.

Specialization Paper- I (3T2)
Specialization Group A: Family & Child Studies
Group14: Working with Families

Learner Objectives:

1. To understand the family as a social institution.
2. To develop knowledge about the impact of LPG on family.
3. To enhance the interventions techniques and skills for working with family.
4. To understand the governmental efforts for strengthening the families.

1. Understanding Family and Marriage: Concept, Types, Functions of family; Family dynamics; power, myths, role and patriarchy in family, Displacement and disaster led changes in the family (war, conflict, riots and natural calamities) and its implications; Vulnerability and marginalized families due to poverty, caste, cultural inequalities. Marriage - Characteristics, goals, needs, tasks and problems of each stage in the family lifecycle (Evelyn, Eric Ericsson)

2. The Family in the context of Social Change: Concept and characteristics of social change; changing functions, values, relationship, communication, Impact of migration, industrialization, urbanization, liberalization, privatization and globalization on family.

3. Quality of Life and Family: Concept of quality of life; Indicators of quality of life; Family and Sustainable Development Goals.

4. Working with Families – interventions techniques and skills:

- a) Family centered social work – problem solving approach;
- b) Life enrichment programmes – developmental approach;
- c) Programmes for family empowerment and protection of human rights;
- d) Government Policies and programmes for strengthening families;

Integrated Child Development Scheme, Micro-credit, Special Component plan, Schemes for families, Public Distribution System, Health – Family Welfare Programme, Health Insurance.

Outcome

1. Understood the family as a social institution.
2. Developed knowledge about the impact of LPG on family.
3. Enhanced the interventions techniques and skills for working with family.
4. Gained knowledge about the governmental efforts for strengthening the families.

Recommended Readings:

1. Agnes, Flavia (1999) Law and Gender Inequality – The Politics of Women's Rights in India, New Delhi : Oxford University Press.
2. Agrawal, Namita (2002) Women and Law in India, Women Studies and Development.
3. Avasti, Abha & Srivastava, A. K. (2001) Modernity Feminism and Women Empowerment, Jaipur: Rawat Publications.
4. Baxamusa, Ramala, Subramanian, Hema (1992) Assistance for Women's Development from National Agencies – Employment Progress, Bombay : Popular Prakashan Centre, December, New Century Publications.
5. Djetch, Galmele (1992) Reflections on the Women's Movement in India – Religion, Ecology, Development, New Delhi : Horizon India Books.
6. Datar, Chaya (1993) The Struggle against Violence, Calcutta: Stree Vani.
7. Gate, Smita (1998) Development of Women – The Maharashtra Experiences in Women's Policy Implement, Pune : YASHADA.
8. Goel, Aruna (2004) Organisation and structure of Women Development and empowerment, New Delhi : Deep and Deep Publication Pvt. Ltd.
9. Herman & Julia R. Schewendinger (1983) Rare and Inequality, California : Sage Publication
10. Kaur, Manmohan (1982) Women in Indian's Freedom Struggle, New Delhi : Stevling Publishers Pvt.Ltd.
11. Khan, M. A. (2006) Women and Human Rights, New Delhi : SBS Publishers & Distributors Pvt. Ltd.
12. Khanna, Girija & Mariamma, Vargheso (1970) Indian Women Today, New Delhi : Vikas Publishing House Pvt.Ltd.
13. Kishwar, Madhu Ruth, Vanita (1991) In search of Answers – Indian

Women's voices from Manushi, New Delhi : Horizon India Books.

14. Kumar, A. (2006) Women and Family Welfare Institute for sustainable Development, Lucknow, New Delhi : Anmol Publications Pvt. Ltd.

15. Laxmi Devi (1996) Women & Family Welfare Institute for sustainable Development : Lucknow, New Delhi : Anmol Publications Pvt.Ltd.

16. Maithreyi, Krishna Raj (1980) Women and Development –The Indian Experience Pune: Shubhada Saraswalt Prakashan.

17. Malladt, Subbamma (1992) Hinduism and Women, Delhi :Ajanta Publications.

18. Mehta, Vera Yayas, Frances (1990) Exploring Feminist Vision- Case Studies on Social Justice, Pune : StreeVani / Ishwar Kendra.

19. Mishra, Prachi (2006) Domestic Violence against Women Legal Control and Judicial Response, New Delhi : Deep & Deep Publication, Pvt.Ltd.

20. Narsimhan Sakuntala (1999) Empowering Women – An alternative Strategy from Rural India, New Delhi : Sage Publications.

Master of Social Work (MSW) Semester III
Specialization Paper _II(3T3)
Specialization Group A: Family & Child Studies Group 15 :
Situation of the Child and Child Welfare

Learner Objectives:

1. To understand the situation of children in India
2. To study the health aspect of child.
3. To examine the child welfare policies.
4. To know the services for child welfare

1. The Situation of children in India : Demographic characteristics

- Needs and Problems of children in India - Street children, destitute, delinquent, abandoned, orphaned, sexually abused, child labour, child trafficking, disaster affected children's, HIV-AIDS affected and infected children, tribal child, child beggar, child prostitute, children from poverty groups, special problems of girl child.

2. Child Health: Causes of infant mortality and morbidity; - Reproductive and child health, health of adolescent girls; Common childhood diseases; Nutritional deficiencies; Genetic disabilities.

3. Child Welfare : Historical review of child welfare in India, UN Declaration on the Rights of the Child and other international initiatives; Constitutional Provisions, National Policy for Children, National Charter for Children, Maharashtra State policy for children; An overview of Legislation for children to ensure child rights - Juvenile Justice (Care and Protection of Children) Act; Hindu Adoption and Maintenance Act 1956; Guardianship and Wards Act; Child Labour (Prohibition and Regulation) Act .

4. Services for Children: Current initiative: Statutory and non-statutory services; Supportive services (i.e. supplementary nutrition); Developmental services (i.e. non-formal education); Remedial services (i.e. residential care, child guidance clinic). Helpline for children

Outcomes:

1. Understood the situation of children in India
2. Studied the health aspect of child.
3. Examined the child welfare policies.

4. Knew the services for child welfare

Recommended Readings :

1. Zimmerman, S.L. 1995 Understanding Family Policy: Theories and Applications, London: Sage Publications.
2. Desai, M. (ed.) 1994 Family and Intervention: A Course Compendium, Bombay: TISS.
3. Tata Institute of Social Sciences 1994 Enhancing the Role of Family as an Agency for Social and Economic Development. Mumbai: Unit for Family Studies, TISS.
4. Bajpai, A. 2003 Child Rights in India – Law, Policy and Practice, Delhi: Oxford University press.
5. Swaminathan, M.(ed.)1998 The First Five years – A Critical Perspective on Early Childhood Care and Education in India, New Delhi: Sage publications.
6. Enakshi, G.T. (ed) 2002 Children in Globalising India –Challenging Our Conscience, New Delhi: HAQ Centre for child Rights.
7. Joshi, S. 1996 Child Survival, Health and Social Work Intervention, New Delhi: Concept Publishing company.
8. Kumari, V., Brooks, S.L. 2004 Creative Child Advocacy –Global Perspectives, New Delhi: Sage Publications
9. Gandhi, A. 1990 School Social Work, New Delhi: Commonwealth publishers.
10. Boss, P.G., et al. 1993 Sourcebook of Family Theories and Methods: A Contextual Approach. Plenum.

Master of Social Work (MSW) Semester III
Specialization Paper -III (3T4)
Specialization Group A: Family & Child Studies Group 16 - Family
Life Education and Population Studies

Learner Objectives:

1. To get knowledge about the family life education and related areas
2. To understand characteristics and demography and population policy.
3. To develop Curriculum for Family Life Education

1. Family Life Education: Concept, philosophy, goals and significance of FLE in the context of quality of life; Value education as part of FLE programme, objectives of family life education for various age groups (family life cycle and developmental stages).

2. Areas of family life education: Premarital preparation, marriage and married life, planned parenthood, family relationships; Communication in family; home management; Aging and retirement, life skill training.

3. Population Studies & Population Policy: Demography and demographic characteristics, concept of population, determinants of growth, global perspective of population, characteristics of Indian population;

Population Policy - Concept and contents of population policy (Population Policy and Family Welfare Policy); Review of population policy in India, influence of international organisations on India's policy, objectives and key programmes of population policy; Population education – concept, objectives and content for different age groups, review of government and NGO initiatives.

4. Curriculum Development for Family Life Education, (Sexuality education, population education and life skill education); Steps in developing curriculum – need assessment, preparation and planning of modules, preparing audio-visual aids for the programme, using participatory methodology. Implementation of programme, evaluation, follow up; Qualities and skills required for family life educator.

Outcomes

1. Got knowledge about the family life education and related areas
2. Understood characteristics and demography and population policy.
3. Developed curriculum for Family Life Education

Recommended Readings :

1. Badshah Bindu (2006) Senses and Soul, New Delhi:Sakshi
2. Bhatlavande, Prakash, Gangakhedkar, Raman (1999) On the Horizon to Adulthood, Unicef.
3. Dyalchand, A., Khale M., Kapadia N. Kurdu, (2000) Life Skills for Adolescent girls (Volume 1 & 2), Pachod : Institute of Health Management
4. Fernandes Gracy, Pierina D'souza, Vinny Samuel (2002) Resilience (Part 1 & 2) Mumbai : The Research Unit, College of Social Work, Nirmala Niketan
5. Grugni, Anthony (1988) Sex Education, Mumbai : Better Yourself Books
6. Khwaja, Ali (2005) A Handbook on Life Skills, Bangalore:Banjara Academy
7. Mascarenhas, Marie (1986) Family Life Education, Value, Education, Bangalore :CREST
8. Monteiro, Anjali (1994) Five Booklets, Reflections on My Family, Mumbai : Tata Institute of Social Sciences.
9. Pathak, Lalit P. (1998) Population Studies, New Delhi:Rawal Publications.
10. Salkar, K. R. (1989) Population Education for Developing Countries, New Delhi : Sterling Publishers Pvt.Ltd.
11. Sinha, P. N. (2000) Population Education and Family Planning, Delhi : Authors Press

**Master of Social Work (MSW) Semester –
III Specialization Paper- I (3T2)
Specialization Group B : Medical & Psychiatric Social Work
Group 14: Health Care & Social Work Practice**

Learner Learners

1. Understand the changing concept of health as an aspect of social development.
2. Develop a critical perspective of healthcare services and programs in the context of health scenario in the country.
3. Gain understanding of relevance, domains and nature of social work intervention in different health settings.

1. Concept of Health, Well-Being and Disease : Health: Meaning, components, determinants of health; Indicators of health status of people in a community—MMR, IMR, Life expectancy ; Disease: Causation and prevention; classification of diseases ,Health scenario of India; Health as an aspect of social development. Concept of positive health .Meaning and evolution of social medicine, preventive medicine , community medicine . Levels of intervention

2. Healthcare Services and Programmes : Structure of healthcare services in India: Primary, secondary and tertiary level healthcare structure and their functions; Primary healthcare: concept, issues of availability, affordability and accessibility of healthcare services, Post Alma Ata declaration initiatives in India; Historical perspective Critical appraisal of Health planning and policy: National health policies & programme , current health policies and health planning , Role of WHO and other international organizations like UNICEF etc

3. Medical Social Work in Various Settings: Hospitals as an organization , Functions of medical social workers in-- a) General Hospitals, Government, Corporate and Private, specific disease hospitals, Specialized Clinics, community health centers, blood banks, eye banks, health camps; b) Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged. C) Hospitalization syndrome

4. Emerging Concerns in Health care : Public-private participation and collaboration in health care: Role of NGO and private sector in comprehensive health care. Social mobilization at the grassroots : Case studies of People's Health Movements-- RCH: Concept ,components, strategies, and emphasis on reproductive rights, Jamkhed project , SEARCH , Aanadwan , Lok Biradari Prakalp, Aamhi Aamchyaa Aarogyasaathi ; Health Activism,Health tourism

Learnering outcome

1. Student will understand the changing concept of health as an aspect of social development.

2. Students will be helped to develop a critical perspective of healthcare services and programs in the context of health scenario in the country.

3. Students shall gain understanding of relevance, domains and nature of social work intervention in different health settings.

Internal Marks – 20

Assignments, attendance ,seminar /workshop

Recommended Readings:

1. Baru, R.V. 1998 Private Health Care in India: Social Characteristics and Trends. New Delhi: Sage Publications.
2. Burman, P. & Khan, M.E. 1993 Paying for India's Health Care. New Delhi: Sage Publications.
3. Dasgupta, M. & Lincoln, C. C. 1996 Health, Poverty and Development in India. New Delhi: Oxford University Press.
4. Dhillon, H.S. & Philip, L. 1994 Health Promotion and Community Action for Health in Developing Countries. Geneva: WHO.
5. Drinka, T. J. K. & Clark, P.G. 2000 Health Care Teamwork: Interdisciplinary Practice and Teaching. Westport, CT: Auburn House.
6. Germain, C.B. 1993 Social Work Practice in Health Care: An Ecological Perspective. New York: The Free Press.
7. Katja, J. (Ed.) 1996 Health Policy and Systems Development. Geneva: WHO.
8. Oak, T.M. (Ed.) 1991 Sociology of Health in India. Jaipur: Rawat Publications.
9. Park, K. 2011 Textbook of Prevention and Social Medicine (21st edition). Jabalpur: Banarsidas Bhanot.
10. Phillips, D. R. & Verhasselt, Y. 1994 Health and Development. London: Routledge.
11. Pragna Pai, 2002, effective Hospital management, National book depo.
12. WHO 1978 Primary Health Care: A Joint Report by Director General of WHO and Director of UNICEF. International Conference on Primary Health Care. Alma Ata: USSR.
12. Yesudian, C.A.K (ed.) 1991 Primary Health Care. Mumbai: Tata Institute of Social Sciences.
13. Hiramani, A.B. 1996 Health Education: An Indian Perspective. New Delhi: B. R. Publishing Corporation.
14. Macdonald, G. & Peterson, J. L. (Eds.) 1992 Health Promotion: Disciplines and Diversities. London: Routledge.
15. McLeod, E., & Bywaters, P. 2000 Social Work, Health and Equality. London: Routledge.
16. Nadkarni, V.V. 1985 Proceedings of the Seminar on Changing Trends in Healthcare and Implications for Social Work. Bombay: Tata Institute of Social Sciences.
17. Rao, M. (Ed.) 1999 Disinvesting in Health: The World Bank's Prescriptions for Health. New Delhi: Sage Publications.
18. Sundaram, T. 1996 Reaching Health to the Poor, Sourcebook on District Health Management. New Delhi: VHAI.
19. Voluntary Health Association of India 1995 Reproductive Health and Reproductive Rights. New Delhi: VHAI.
20. Voluntary Health Association of India 1997 Report of the Independent Commission on Health in India. New Delhi: VHAI.
21. Voluntary Health Association of India 1992 State of India's Health. New Delhi: Voluntary Health Association of India
22. essentials of public health & Sanitation Part II, 2002 by All India Institute of local self-government

2 Master of Social Work (MSW) Semester – III
Specialization Paper - II (3T3)
Specialization Group B : Medical & Psychiatric Social
WorkGroup:15 -Medical Information for Social Workers

Learners objectives -

1. Understand the symptoms and treatments available for various diseases
2. To develop knowledge about the important concepts in health sector
3. To Develop a critical perspective of healthcare services and programs in the context of health scenario in the country.
4. To understand various health problems and various other treatments in medical field

1. Concept of patients as a person –Concept of patient as a person --as a whole , psycho somatic approach in medical social work . Psycho socio economic problems faced by the patient & his/her family , Assessment –assessing individual, social clinical factors and family milieu and integrating all these factors for patient management. Medical and psychological factors involved in various diseases . Medical sociology and its relevance to Medical social work.

2. Some medical conditions Requiring social work Intervention: Symptoms, causes and treatment for 1) Cancers , 2) Kidney/renal failure and treatments, 3) Diabetes related health issues 4) Diseases of Cardio Vascular System—heart diseases , Hypertension, Stroke/paralysis, **5) Degenerative Diseases and Geriatric health problems like --** Arthritis, Parkinson’s disease, ophthalmic issues --Cataract, Glaucoma , Retinal detachment; Senile dementia, Alzheimer’s diseases.

3 Some Infectious diseases and genetic disorders : Symptoms, causes and interventions regarding-- Tuberculosis, Sexually Transmitted Infections (bacterial and viral) HIV, AIDS, Hepatitis, Poliomyelitis; Thalassemia, Sickle cell anemia, Epilepsy.

4 Various other treatments in medical field --- AYUSH, Alternate medicine . Need of curbing superstitions in health related issue , Major medical procedures and their implications – like surgeries , general anesthesia , amputations/removing an organ , by-pass , Life supporting services, Concept of palliative care and pain management . Need, importance and principle of multi disciplinary team work. Role of Medical social worker in the team.

Learning outcomes -

1. Students will understand the symptoms and treatments available for various diseases
2. Students will develop knowledge about the important concepts in health sector
3. Students shall develop a critical perspective of healthcare services and programs in the context of health scenario in the country.
4. students will understand various health problems and various other treatments in medical field

Internal Marks – 20

Assignments, attendance ,seminar /workshop

Recommended reading--

1. Baru, R.V. 1998 Private Health Care in India: Social Characteristics and Trends. New Delhi: Sage Publications.
2. Burman, P. & Khan, M.E. 1993 Paying for India's Health Care. New Delhi: Sage Publications.
3. Dalal Ajit, Shubha Roy. 2005 Social dimension of Health, Rawat publications.
3. Dasgupta, M. & Lincoln, C. C. 1996 Health, Poverty and Development in India. New Delhi: Oxford University Press.
4. Dhillon, H.S. & Philip, L. 1994 Health Promotion and Community Action for Health in Developing Countries. Geneva: WHO.
5. Oak, T.M. (Ed.) 1991 Sociology of Health in India. Jaipur: Rawat Publications.
6. Park, K. 2005 Textbook of Prevention and Social Medicine (18th edition). Jabalpur: Banarsidas Bhanot.
7. Phillips, D. R. & Verhasselt, Y. 1994 Health and Development. London: Routledge.
8. WHO 1978 Primary Health Care: A Joint Report by Director General of WHO and Director of UNICEF. International Conference on Primary Health Care. Alma Ata: USSR.
9. Yesudian, C.A.K (ed.) 1991 Primary Health Care. Mumbai: Tata Institute of Social Sciences.
10. Hiramani, A.B. 1996 Health Education: An Indian Perspective. New Delhi: B. R. Publishing Corporation.
11. Macdonald, G. & Peterson, J. L. (Eds.) 1992 Health Promotion: Disciplines and Diversities. London: Routledge.
12. McLeod, E., & Bywaters, P. 2000 Social Work, Health and Equality. London: Routledge.
13. Nadkarni, V.V. 1985 Proceedings of the Seminar on Changing Trends in Healthcare and Implications for Social Work. Bombay: Tata Institute of Social Sciences.
14. Rammurthy V, 2000, Global patterns of HIV/AIDS transmission
15. Rao, M. (Ed.) 1999 Disinvesting in Health: The World Bank's Prescriptions for Health. New Delhi: Sage Publications.
16. Sundaram, T. 1996 Reaching Health to the Poor, Sourcebook on District Health Management. New Delhi: VHAI.
17. Voluntary Health Association of India 1995 Reproductive Health and Reproductive Rights. New Delhi: VHAI.
18. Voluntary Health Association of India 1997 Report of the Independent Commission on Health in India. New Delhi: VHAI.
19. Voluntary Health Association of India 1992 State of India's Health. New Delhi: Voluntary Health Association of India

3 Master of Social Work (MSW) Semester – III Specialization Paper- III (3T4)

**Specialization Group B : Medical & Psychiatric Social Work
Group 16- Medical social work**

Learner's objectives -

1. To orient learners to the field of Medical social work
2. To develop understanding and expected competence about the task, role and function of Medical Social Workers in various settings.
3. To create awareness about contemporary issues related to health.

1. Medical Social Work—Concept of medical social work , historical development in U.K., U.S.A. and India , Application of primary and secondary social work methods in health setting. Rights of the patients. Quality of life , Issues of ethical medical practices. Competencies required for medical social worker , limitations faced by medical social worker.

2. Medico legal issues —Meaning and nature of medico legal issues, need of laws related to health care and medical services .

Development of social security legislations , Accidents and injuries, Objectives and features of ESI scheme , MTP act , PCPNDT act 1994 Ethical issues related to medical practice in India specifically organ donation & surrogacy

3. Various Disabilities-- Meaning and concept of chronic illness , acute illness , terminal illness , disability , impairment . Definitions and types , causes and prevention of different handicaps . The rights of persons with disabilities act, 2016, Rehabilitation council of India, National Trust Act ,1999, Different projects related to the disabilities by GOI , Genetic counseling.

4. Emerging Concerns in Health care —Health issues of various groups --- children , women , adolescents , youth , old aged persons , LGBTQ and under privileged groups . Meaning , objectives and methods of health education . Euthanasia, mercy killing, issues related to Generic medicines, Banning a medicine etc.

Learning outcomes--

1. To orient learners to the field of Medical social work
2. To develop understanding and expected competence about the task, role and function of Medical Social Workers in various settings.
3. To create awareness about contemporary issues related to health.

Internal Marks – 20

Assignments, attendance, seminar /workshop

Recommended readings –

1. Banerjee, G. R. (1988) Papers of Social Work, Mumbai: Tata Institute of Social Service.
2. Banerjee, Gouri Rani (1998) The Tuberculosis Patient, Tata Institute of Social sciences.
3. Dora, Gold Stien (1954) Expanding Horizons in Medical Social Work, Chicago : The University of Chicago Press.
4. Javeri D. R. (1996) Social Work in Hospital Set up, KEM Hospital, Mumbai.
5. Park, J. E & Park, K. 2011 Preventive and Social Medicine, Jabalpur : Banaridas Bhanot.
6. Pathak, S. H. (1961) Medical social Work in India, Delhi : School of Social Work.

7. Sathe, R. V. (1897 Ed.) You and Your Health, India : D. Bhawe Book Trust.
8. Werner David (1994 Ed.) Where there is no doctor, New Delhi : VHAI (Voluntary of Health Association of India).
- 9 Baru, R.V. 1998 Private Health Care in India: Social Characteristics and Trends. New Delhi: Sage Publications.
- 10 . Burman, P. & Khan, M.E. 1993 Paying for India's Health Care. New Delhi: Sage Publications.

- 12 . Dasgupta, M. & Lincoln, C. C. 1996 Health, Poverty and Development in India. New Delhi: Oxford University Press.
- 13 . Dhillon, H.S. & Philip, L. 1994 Health Promotion and Community Action for Health in Developing Countries. Geneva: WHO.
- 14 . Drinka, T. J. K. & Clark, P.G. 2000 Health Care Teamwork: Interdisciplinary Practice and Teaching. Westport, CT: Auburn House.
- 15 . Germain, C.B. 1993 Social Work Practice in Health Care: An Ecological Perspective. New York: The Free Press.
- 16 . Katja, J. (Ed.) 1996 Health Policy and Systems Development. Geneva: WHO. Oak, T.M. (Ed.) 1991 Sociology of Health in India. Jaipur: Rawat Publications.
17. Phillips, D. R. & Verhasselt, Y. 1994 Health and Development. London: Routledge.
- 18.. WHO 1978 Primary Health Care: A Joint Report by Director General of WHO and Director of UNICEF. International Conference on Primary Health Care. Alma Ata: USSR.
19. Yesudian, C.A.K (ed.) 1991 Primary Health Care. Mumbai: Tata Institute of Social Sciences.
20. Hiramani, A.B. 1996 Health Education: An Indian Perspective. New Delhi: B. R. Publishing Corporation.
21. Macdonald, G. & Peterson, J. L. (Eds.) 1992 Health Promotion: Disciplines and Diversities. London: Routledge.
22. McLeod, E., & Bywaters, P. 2000 Social Work, Health and Equality. London: Routledge.
23. Nadkarni, V.V. 1985 Proceedings of the Seminar on Changing Trends in Healthcare and Implications for Social Work. Bombay: Tata Institute of Social Sciences.
24. Rao, M. (Ed.) 1999 Disinvesting in Health: The World Bank's Prescriptions for Health. New Delhi: Sage Publications.
25. Sundaram, T. 1996 Reaching Health to the Poor, Sourcebook on District Health Management. New Delhi: VHA.
26. Voluntary Health Association of India 1995 Reproductive Health and Reproductive Rights. New Delhi: VHA.
27. Voluntary Health Association of India 1997 Report of the Independent Commission on Health in India. New Delhi: VHA.
28. Voluntary Health Association of India 1992 State of India's Health. New Delhi: Voluntary Health Association of India
- 29 .Listening to women talk about their health: Issues and evidences from India (ed) 1994 ,haranand Publications

6	Social Work Practicum : (Total: 194 hrs) i)Concurrent Field Work Practicum based on	194	04 credits	100 Marks
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specialization (180 hours; 60 Marks)			
ii) Observational visits based on Specialization. Minimum Two Visits (4 hours; 10 Marks)			
ii) Skill Laboratory Workshops. Minimum two sessions, Class Room Seminars based on Specialization. (10hours; 10 Marks)			
iv) Internal viva voce (20 Marks)			

Specialization Paper -I (3T2)
Specialization Group C : Urban ,Rural and Tribal Community Development
Group 14 - Perspectives on Urban Community Development

Learner Objectives;

1. To understand socio-economic situation of urban communities,
2. To develop knowledge about urban local self -government and concept of smart city,
3. To equipped with theoretical framework to analyze urban community development programmes,
4. To gain knowledge on economics of urban areas from a human development perspective.

Unit 1. Urban Communities: Definition, Concept and characteristics of Urban Community, process of Urbanization, Slums in India- growth, types, major characteristics, problems and Act.

Unit 2. Urban Local Self Government: Structure and functions of Urban Local Self Government; 74th Constitutional Amendment, Ward Sabha's, Smart City- Concept, Scope, Nature and Strategies.

Unit 3. Urban Planning and Schemes: Concept, laws related to urban development, Schemes: Urban Infrastructure Development Schemes for Small and Medium Towns (UIDSSMT), Atal Mission for Rejuvenation and Urban Transformation (AMRUT) , Pradhan Mantri Aawas Yojana (PMAY), Deen Dayal Antyodaya Yojana-National Urban Livelihood Mission (NULM), Swachha Bharat Mission,Capacity Building Scheme for Urban Local Bodies.

Unit 4. Urban Economy: Sources of funds, Urban development agencies, Economy of Local self -Government-Revenue and Tax Collection. Overview of Ministry of Housing and Urban Affairs. Twelfth Finance Commission to local

body.

Assignments--

- Agency Visit
- Paper Presentation on urban schemes
- Assignment on given topics

Outcomes

1. Understood socio-economic situation of urban communities,
2. Developed knowledge about urban local self -government and concept of smart city,
3. Equipped with theoretical framework to analyze urban community development programmes,
4. Gained knowledge about the economics of urban areas from a human development perspective.

REFERENCES

- 1, Kalam Abdul A.P.J. & Singh Srijan Pal, Advantage India from Challenge to Opportunity; 2015,
2. Bhowmik, Debesh(2007) Economics of Poverty, New Delhi : Deep & Deep Publications.
3. Dutta,RudarS.,(1985) Indian Economy,NewDelhi : S.Chand&Company
4. Hajela,T.N.C YearcooperationPrinciplesProblemsandPractice(6thEdition),Delhi:Konark Publishers.
5. Higgott,RichardA.(1982)PoliticalDevelopmentTheory:TheContemporary DebatesTaylor& FrancisGroup.
6. Jhunjhunwala,Bharat.GlobalizationandIndianEconomy,NewDelhi:GyanBookPvt.Ltd.
7. Joshi,DeepaliPant(2006)PovertyandsustainableDevelopment,NewDelhi:GyanBooks.
8. Mishra & Puri (1995) Indian Economy, Mumbai: Himalaya PublicationHouse.
9. Petras,James&Veltmeyer,Henry(2001)GlobalizationUnmasked-Imperialisminthe21st Century,NewDelhi: MadhyamBooks.
10. Pillai,G.M(Ed.)(1999)ChallengesofAgricultureinthe21stCentury,Pune :Maharashtra Councilof AgriculturalEducationandResearch.
11. SimonDavid,NarmanAnders(1999)DevelopmentasTheoryandPractice-Current Perspectiveson Development,Longman- UK.

Master of Social Work (MSW) Semester – III
Specialization Paper -II (3T3)
Specialization Group C : Urban ,Rural and Tribal Community
Development
Group 15 : Perspectives on Rural Community Development

Learners Objectives:

1. To develop the conceptual understanding of Rural Community.
2. To understand the concept, issues and programmes of rural community development.
3. To know the rural governance system.
4. To understand the socio- economic development in rural context.

- 1. Rural Community and Ownership of Resources:** Meaning, Characteristics, Types and demography of villages, Agriculture, Movable and immovable property, 7/12 document, land ownership, house ownership, concept of assets in rural community, Gender and ownership on resources. Community owned resources.
- 2. Rural Community Development:** Rural Community Development: concept, nature and scope, Introduction to Community Development programme 1952, Approaches for Rural Development -Livelihood Approach: Indigenous community development, Gandhian approach.
- 3. Panchyati Raj:** Panchayatraj system and its Functions, 73rd Constitutional amendment and its effects. Gram Sabha: Concept, Significance, Structure & Powers. Rural Leadership: concept and present scenario.
- 4. Socio- economic Development in the Rural Context:** Measures of land reform, Growth of infrastructure; Green and white revolution; Changing pattern of Agriculture; Other sectors of rural employment and livelihood options: bamboo, cane, forestry, fisheries, rural industries, small scale industries; Natural resource management. (Water, Forest, Livestock, Land and Human resource.)

Assignments-

- Agency Visit to Local Self Government.
- Paper Presentation on rural development.
- Assignment on given topics

Outcomes

1. To develop the conceptual understanding of Rural Community.
2. To understand the concept, issues and programmes of rural community development.
3. To know the rural governance system.
4. To understand the socio- economic development in rural context.

REFERENCES

1. Debroy, & kaushik. (2005). Emerging Rural Development Through Panchayats. Academics Foundation.
2. Jain, S. C. (1967). Community development and panchayati raj in India: Allied Publishers.
3. Ministry of Rural Development (GOI): Annual Report 2016-2017
4. Mukerji, B. (1961). Community Development in India: Orient Longmans.
5. Palanithurai, G. (2002). Dynamics of New Panchayati Raj System in India: Panchayatiraj and multi-level planning: Concept Publishing Company.
6. Rajora, R. (1998). Integrated Watershed Management: A Field Manual for Equitable, Productive and Sustainable Development: Rawat Publications.
7. Rao, P. K. (2000). Sustainable Development: Economics and Policy: Wiley.
8. Robinson, J. W., & Green, G. P. Introduction to Community Development: Theory, Practice, and Service-Learning: SAGE Publications.
9. Sharma, R. (2005). Grass-Root Governance: Changes and Challenges in Rural India: Rawat Publications, Jaipur.
10. Singh, K. (2009). Rural Development: Principles, Policies and Management: SAGE Publications.
11. Singh, T. (2006). Disaster Management: Approaches & Strategies: Akansha Publishing House.
12. Sisodia, Y. S., & Madhya Pradesh Institute of Social Science Research, U. (2005). Functioning of panchayat raj system: Rawat Publications.

Master of Social Work (MSW) Semester – III
Specialization Paper -III (3T4)
Specialization Group C : Urban, Rural and Tribal Community
Development
Group 16 – Perspectives on Tribal Community Development

Learner Objectives:

1. To understand the tribal community and PVTGs.,
2. To become familiar with Tribal Economic System,
3. To understand Tribal Political System,
4. To Gain knowledge about Tribal development programmes and role of government

1. Identity of Tribes in India : Definition, Concept and Characteristics of Tribe Tribal Demography, Major tribes in India, Traditions & Culture ; Tribal family, Marriage, Kinship, clan, Customs, folkways Yuvagruh(Gotul). Definition, concept , Characteristics and Demography of Particularly Vulnerable Tribal Groups (PVTGs) of Maharashtra.

2. Introduction to Tribal Economic System: Tribal and forest economy; Goods exchange method (barter), Minor forest produce(MFP), Joint Forest Management, Community Forest Rights Act 2006.

3. Tribal Political System : Tribal power structure: traditional and Constitution; The Panchayat (Extension to the Scheduled Area) Act 1997 (PESA), Tribal Self Rule .

4. Tribal Development and role of Government: Constitutional provisions for Scheduled Tribes; Tribal development programs and schemes. Tribal development under the different five year plans. NITI Ayog perspective on tribal development.

Assignments :

1. Field visits
2. Paper presentations on given topics
3. Written assignments

Outcomes:

1. Understood the tribal community and PVTGs.,
2. Became familiar with Tribal Economic System,
3. Understood Tribal Political System,
4. Gained knowledge about Tribal development programmes and role of government

Recommended Readings :

1. Baviskar, Amita (2004): *In the Belly of the River: Tribal Conflict over Development in the Narmada Valley*. New Delhi: Oxford University Press, Second Edition.
2. Beteille, A., (2006): *Society and Politics in India: Essays in a Comparative Perspective*. Berg: Oxford International Publishers (reprinted).
3. Chauhan, V. S., (2009): "Crystallizing Protest into Movement: Adivasi Community in History, Society and Literature" in G. N. Devy, Geoffrey V. Davis and K. K. Chakravarty (eds) *Indigeneity: Culture and Representation*, Hyderabad : Orient Black Swan.
4. Mehta, B. H., (1984): *Gonds of the Central Indian Highlands: A Study of the Dynamics of Gond Society*, (Volume One & Two). New Delhi : Concept Publishing House.
5. Munda, Ram Dayal [Undated]: "Introduction" in *Indigenous and Tribal Solidarity*,
6. Souvenir brought out by the Indian Confederation of Indigenous and Tribal People: New Delhi.
7. Madan, T. N., (1999): "Introduction" In *Religion in India* (Ed) T. N. Madan, New Delhi: Oxford University Press.
8. Maharatna, Arup (2005) : *Demographic Perspectives on India's Tribes* New Delhi: OUP.
9. Patnaik, N., 1972: *Tribes and their Development, a study of two tribal development blocks in Orissa*. Hyderabad : NICD.
10. Puri, V. K., 1978 : *Planning for Tribal, Development, Yojana*.
11. Report of All India Tribal Conference and National Seminar on Tribal Development, Guwahati, 1979.
12. Sendoc Bull, 1979: *Role of Banks in Tribal Development*, II, 7(5).

12. Roy, Prodipto, (Ed.) 1964: A study of the benefits accruing to the tribals in special multi- purpose tribal blocks, NICD, Hyderabad.
13. Sharma B. D. 1978 : Tribal Development – The concept and the Fame.
14. Sharma, B. D. 1981 : Planning for Dispersed Tribals, Kurukshetra.

15. Sinha, S.P.: Planned Change in tribal areas, Journal of Public Administration, 19(3), July- Sept. 1977.
16. Singh, B. 1977: tribal Development at Cross Road: a Critique and a Plea, Man in India, July.
17. Sub-plan for tribal development in Tamil Nadu, Vanyajiti, July, 1978.
18. Umapathi, B.E, 1979: Review of Tribal Development in Karnataka, Man in India, July- Sept. 1979.
19. Vidyarthi, L.P.: Tribal Development in Independent India and its future, Man in India, Jan., 1974.
20. Vidyarthi, L.P., 1976: Development plans of the tribes of Andaman and Nicobar Island: An action oriented report, Journal of Social Research, 19 (2), Sept.
21. Xaxa, Virginius (2008): State, Society and Tribes: Issues in Post-Colonial India. New Delhi: Pearson-Longman.
22. Yadav and Misra 1980 : Impact of the tribal development programmes on employment, income and asset formation in Bastar, M.P.

Master of Social Work (MSW) Programme Semester – III
3T2

Specialization Group E: Human Resource Management

**Group 15: Specialization Paper I - Organizational Behaviour
and Social Aspects in Industry**

1. To develop an understanding about individual behaviour, interpersonal behaviour and group dynamics within the organization.
2. To gain knowledge in managing human behaviour in organizations.
3. To understand the “self” and professional behaviour in relation to others.
4. To enhance understanding about CSR/social responsibility of managers and its various dimensions in an industrial organization.

1.Organizational Behaviour: Meaning; historical perspective; Approaches of organization behaviour; emerging perspectives on OB; importance of OB; other dimensions of OB; Industrial Psychology: Definition, nature, objectives/goals, scope, role & importance, practical application of psychology in industrial settings.

2.Motivation, Employees Morale & Employee Counselling : Definition, basic needs of human being, importance, fundamental theories of motivation and its relevance in present context, positive and negative motivation, motivation and performance. Meaning and importance of morale, measures and techniques of promoting morale, factors contributing

high level of morale in the organization. Relationship between Motivation, Morale and efficiency / productivity. Group Dynamics; Employee Counselling: Concept, objectives, need, functions, techniques, methods/ types of EC, advantages and effectiveness of EC, role of social worker/ HR manager in Counselling.

3. Managing Occupational Stress: concept of occupational stress; stressors, fatigue; monotony; burnout; impact of stress on employees and employer; modern work-culture, setup; job-demands and stress; stress management; coping mechanisms/strategies.

4. Industry and society: Industry as a part of social system; socio-cultural environment in industry; impact of industrialization; urbanization; LPG & technological changes on employees. Social problems/issues in industry- quality of life; gender issues; gender discrimination & sexual harassment at work place; human rights issues, new industrial policy & displacement.

Work-culture and Corporate Social Responsibility: Meaning, aspects, significance, its role in image building, goodwill of the organization. Concept of Corporate Social Responsibility; evolution, philosophy and principles of CSR; CSR-developmental projects; goals & implementation; Critical analysis of CSR approach; role of Social Worker/ HR managers.

Assignments

- Workshop and Seminar on organizational behaviors,
- written assignment
- Classroom Presentation

Learner Outcomes

- Developed an understanding about individual and interpersonal behavior and group dynamics within the organization.
- Gained knowledge in managing human behaviour in organizations.
- Understood the “self” and professional behavior in relation to others.
- Enhanced understanding about CSR / social responsibility of managers and its various dimensions in an industrial

organization.

Recommended Readings:

1. Ahuja, K. K. (1990) - Organizational behaviour, New Delhi: Kalyani Publications.
2. Blum, Naylor (1988): Industrial Psychology, Delhi: Theoretical & Social foundation.
3. Dwivedi R.S. (1995): Human Relations and Organizational Behaviour, Delhi: MacMillan.
4. Ghorpade M.B. (1980) - Industrial Psychology, Bombay : Himalaya Publishing House.
5. Ghosh, P. K. & Ghorpade M.B.(1991):Industrial & Organizational Psychology, Bombay: Himalaya Publishing House.
6. Kalia, H.L. : Industrial and Organizational Psychology, 2006, Volume I & II, Delhi: Kalpaz Publications.
7. Khanka, S. S (2000): Organizational Behavior, New Delhi : Kitab Mahal Publication.
8. Korman Abraham (1971): Organizational Behaviour, Delhi: Prentice Hall of India.
9. Maier (Norman R F) (1955): Psychology in Industry, Bostan : Houghten Mifun,Co.
10. McShane, S. L. & Von Glinow, M.A.(2000) :Organizational Behavior, Tata McGraw- Hill,
11. Mohanty, Girishala (1988):Text book industrial and Organizational Psychology, New Delhi: Oxford Publishing Company, New Delhi.
12. Pareek, Udai : Organizational behaviour.
13. Rao, M.G: Organizational Behaviour.
14. Roger, Court wright & Michael, Collins(2001):The Handbook for Managing Yourself, New Delhi: Infinity Books.
15. Shukla K. C. Tara Chand (2005): Industrial Psychology, Commonwealth Publication, New Delhi.
16. Shukla, M. (1996): Understanding Organizations, Organizational Theory & Practice, New Delhi : Prentice hall of India.
17. Wexley C Kenneth (1988): Organizational Behaviour and Personnel Psychology. Delhi: Surjeet Publications.

Group 16 : Specialization Paper II – Human Resource Development (3T3)

Learner Objectives:

1. Develop an understanding about human resource development policies and practices for organization effectiveness.
2. Develop skills of professionals in performance management and employees training
3. Enhance Knowledge of human resource management in relation to organizational development and its intervention strategies.
4. Develop knowledge of various certifications & Quality Management systems in productivity.

1. Human Resource Development: Concept, objectives & goals sub-system, principles, policies and practices; functions of HRD; HRD for organizational effectiveness; evolution and changing scenario. Role of HRD managers: Role & functions of HRD manager in public, private, service, co-operative, banking and BPO, I.T. industries. Impact of HRD on the organizational development, challenges before HRD managers, current trends in software practices in HRD.

2. Performance Management: Merit Rating and Performance Appraisal Systems: Meaning, objectives, need, process, importance, tools and modern techniques of merit rating and performance appraisal, new trends in PAS, PA- 360 degree method, various other new techniques & methods of PA.

3. Organizational Development & Management by Objectives: Concept and scope, Historical perspective, theory and practice, learning & growth, organizational culture, process, O.D. intervention strategies- survey, feedback, action research, sensitivity training, T.A., process consultation, third-party peacemaking, open system planning, major problems & managing OD, key areas of OD. MBO - Concept, philosophy, process, benefits and limitations of MBO.

4.Human Resource Audit & Employees Training: Concept of HR audit, nature, scope, need & significance, approaches to HR audit. Meaning of training, education and development, identification of training needs, types and methods of training. Essentials of good training programme, role of motivation in training of trainers and trainees, training evaluation. Recent trends in Employees training programme.

Assignments

- Workshop and Seminar on Training methods - Lecture, Case-study, Role-play, Management games, use of Audio-Visual Aids
- Classroom Presentation,
- Development of actionable models in HRD practices.

Outcomes

- Developed an understanding about human resource development policies and practices for organization effectiveness.
- Developed skills of professionals in performance management and employees training
- Enhanced Knowledge of human resource management in relation to organizational development and its intervention strategies.
- Developed knowledge of various certifications & Quality Management systems in productivity.

Recommended Readings:

1. Abel, M. (1989): Human Resources Development. Institute of Social Science & Research.
2. Chhabra, T. N. (2005): Human Resource Management, Delhi: D.R. & Co.
3. Chopra, R.K. (2001): Management of Human Resource, (Text & Cases), Allahabad: Kitab Mahal.
4. Dale, h. Bester field (2001) : Total Quality Management, Delhi : Pearson Education Asia.
5. Dayal, Ishwar (1993) : Designing HRD Systems, New Delhi : Concept Publication Com.
6. Ian, Beardwell & Len, Holden (1996): Human Resource

Management: A Contemporary Perspective, New Delhi: Macmillan.

7. John, Story (1997): Human Resource & Change Management, (International Cases), Delhi: Efficient Printer.
8. Kandula, S. R. (2001): Human Resource Development, Delhi: Prentice Hall Publication.
9. Maheshwari, B. L & Sinha D. P., (Eds.) (1991): Management of Change Through Human Resources Development; New Delhi: Tata MCG raw Hill pub. Com. Ltd.
10. Maier, Noiman R : Principles of Human Relations.
11. Nagpal, C. S. & Mittal, A. C. (1993) : HRD, New Delhi : Anmol Publications
12. Nayak, A.K., (Ed.) (1996) : HRD Management, New Delhi : Common Wealth Publication
13. Rao,T.V.(Ed.)(2006): Alternative Approaches and Strategies ofHRD, Jaipur: Rawat Publications.
14. Rao, T. V. (1996): Human Resources Development; New Delhi: Sage Publications.
15. Rao, T. V. (1991): Readings in Human Resource Development; Oxford &IBH Publication Co. New Delhi
16. Sheikh,A.M.(1999)HumanResourceDevelopmentandManagement, S.Chand&Co. Delhi.
17. Thomas, L. W & J David, Humger (2002): Strategic Management & Business Policy, Delhi: Pearson Education Asia.

Group 17: Specialization Paper III – Labour Welfare and Labour Economics 3T4

Learner Objectives:

1. To develop an understanding of labour economics and its scope in industry.
2. To learn about recent economic developments and industrial policies.
3. To understand labour problems and its impact on economic development.

Unit- 1: Labour welfare/Development and quality of life

1. **Labour Welfare:** concept, need, goals & objectives, scope, importance and principles of labour welfare. Evolution of Labour Welfare: Indian and Global perspectives, Globalization, LPG and its impact on welfare and working conditions National policy on labour welfare. Changing concept of Labour Welfare in contemporary world. Welfare Measures:- Labour welfare legislation:-concept of canteen, crèche, safety and accident prevention. Co-operatives, Housing, Health care, Family counseling

2. **Machinery of Labour Welfare in India:** Central & State Government machinery. Salient features of The Maharashtra Labour Welfare Fund Act 1953. The Maharashtra Labour Welfare Board, Structure and functions, objectives and programmes. Welfare Officer: provisions, duties, role & responsibilities, functions of welfare/ labour welfare officer in industry. Changing role and challenges before labour welfare officer in emerging industrial environment. 1. Occupational health and safety: concept, nature, scope and types. 2. Health, Hygiene, Accidents and Safety management 1. Workers' Education: History of workers education, concept, goals and organizations. 2. Quality of Work Life: meaning and indicators of QWL, Programmes & Strategies for enriching QWL. 3 Employees engagement: Concept, activities and recent trends in various sectors.

3. Labour Economics: Concept, nature, scope and importance of labour economics for welfare of personnel. Labour force as a part of population; structure, composition and characteristics of labour i.e. demand and supply aspects. **Recent Economic & Industrial Policies and Labour economics:** New economic & industrial Policies; Technological advancement; Rationalization; Modernization; Automation and change in industrial organization; Production sectors; World Trade Organisation and its impact of labour market, job opportunities, employment status, and job security; Concept of employees turnover/ attrition; labour-drain and gain; Outsourcing in India.

4. Employment, Wages & Productivity: Concept and theories of employment and under-employment; dimensions of unemployment and full employment; problems of unemployment; causative factors and remedies. Current Trends in employment market and need for multi-skills and skill upgradation; Concept of wages and its types; economics of wages; theories of wages and methods of wage payment. Concept, factors affecting productivity; measurement tool and techniques of productivity. Wage discrimination and gender diversity.

Industrial Unrest: Concept, nature, factors responsible for labour unrest in India. New dimensions, emerging problems and employees unrest in modern industrial organizations.

Assignments

1. Workshop and Seminar on any one content of syllabus.
2. Field visits
3. Written assignment.

Outcomes

- Developed an understanding of labour economics and its scope in industry.
- Learned about recent economic developments and industrial policies.

- Understood labour problems and its impact on economic development.

Recommended Readings:

1. Bhagoliwal, T. N. (1976) Economics of Labour & Social Welfare, Agra: Sahitya Bhawan.
2. Kumar, H. L. (1990) Labour Problems & Remedies, Delhi: University Book Traders.
3. Mamoria, C. B. & Mamoria S. (1991) Dynamics of Industrial Relations in India, Bombay: Himalaya Publication House.
4. Mathur, D. C. (1992) Personnel Problems & Labour Welfare; New Delhi: Mittal Publications.
5. Mathur, D.C (1993) Personnel Problems and Labour Welfare, New Delhi: Mittal Publications.
6. Mehrotra, S. N (1981 Ed3) Labour Problems in India; New Delhi: S. Chand and Co.
7. Mamoria, C. B. (1966) Labour Problems & Social Welfare in India; Allahabad: Kitab Mahal Publications.
8. Pant, S. C. (1976) Indian Labour Problems; Alahabad : Chaitanya Publication House.
9. Pratap, K. (1992) Rural Labour in India; Problems & Welfare Scheme; New Delhi: Deep & Deep Publications.
10. Saxena, R. C. (1974) Labour Problems and Social Welfare; Meerut: K. Nath and Co.
11. Sharma, A.M. (1994. Ed. 5th) Aspects of Labor Welfare & Social Security; Mumbai : Himalaya Publications.
12. Tyagi, B. P. (1986) Labour Economics and Social Welfare, Meerut: Jai Prakash Nath &Co.

Elective course I

Elective course I (3T5)

Group17: Statistics and Computer Basics in Social Work Research

Learner Objectives:

1. To understand the application of Statistical methods for processing primary data in Social Work Research.
2. To understand the nature, scope and significance of research in Social Work practice
3. To develop competence in conceptualizing, designing and implementing research using quantitative paradigms and techniques
4. To understand basics of Computer applications in Social Work Research
5. To gain knowledge of theory and usage of Information Technology.

1. Basic Statistics: Basic statistical concepts: variables, data, population, sample and parameter/ statistic; simple derivatives (percentage, ratio, proportion).

2. Descriptive Statistical Methods: Descriptive statistics: Measures of central tendency (mean, median, mode); Measures of dispersion (range, mean deviation, standard deviation, coefficient of variation); Measures of correlation.

3. Inferential Statistical Methods: Inferential Statistics: Parametric (test of difference of means of two samples) and Non-Parametric statistical tests (test of association of attributes and Rank correlation coefficient). Tests of significance (chi square, t-test,) Introduction to Statistical Package for Social Sciences (SPSS); graphical (diagrammatic) presentation, Use of Computer in analyses of data.

4. Basic Computer Applications: Components of a computer; Concept of hardware and Software; Uses of Computer: Word processing, data management,; Office Applications: MS Office (MS

word, MS Excel or Spreadsheets, Power Point, MS ACCESS, Word Publishing); Internet Applications and Networking for Social Work; Concept of Database management.

Assignments

Workshop and Seminar on Computer Application

Attendance

Recommended Readings:

1. Alsoton, M & Bowles, W, (2003) Research for Social Workers, Rawat Publications, New Delhi.
2. Burgess, Robert, 2000 Qualitative Research, Sage publication, New Delhi
3. Jawadekar, W.S, 2001. Management Information Systems Tata Mcgraw-Hill Pub. Company Ltd; New Delhi.
4. Mandell, S. C., 1989 Introduction to Computers, CBS Publisher, New Delhi.
5. Mishra, S.K & Binawal, J.C, 1991 Computer in Social Science Research, Har-Anand Publication, New Delhi.
6. Silverman, David, (Ed) 2000 Qualitative Research: Theory, method and practice Sage Publications, New Delhi.
7. Weinberg, D (Ed) 2002 Qualitative Research Methods Blackwell Publication, Australia.
8. Rubin, A. & Babbie, E. 2001 Research Methods for Social Work (4th Ed.). California: Wadsworth.
9. Reid, W.J. & Smith, A.D. 1981 Research in Social Work. New York: Columbia University Press.
10. Bailey, K.D. 1982 Methods of Social Research. New York: The Free Press.
11. Burns, R.B. 2000 Introduction to Research Methods. New Delhi: Sage Publications.
12. Black, J.A. & Champion, D. J. (1976) Methods and Issues in Social Research. New York: John Wiley.
13. Goode, W.J. & Hatt, P.K. (1952) Methods in Social Research. New York: McGraw

Hill Book Company, Inc.

14. Selltitz, C., Wrightsman, L.S. & Cook, S.W. 1976 Research Methods in Social Relations. New York: Holt, Rinehart and Winston.

15. Laldas D.K. 2000 Practice of Social Research: Social Work Perspective. New Delhi: Rawat publications.

16. Blalock Jr., H.M. 1960 Social Statistics. New York: McGraw Hill Book Company, Inc.

17. Siokin, R.M. 1955 Statistics for Social Sciences. New Delhi: Sage Publications.

18. Nicola, B., Richard, K. & Rose Mary, S. 2003 SPSS for Psychologists: A Guide to Data Analysis Using SPSS for Windows, Palgrave Macmillan.

Or

Elective course I (3T5) Group 17: Applications of Social Work Skills

Learner Objectives:

1. To get a comprehensive knowledge of skills used for social work practice;
2. To gain an understanding about practice of social Work skills
3. To acquire skills in the practice of counseling; and
4. To gain an understanding about practice of counseling in different settings

Unit 1. Social Work Skills: Meaning, need and importance of various skills in social work practice, understating about the applicability of skills , knowledge and applicability, type of Skills: Basic skills (e.g. Empathy, rapport establishment, observation skills, information gathering, group formation etc.) Intermediate skills (Interviewing, intervention) Advance and specialized skills (skills needs to be used during conflict and intervention) Presentation skill, Communication skill.

Unit 2 Administrative Skills: Documentation, Networking, Assessment, rapid need assessment , Logical Framework Analysis, programme planning, implementation and development.

Practice skills: PRA, Project formulation, funding proposal development, developing professional skills through Internship and Fellowships.

Unit 3 Counseling Skills: General Counseling, Group Counseling; Family Counseling, Pre-marital & marital counseling; Parent Counselling , Child Counselling & Counselling in School .Counseling to cope with stress, anxiety, depression, suicide and other high risk behaviours, Inter-personal problems.

Unit 4 Management Skills:Leadership, Team Building, Co-ordination, monitoring and Evaluation, Training- Pre induction, Induction, on job, total quality management, decision making, problem solving. conduct meeting, performance appraisal

.

Recommended Readings:

1. Carkhuff, Robert, 1977, Art of Helping.
2. Carkhuff, Robert R., 1969, Helping and Human Relations: A Primer for Lay and Professional Helpers Vol.1 Section & training, Vol.2 practice & research.
3. Chunkapura, Sr.Dr.Joan, 1999, Counseling & Mental health (Mal.) Addiction, AIDSEtc.
4. Fuster, J.M., 1996, Personal Counseling.
5. Rao, Narayana S., Counseling Psychology.
6. Rogers, C.R., 1952, Client Centred Psychotherapy.
7. Shertzer, Bruce & Stone, Shelley C., 1974, Fundamentals in Counseling.
8. Suppes, Mary Ann & Well, Carolyn Cressy, The Social Work Experience.

M.S.W. SEMESTER- IV

S. N.	Title of the Paper	Total Hours	Credits	Total Marks
1	Social policy , planning and development	45	04	100
2	Specialization paper –IV	45	04	100
3	Specialization paper –V	45	04	100
4	Specialization paper –VI	45	04	100
5	Foundation Course –II (Choice/Open Elective) Application in Social work Practice (For Students of Other Subjects) or Elective course – Social entrepreneurship	45	04	100
6	Research project : i) Research project based on Specialization (180 hours; 50 Marks) ii) Class Room Presentations (3 hours, 15 Marks) iii) Internal viva voce (15Marks) iv) External viva voce – Research project (20) Marks)	183	04	100
7	Social Work Practicum (Total: 194 hrs) i)Orientation ,skill labs ,Concurrent Field Work Practicum based on specialization (144 hours; 50Marks) ii) EducationalTour (5 Days/50 hours; 15 Marks) iii) Internalviva voce (15Marks)	194 hours	04	100
	Block Placement (Internship) (One month after the 4 th Semester)			
	Total		28	700
		45 Hours	4	100

Core Paper 1(4T1)

Group 13: Social Policy, Planning & Development

Learner Objectives:

1. To develop an understanding of social policy and models.
2. To Critically understand the sectoral policies in India
3. To understand and identify dimensions of social planning in India,
4. To examine the components and indicators of social development

1. Social Policy: Concept of social policy, Evolution of social policy in India, Values in social policy and planning based on the Constitutional provisions (i.e. the Directive Principles of State Policy and Fundamental Rights), Different models of social policy and their applicability to the Indian situation.

2. Sectoral Social Policies in India: Different sectoral policies and their implementation: - education, health, women, children, youth, Senior Citizen, housing, population and family welfare, environment and ecology, urban and rural development, tribal development, backward classes and poverty alleviation.

3. Social Planning: Concept, Scope and process of social planning, Post Independence history of Social planning in India , The structure & functions of the NITI Aayog.

4. Social Development : Concept, Definition & goals of social development, Elements of Development, Approaches to development, Development indicators, Human Development Index (HDI), Global happiness Index (GHI), Sustainable Development Goals 2030.

Assignments:

- Presentation on Sectoral Social Policies
- Written assignment on given topics
- Group discussion/seminar on Sustainable development goals2030

Outcomes:

1. Developed an understanding of social policy and models.
2. Critically understood the sectoral policies in India
3. Understood and identified dimensions of social planning in India,
4. Examined the components and indicators of social development

Specialization Paper- IV (4T2)

Specialization Group A: Family & Child Studies Group20: - Situation of Women in India

Learners Objectives:

1. To know situation and status of women in India.
2. To understand issues related to development and empowerment of women in India.
3. To take appraisal of women related legislations.
4. To study the women's movements at National and International levels.

1. Situation and status of women in India: Historical review of status of women in Indian society; Status of women in family, religion, Education, health Political, economic and legal status; **Situation of girl child in India:** Sex determination, Sex ratio and mortality; Malnutrition and health; Education; Early marriage and teenage pregnancies.

2. Problems of Women: Physical and psychological problems; Dowry, Domestic violence, divorce, desertion, Rape, sexual abuse, sexual harassment, prostitution and economic problems – employment and self -employment.

3. Women and Law: Rights guaranteed under constitution; Family laws – marriage, divorce, maintenance, adoption; Laws related to offences against women – Sati, Property & Succession; Domestic Violence, Rape, Trafficking, Prenatal Diagnostic Test, Sexual Harassment at work place; Provisions for empowerment, family courts, National and State Women Commissions; Special Cells for women; All women police stations.

4. Women's Movement: International women's movement; Women's movement in India– 19th and early 20th century; Nationalist movement; Post-1975 campaigns, gender equality and empowerment; Governmental efforts for women's development – National and State level women's Policies.

Assignment:

1. Presentation on women empowerment
2. Written assignment on given topics
3. Group discussion/seminar on women development

Outcomes:

1. Understood the situation and status of women in India.
2. Understood issues related to development and empowerment of women in India.
3. Appraised women related legislations.
4. Studied the women's movements at National and International levels.

Recommended Readings :

1. Agnes, Flavia (1999) Law and Gender Inequality – The Politics of Women's Rights in India, New Delhi : Oxford University Press.
2. Agrawal, Namita (2002) Women and Law in India, Women Studies and Development Centre, December, New Century Publication.
3. Desai Murli (1986) Family and Intervention – Some Case Studies, Mumbai : TISS.
4. Djetchich, Galmele (1992) Reflections on the Women's Movement in India – Religion, Ecology, Development, New Delhi : Horizon India Books.
5. Goel, Aruna (2004) Organisation and structure of Women Development and empowerment, New Delhi : Deep and Deep Publication Pvt. Ltd.
6. Kumar, A. (2006) Women and Family Welfare Institute for sustainable Development, Lucknow, New Delhi : Anmol Publications Pvt. Ltd.
7. Laxmi Devi (1996) Women & Family Welfare Institute for sustainable Development : Lucknow, New Delhi : Anmol Publications Pvt. Ltd.
8. Maitreyi, Krishna Raj (1980) Women and Development – The Indian Experience Pune: Shubhada Saraswati Prakashan
9. Naomi Neft & Ann D. Levine (97-98) Where Women Stand – An International Report on the status of women in 140 countries, New York : Random House.
10. Sen, Ilina (1990): A space within the struggle women's participation in people's movement, Kali for women, New Delhi.
11. Seth, Mira (2001) Women and Development The Indian Experience, New Delhi: Sage Publications.
12. Sinha, Niroj (1998) Women and Violence, New Delhi : Vikas Publishing House Pvt. Ltd.
13. Upadhyay, Lalit (2007) Women in Indian Politics, Panchculla : Better Books.

Master of Social Work (MSW) Semester – IV
Specialization Paper -V (4T3)

Specialization Group A: Family & Child Studies

Group 21 - Family and Child Welfare : Development and Management

Learner Objectives:

1. To study the relevance of welfare & development organizations in the context of Family and child welfare.
2. To understand the institutions in the field of family and child welfare.
3. To study the organizational management system.
4. To appraise the training, advocacy, campaigns and networking in the field of Family& Child Welfare.

1. Welfare & Development Organizations: Nature, characteristics and functions of welfare & development organizations in the context of Family and child welfare; Staff structure and staff policies in welfare organizations; The issue of attrition in welfare organizations; Team building in welfare organization.

2. Administration of Welfare Organizations : Administrative set up of Ministry of Women and Child Development at the central, state and district levels; Vision, mission, objectives, functions, systems and procedures at each level; Administration and management of organisations :a. Residential Organisation; Orphanages and other Charitable Homes (Supervision and Control)Act, 1960, b. Community based projects/organizations, c. Non-institutional setups.

3. Organizational Management : Meaning of Co-ordination; Systems of co-ordination; Supervision – objectives, principles and types of supervision; Monitoring – principles and techniques, documentation in monitoring ;Staff evaluation; Staff development– manpower planning, meetings and training, need for training, types of training; training cycle, qualities and skills of trainer, appraisal systems

4. Advocacy, campaigns and networking in family and child welfare : Current initiatives and challenges in campaigns; Strategies for advocacy, planning and use of media and use of technology for advocacy; . networking in the field of family and child welfare. Role of public interest litigation, court judgments, National Human Rights Commission and other concerned commissions.

Assignment:

1. Presentation on welfare & development organizations.
2. Written assignment on given topics
3. Group discussion/seminar on institutions in the field of family and child welfare

Outcomes

1. Studied the relevance of welfare & development organizations.
2. Understood the institutions in the field of family and child welfare.
3. Studied the organizational management system.
4. Appraised the training, advocacy, campaigns and networking in the field of Family& Child Welfare.

Recommended Readings :

1. Arora, S.P. (1980) Office organization and Management, Sahibabad, UP: Vikas Publishing House
2. Charactcetroul (1982) Introduction to Social Welfare Institution, Homeword: The Dorsey Press.
3. D Paul Choudhari (1962) Social Welfare Administration, Delhi : Atma Ram & Sons.
4. Fred Luthans (1977) (IIInd Ed.) : Organisational Behaviour, McGraw, Hill Kogakusha, Ltd.
5. Goal & R. K. Jain (1988) Social Welfare Administration Vol. 2.5, New Delhi: Deep & Deep Publications.
6. John M. Romnyshyn (1971) Social Welfare : Charity to Justice.
7. L. Littlefield, Frank M. Rachel, Donald L. Caruth (1974): Office & Administrative Management (Systems Analysis, Data processing & Office Service, Prentice Hall of India Pvt; Ltd; New Delhi.
8. Max D. Richards & William A. Nielandev (1971): Readings in Management, D. B. Taraporevala Sons & Company Pvt; Ltd; Bombay.
9. N. Y. Lolita Smadha Kohai (1989) Financial Assistanceto Voluntary Organization, New Delhi: National Institute of Publican Cooperation & Child Development.
10. O. P. Dhama & O. P. Bhatnager (1994) Education & Communication for Development, New Delhi : Oxford & IBH Pub. Co Pvt. Ltd.

11. Padaki, Vijay, Vaz, Manjulika (2005) Management Development in Non-Profit organization – A Programme for Governing Boards, New Delhi: Sage Publications.
12. Ray, Reuben (1998) Time Management, Mumbai : Himalaya Publishing House.
13. Rajeshwar Prasad, G.C. Hallen, Kusum Pathak (1975) Conspectus of Indian Society, Satish Book Enterprises, Agra.
14. Romesh Thapar (1978) Change & Conflict in India, New Delhi : Macmillan Co. of India Ltd.
15. Robert Dubin (1970) (3rd edition): Human Relations in Administration, Prentice Hall of India Pvt; Ltd, New Delhi.
16. S. Neelamegham (1973) : Management Development New Perspectives and View Points
17. Kalyani Publishers, Delhi, Ludhiyana, Bhopal.
18. S. Dubey & Kalna Mukse Organisational Designs & Management Methods for Human service Organisations.
19. S. Dubey (1973) Administration of Social Work Programme, New Delhi: Somaiya Pub. Pvt. Ltd.
20. Vohar, Manish (2006) Management training and Development, New Delhi: Anmo Publications Pvt. Ltd

Master of Social Work (MSW) Semester – IV
Specialization Paper -VI (4T4)

Specialization Group A: Family & Child Studies Group 22 - Youth and Elderly in the Family

1. To gain knowledge about the situation of youth in India
2. To get familiar with the youth related issues.
3. To gain knowledge about the situation of elderly in India.
4. To get familiar with the elderly related issues.

1. Situation of Youth: Concept, definition and characteristics of youth; Youth in India—urban, rural, tribal; Role—student, non-student. Situation of youth- Gender, class, religion, caste. Influence of socio-economic and political situation on youths.

2. Needs and Problems of Youth in Family: Socialization, Health, Education, Development, Self-Identity, Employment, Psycho-social needs, Changing Lifestyle, addictions, and changing values in the context of Indian family.

3. Situation of Elderly: Concept, definition and characteristics of elderly; Elderly in India – urban, rural, tribal; Guiding principles of working with elderly, Physical, psychological, sexual, emotional, economic, social and spiritual aspects of elderly, Laws affecting elderly population; Policies and developmental programs for elderly.

4. Needs and Problems of Elderly in Family: Needs and problems of elderly in different family types in India; Issues of neglect, loneliness, abuse, violence and abandonment; Evolution of gerontological social work in India.

Assignment:

1. Presentation on youth and elderly.
2. Written assignment on given topics
3. Group discussion/seminar on needs and problems youth and elderly.

Outcomes:

1. Gained knowledge about the situation of youth in India
2. Got familiar with the youth related issues.
3. Gained knowledge about the situation of elderly in India.
4. Got familiar with the elderly related issues

Recommended Readings (Youth):

1. Agenda Jayaswal (1992) Modernization & Youth in India, Jaipur & New Delhi: Rawat Publications.
2. Ahuja, Ram (1996) Youth & Crime, Jaipur & New Delhi : Rawat Publications.
3. Altbach, Philip G. (1970) The Student Revolution—A Global Analysis, Bombay: Lalvani Publishing House.
4. Anthony, A. D' Souza (1979) Sex Education & Personality development, New Delhi: Usha Publication.
5. Baja, Premed Kumar (1992) Youth Education & Unemployment, New Delhi: Hashish Publishing House
7. Choudhary, D. Paul (1985) Child Welfare & Development, New Delhi, Atma Ram & Sons.
8. Chowdhari, D. Paul (1967) Handbook of social welfare (Fields of social work), New Delhi: Atma Ram & Sons.
9. Eugene Morris, C (1956) Counselling with Young People, New York : Association Press.
10. Erik H. Erikson (1965) The Challenge of Youth, Doubleday and Com. Inc, New York

Recommended Readings (Elderly):

1. Abrahams, E. (1987) Let them all be damned - I'll do as I please, American Heritage, (Sept. Oct.)
2. Achenbaum, W. A. (1978) Old age in a new land: A American experiences since 1790. Baltimore: John Hopkins University Press.
3. Anderson, H. C. (1971) Newton's Geriatric Nursing, 5th Ed. St. Louis: C. V. Mosby Company,
4. Aren, J. (1987) The legal Status of Consent Obtained from families of adult patients 131 to with hold or withdraw treatment JAMA
5. Bennett G. Kingston P. & Penhale B. (1997) The dimensions of elder abuse: Perspectives for Practitioners, London: Macmillan Press.
6. Biswas, Suhas Kumar (1987) Ageing in Contemporary India, New Delhi: Indian Anthropological Society.
7. Handbook of Ageing and the Social Sciences (1985) 2nd Ed. New York: Van Nostrand Reinhold Co.
8. Tulankar, L. S., & Menachery, J. A., (2000) Social Work Intervention with the Ageing in Rural Areas: A Micro Level Study in Rural Vidarbha. In Desai, Murali & Raju, Siva: Gerontological Social Work in India: Some Issues and Perspectives. Delhi: B R Publishing Corporation.
9. Vijaya Kumar, (1991) Family life and socio-economic problems of the aged" Ashish publishing house, New Delhi.
10. Vora, R. and S. Palshikar (1994) Class, Caste and ideology in Maharashtra. In K. L. Sharma (Eds) Caste and Class in India, Rawat Publications, Delhi.
11. Shah, V. P., (1993) The elderly in Gujarat, (Project report), Ahmadabad: University, Department of Sociology.
12. Singh Puran, (1989) Problems of education among scheduled castes. New Delhi: Mittal publications.

Specialization Paper- IV (4T2)
Specialization Group B : Medical & Psychiatric Social Work Group 20- Psychiatric
Information for Social Workers

Learner Objectives:

1. To gain knowledge about the concept of Mental Health as an important attribute of life.
2. To develop an understanding of minor & major psychiatric disorders, their causes, symptoms, diagnosis, manifestations and management.
3. To develop skills to function as psychiatric social workers in child & adult psychiatric setups.
4. Understand the relevance, nature and types of social work interventions in mental health.
5. Develop appropriate skills and attitudes required for the practice of mental health social work.

1. Concepts of Mental Health and Illness : Relationship between social sciences and psychiatry; Understanding normal and abnormal behavior; Definitions and perspectives of mental health; components of mental health. Relationship between psychology and psychiatry, Classification of mental and behavioural disorders. Use of classification and its importance. Etiology of mental and behavioural disorders: socio cultural factors specific to India;

2. Psychiatric Disorders : Causes, Symptoms, Treatment (to be deleted & Management):

A) Major (Psychotic) psychiatric disorders : Schizophrenia and its types; Symptoms, and Treatment of: A) Mood Disorders; B) Minor (Neurotic) Psychiatric disorders : i) Anxiety disorder; ii) Phobias; iii) Obsessive compulsive disorder; iv) Post traumatic stress disorder; C) Somatoform Disorders: i) Conversion disorder; ii) Hypochondriasis;; D) Dissociative disorder; E) Sexual Dysfunction; Gender Identity disorders. 133

3. Personality Disorders: Causes, Symptoms, Treatment & Management: a) Personality of disorders; b) Sleep disorders; c) Psychosomatic disorders; d) Suicide; e) Substance related disorders; f) Eating disorders.

4. Childhood Psychiatric Disorders : Causes, Symptoms, treatment & Management : a) Mental retardation; b) Developmental disorders including Autism; Attention Deficit disorders; c) Behaviour disorders; f) Elimination disorders.

Recommended Readings :

1. Batchelor, Ivor (1969): Text book of Psychiatry for Students and Parishioners.
2. Desai, Arvind (1988): Psychiatric and Modern Life, New Delhi: Sterling Publishers Pvt. Ltd.
3. Faulk, Malcom (1988): Basic Forensic Psychiatry, London: Blackwell Scientific Publications
4. Henderson & Giles pie's Revised edition, London : Oxford University Press
5. Hillard, James Randolph, (1992): Manual of Clinical Emergency Psychiatry, New Delhi: Jaypee Brothers.
6. Coleman, James & Broen, William (1970): Abnormal Psychology and Modern Life. Bombay: D.B. Taraporewala Sons & Co.
7. Gelder, Michael & Gath, et al (1996): Oxford Textbook of Psychiatry, Delhi, Oxford University Press.
8. Kaplan and Saddock, Wippincott, Williams and Wilkins with edition (1998) Synopsis of Psychiatry , New York, Lippricot.
9. Kolbe & Brodie (1982): Modern Clinical Psychiatry, London: W.B. Saunders Co.
10. Lois Meredith French (1948) : Psychiatric Social Work. New York : Commonwealth Fund.
11. Patel, Vikram (2002): Where there is No Psychiatrist, New Delhi: Voluntary Health Association of India.
12. Priest, Robert & Woolfson, Gerald (1986) : Handbook of Psychiatry. Delhi: CBS.
13. Sarason, Irwin & Sarason, (1998): Barbara Abnormal Psychology, New Delhi: Prentice Hall of India Pvt. Ltd. 134
14. Shah, L. P. & Shah, Hema (1988) : A Handbook of Psychiatry, Mumbai : UCB Pvt. Ltd.
15. Slater, Eliot & Roth, Martin (1992): Clinical Psychiatry, New Delhi: All India Traveler Book Seller.

16. Stafford, David, Clark (1964): Psychiatry for Students, London: George Allen & Unwin Ltd.
17. Verma, Ratna (1991) : Psychiatric Social Work in India, New Delhi : Sage Publications.
18. Vyas & Ahuja (1992) : Postgraduate Psychiatry, Delhi: B.I. Publications

Master of Social Work (MSW) Semester – IV
Specialization Paper - V (4T3)
Specialization Group B : Medical & Psychiatric Social Work Group 21 :
Counselling in Medical and Psychiatric Settings

Learner Objectives:

1. To gain knowledge about theory of different approaches in counseling.
2. To acquire skills in counselling practice.
3. To develop counselling competencies for working in various specialized set-ups.
1. **Counselling:** Goals, stages, skills in medical and psychiatric setting, counseling, qualities of effective counselors; factors affecting counseling – gender, age, intelligence, area of residence like (urban/rural) of the counsellee. Clinical sensitivity. Transference and countertransference.
- Theories of Personality and their significance for counseling:** Erikson, Maslow, Freud, Adler.
2. **Treatment of individuals and families in crisis:** a. Marital discords and conflicts, reasons, areas of counseling; b. Domestic violence; c. couple counseling. e. Helplines and crisis intervention, telephonic counseling for suicide prevention. f. Working with the families in case of physical and mental handicap and genetic counseling.
3. **Special areas in counseling in medical field :** a. Counselling in – HIV/AIDS : Pre and Post Test Counselling, adherence counseling; b. Counselling in drug addiction and alcoholism; c. Counselling in medical termination of pregnancy, abortion cases, infertility; d. Counselling in adoption and foster care; e. Health Problems of industrial workers and employee counseling; f. Grief counseling, death counseling, counseling for organ donation;
4. **Psycho therapeutic approaches in the field of health :** a. Rational Emotive therapy; b. Client centered therapy; c. Behaviour therapy; d. Transactional analysis; e. Family therapy. f. Play therapy and child guidance, g. Yoga.

Recommended Readings :

1. Bayne, Rowan Nicolson, Paula Horton, Ian (2000) Counselling & Communication Skills for Medical & Health Practitioners, Hyderabad, University Book Stall.
2. Felham, Colin (1997) What is counseling, London, Sage Publications.
3. Brubaker, Timothy H. (1990): Family relationships in later life, New Delhi : Sage Pub.
4. Fonseca, Mabel : Counselling for Marital Happiness.
5. Hackney, Harold Cormier, L. Sherilyn (1979): Counselling Strategies & Objectives, Edinburg. Churchill Livingstone.
6. Janet, Moursund (1993) : The Process of Counselling, Pub. Place Prentice Hall.
7. Lakshmi, K.S. (2000) Encyclopedia of Guidance & Counselling. Vol. 1 & 4. Delhi, Mittal Publications.
8. Megranahan, Michael (1989) Counselling, Institute of Personnel Management.
9. Miller, David (1987) : Living with AIDS & HIV. London, Macmillan Education Publications.
10. Pandey, V. C. (2004) : Child Counselling & Education. Vol. I, II, Delhi, Isha Books.
11. Patri, Vasanta (2001) : Counseling Psychology, New Delhi, Authors Press.
12. Paul, Gillert (2004) : Counselling for Depression New Delhi: Sage Publications.
13. Rao, D.B. (2000): HIV/AIDS Issues & Challenges Discovery Publishing House Part I, II, III. Pub.
14. Sher, Lorraine (1991): HIV & AIDS in Mothers & Babies, London, Blackwell Scientific Publications.
15. Wicks, Robert J. (1979) : Helping others, Pennsylvania : Chilton Book Company

Master of Social Work (MSW) Semester – IV
Specialization Paper - VI (4T4)
Specialization Group B : Medical & Psychiatric Social Work Group 22 - Mental
Health Policy & Health Care Social Work

Learner Objectives:

1. To become familiar with the Policy and Programmes in mental healthcare.
2. To study about the social work strategies and services.
3. To gain knowledge about intervention models and strategies and health care social work.

1. Mental Health care Services, Policy and Programmes : Mental Health care scenario in India; Community mental health: Primary mental healthcare, community initiatives, and De-institutionalization of psychiatric services; District and National mental health programme; Law and mental health; Innovative approaches to mental health care like SHGs. Social work applications in mental health: Principles and concepts of community organization in mental health, preventive and promotive approaches; role of support groups in psychiatric interventions

2. Psychosocial Interventions: Family Interventions: Psycho-educational and supportive interventions; Social skills training: Activities of daily living and vocational skills training; Therapeutic community; Psychiatric rehabilitation day care and half way homes)

3. Healthcare Social Work practice Social worker as a multidisciplinary healthcare team member: roles, skills and interventions; Domains of social work practice in institutional health services: communication, social assistance, social support strategies, problems of treatment adherence, counseling and rehabilitation, hospice and palliative care. Rights of the patients.

4. Community Health and Social Work : Community Health: Meaning, and philosophy, Community needs assessment, developing mechanisms for people's participation; Health extension and community outreach services; Designing, implementing and monitoring of community health programmes, facilitating inter- sectoral collaboration; Influencing community attitudes and health behaviors, life style issues **Recommended**

Readings:

1. Bentley, K. J. 2001 Social Work Practice in Mental Health: Contemporary Roles, Tasks, and Techniques. Wadsworth Publishing.
2. Callicutt, J. W., & Lecca, P. J. (eds.) 1983 Social Work and Mental Health. New York: The Free Press.
3. Carson R. C., Butcher, J. N. & Mineka, S. 2000 Abnormal Psychology and Modern Life. Singapore: Pearson Education.
4. Dhanda, A. 2000 Legal Order and Mental Disorder. New Delhi: Sage Publications.
5. French, L. M. 1940 Psychiatric Social Work. New York: The Commonwealth Fund.
6. Gelder, M., Mayou, R., & Cowen, P. 2004 Oxford Textbook of Psychiatry 4th Edition.
7. Horwitz, A. V., & Scheid, T. L. (eds.) 1999 A Handbook for the Study of Mental Health: Social Contexts, Theories, and Systems. Cambridge: Cambridge University Press.
8. Mane, P., & Gandeia, K. Y. (eds.) 1993 Mental Health in India: Issues and Concerns. Bombay: Tata Institute of Social Sciences.
9. Mguire, L. 2002 Clinical Social Work: Beyond Generalist Practice with Individuals, Groups and Families. CA: Brooks/Cole.
10. Murthy, R. S. 1992 Mental Health, In A. Mukhopadhyay, (Ed.) State of India's Health (pp. 401 - 4). New Delhi: VHA.
11. Patel, V., & Thara, R. 2002 Meeting the Mental Health Needs of Developing Countries: NGO Innovations in India. New Delhi: Sage Publications.
12. Sadock, B. J., & Sadock, V. A. (eds.) 2005 Comprehensive Textbook of Psychiatry 8th edition. Philadelphia: Lippincott Williams & Wilkins.
13. Gottlieb, B. H. 1983 Social Support Strategies: Guidelines for Mental Health Practice. New Delhi: Sage Publications.

14. Sahni, A. 1999 Mental Health Care in India: Diagnosis, Treatment and Rehabilitation. Bangalore: Indian Society of Health Administrators.
15. Sheppard, M. 1991 Mental Health Work in the Community: Theory and Practice in Social Work and Community Psychiatric Nursing. New York: The Falmer Press.
16. Sutherland, J.D. (ed) 2003 Towards Community Mental Health. London: Routledge.
17. Turner, F. (ed.) 1978 Social Work Treatment: Interlocking Perspectives. New York: The Free Press.
18. World Health Organization 1990: The Introduction of a Mental Health Component into Primary Health Care. Geneva.
19. World Health Organization 2002: The ICD-10 Classification of Mental and Behavioural Disorders. Geneva.
20. World Health Organization 2001 The World Health Report 2001-Mental Health: New Understanding, New Hope. New Delhi: Bookwell.

Specialization Paper IV (4T2)
Specialization Group C: Urban, Rural & Tribal Community Development
Group 20- Strategies and Trends in Urban Community Development

Learner's Objectives:

1. To understand the concept, approaches and strategies of urban community development .
2. To gain knowledge on current issues and Institutions .
3. To develop knowledge about voluntary action for urban development.
4. To enhance skills in training for urban community development

1. Urban Community Development: Concept, Approaches and strategies for urban community development, Barriers in urban community Development.

2: Urban Issues and Agencies: Housing & Affordable Housing, Urban Sanitation and Clean Cities Index, Pollution, Urban Plantation, Urban Transportation, Waste Management and recycling, Role of HUDCO, CIDCO, MHADA, Slum Rehabilitation Agency, Town Planning.

3. Voluntary Action and urban Development: NGOs in urban setting, Umbrella Organizations, Mother Organizations, Nodal Agencies, Contemporary social Action groups, Role of Citizen Forum's, Public Private Partnership Model for Urban Development.

4.Training for Urban community Development: Understanding Training; concept, Objectives, principles, types and process of training ,Skill India initiative ,Entrepreneurship Development Programmes.

Assignments:

1. Paper presentations
2. Written assignments on given topic
3. Workshop on training module preparation.

Outcomes:

1. Understood the concept, approaches and strategies of urban community development .
2. Gained knowledge on current issues and Institutions .
3. Developed knowledge about voluntary action for urban development.
4. Enhanced skills in training for urban community development

. Recommended Readings :

1. Agarwal, Sanjay K. (2008) CSR in India, New Delhi:Sage.
2. Akhtar,Shahid,DelaneyFrancesM.(1976)LowCostRuralHealthCare&HealthManpower Training, Ottawa :
IDRC.BAIF(1998)IntegratedRuralDevelopmentforSustainableLivelihood,Pune:BAIF

Development Research Foundation

3. Briscoe, John & Malik, R. P. S. (Ed.) (2007) Handbook of Water Resources in India - Development, Management and Strategies, New York, New Delhi: OUP & World Bank
5. Datar, Chhaya & Prakash, Aseem (Undated) Women Demand Land and Water, Mumbai : Unit for Women's Studies, Tata Institute of Social Sciences.
6. Datar, Chhaya (Ed) (1998) Nurturing Nature: Women at the Centre of Natural and Social Regeneration, Bombay: Earth care Books.
7. Jutting, Johannes (2005) Health Insurance for the Poor in Developing Countries, Hampshire Ashgate Publishing Ltd.
8. Kapur Mehta, Asha (2006) Chronic Poverty & Development Policy in India, New Delhi: Sage.
9. Mehrotra, Santosh K. K. (2006) Elementary Education in India: The Challenge of Public finance, Private Provision of Household Costs, New Delhi : Sage.
10. Mehta, Usha & Narde A. D. (1965) Health Insurance in India and Abroad University of Michigan : Allied Publishers.
11. Menon, Ajit, et al (2007) Community Based Natural Resource Management - Issues and Cases from South Asia, New Delhi : Sage
12. Paranjape, Suhas, Joy, K. J., et al (1998) Watershed Development - A Source Book, New Delhi : Bharat Gyan Vigyan Samithi.
13. Pillai, G. M. (Ed.) (1999) Challenges of Agriculture in the 21st Century, Pune: Maharashtra Council of Agricultural Education and Research.
14. Rao, Nitya & Rurup, Luise (Eds.) (1997) A Just Right: Women's Ownership of Natural Resources and Livelihood Security, New Delhi : Friedrich Ebert Stiftung.
15. Ravindranath, N. H., Rao, et al (2000) Renewable Energy and Environment - A policy analysis for India , New Delhi: Tata McGraw Hill.
16. Sarin, Madhu et al (1998) Who is Gaining? Who is Losing? Gender and Equity Concerns in Joint Shah Amita (1998) Watershed Development Programme : Emerging Issues for Environment, Ahmedabad: GIDR.
17. WASH Project (1993) Lessons Learned in Water Sanitation and Health: Thirteen Years Experience in Developing Countries, Virginia: WASH.
18. World Bank & Govt. of India (1999) Initiating and Sustaining Water Sector Reforms: A Synthesis, New Delhi: Allied.
19. World Bank (S. Asia Region) & GOI Min. of Urban Areas & Employment, Urban Devt. Sector Unit (1999) Urban Water Supply and Sanitation, New Delhi: Allied Forest Management, New Delhi: Society for Promotion of Wasteland Development.

Master of Social Work (MSW) Semester – IV
Specialization Paper V (4T3)
Specialization Group C: Urban, Rural & Tribal Community Development
Group 21 – Rural Governance : Programmes and Institutions

Learner's Objectives:

1. To understand rural issues and development institutions,.
2. To develop knowledge about community development programmes,
3. To examine rural development and social work intervention,
4. To study some rural development initiatives.

1. Rural Issues and Institutions for Rural Development: Livelihood (Employment, poverty, Food security, financial exclusions, agriculture) , education, health, energy, environment, livestock, cropping pattern, and water resources. Institutions for Rural Development: CAPART, NIRDPR, NABARD, DRDA, KVIC, Rural Co-operatives, ATMA, Panchyati Raj Training Institutions.

2. Rural community Development Programmes: A review of Govt. programs: MGNREGA, Ujjwala Yojana, Direct Benefit Transfer Scheme, CM Fellowship Programme, Sansad Adarsh Gram Yojana, National Social Assistance Programme, National Rural livelihood Programme(NRLP)

3. Rural Development and Social Work Intervention : Social Advocacy, Social Audit, Monitoring and Evaluation, Lobbying, Rapid Need Assessment, Participatory Rural Assessment(PRA) Focus Group Discussion (FGD), Project Development and Writing Funding Proposal, Data Bank.

4. Rural Development Initiatives: Developing and strengthening of community- based organizations; Farmers' organizations, associations and movements. Rural Development Projects- Lok Biradari Prakalp, Sampoorna Bamboo Kendra, MAHAN, Nayi Talim, Hiware Bazar, Ralegaon Siddhi, Patoda Gram Panchayat, Center of Science for Villages.

Assignments:

1. Paper presentations
2. Field visits
3. Written assignments on given topic

Outcomes :

1. Understood rural issues and development institutions.
2. Developed knowledge about community development programmes.
3. Examined rural development and social work intervention.
4. Studied some rural development initiatives.

References:

1. Schouten, T., & Moriaty, P. 2003 Community Water, Community Management. London: ITDG Publishing.

2. Janvary, A., Redan, S. et al, (Eds.) 1995 State, Market and Civil Organisation: New Theories, New Practices and Their Implication for Rural Development. London: Macmillan Publishers.
3. Etienne G. 1995 Rural Change in South Asia. New Delhi: Vikas Publishing House Pvt. Ltd.
4. Harisswhite, B., & Janakrajan, S. 2004 Rural India. Facing the 21st Century. London: Anthem Press
5. Epstein, T.S. Suryanaraya, A.P., & Thimmegowda, T. 1998 Village Voices. Forty Years of Rural Transformation in South India. New Delhi: Sage Publications.
6. Radhakrishna, R., Sharma, A.N. (Ed) 1998 Empowering Rural Labour in India Market, State and Mobilisation. New Delhi : Institute for Human Development.
7. Shiva, V., & Bedi, G. (Eds) 2002 Sustainable Agriculture and Food Security: the Impact of Globalisation. New Delhi: sage Publications
8. Habibullah, W. & Ahuja, M. 2005 Land Reforms in India: Computerization of Land Records Vol. X. New Delhi: Sage Publications.
9. Kumar, S. 2002 Methods for Community Participation: A Complete Guide for Practitioners. New Delhi: Vistaar Publications.
10. Reddy, G.R., & Subrahmanyam, P. 2003 Dynamics of Sustainable Rural Development. New Delhi: Serials Publication.
11. Desai, V. 1998 Rural Development (Vol 1 to 4). Bombay: Himalaya Publishing House.
12. Misra, R. P. 1985 Rural Development (Vol 1 to 5). New Delhi: Concept Publishing Company.
13. Mehta, B.C. 1993 Rural Poverty in India. New Delhi: Concept Publishing Company.
14. Documentaries on Mendha Lekha, Tapasya, Mahan, Search, Lokbiradari

Master of Social Work (MSW) Semester – IV
Specialization Paper- VI (4T4)
Specialization Group C : Urban, Rural & Tribal Community Development
Group 22 - Tribal Development & Governance

Learner Objectives:

1. To understand the concerns of tribal society.
2. To understand the tribal development schemes.
3. To examine administrative structure for tribal development.
4. To gain knowledge about Tribal Institutions and voluntary action.

1. Social & Health Concerns of Tribal Society: Social concerns: Migration, educational Status, Challenges in relation to culture and traditions, Early marriage, Caste, Certificate and its Validity. Health Problems: Malnutrition, Sickle cell disease, Skin diseases, Alcoholism, Women's health, Traditional health practices, Drinking water and health.

2. Economic & Political Concerns: Minor Forest Produce (MFP), employment. Impact of developmental projects, Displacement, Isolation, land alienation; Status of tribal's in the current political system, Naxalite movement and its impact on tribal's.

3. Administrative Structure for Tribal Development: Structure and functions of tribal development Administration at Central, State level-Role & functions, Ministry of Tribal Affairs, Tribal Sub Plan; Integrated Tribal Development Project (ITDP), Modified Area Development Approach and Mini MADA. Scheduled & Tribal Area.

4. Institutions and voluntary action for Tribal Development: National Commission for Scheduled Tribes(NCST), Tribal Research & Training Institute(TRTI)-, Tribal Cooperative Marketing Development Federation of India, Caste verification and validity Committee, Tribal Development Corporation, Mendha (Lekha) experiment,

5. Vanwasi Kalyan Ashram, Adim Jati Sewak Sangh.

Assignments:

1. Paper presentations
2. Field visits
3. Written assignments on given topic

Outcomes

1. Understood the concerns of tribal society.
2. Understood the tribal development schemes.
3. Examined administrative structure for tribal development.
4. Gained knowledge about tribal institutions and voluntary action.

Recommended Readings:

1. Bogaert, M. V. D. et al (1975): Training Tribal Entrepreneurs: an experiment in social change, Social change, 5, (1-2), June, 1975.
2. Bogaert, M. V. D. et al (1973): Tribal Entrepreneurs, ICSSR Research and Abstract Quarterly, July, 1973.
3. Gare, G. M., (1974) : Social Change Among the Tribals of Western Maharashtra.
4. Jain, P. O., Tribal Agrarian Movement: Case Study of the Shil Movement of Rajasthan.
5. Mishra, R. N., Tribal Cultural and Economy. Ritu Publication.
6. Ministry of Tribal Affairs (GOI): Annual Report 2016-2017
7. National Institute of Community Development, Hyderabad, 1974. Perspectives on Tribal Development and Administration : Proceedings of the Workshop held at NICD.
8. National Institute of Community, Integrated Tribal Development, Hyderabad, Proceedings of a seminar held at NICD, May, 1975.
9. Orissa, Tribal and Rural Development Department, Dec., 1975, Bhubaneswar: Seminar on Integrated Tribal Development projects.
10. Pandey, G. (1979): Government's Approach to Tribal's Development: Some Rethinking, Prashasanika, 8 (1), 56-68, 1979.
11. Patel, M. L. (Ed.) (1972): Agro-economic problems of tribal India. Bhopal: Progress Publishers.
12. Problems and prospects of tribal development in Rajasthan. Vanyajati 23(1) 3-12, Jan., 1975.
13. Rao, Ramona D. V. V., Tribal Development New Approaches. New Delhi: Discovery Publishing House.
- Roy, P. K. M. (1980): Struggle against economic exploitation achievements by Mah. State Co.-op. Tribal Development Corporation. 1980.
14. Sachchidananda (1980): Transformation in tribal society, issues, and policies, Journal of Social and Economic Studies, March, 1980.
15. Sharma, B. D. (1977): Administration for tribal Development, Indian Journal of Public Administration, 23 (3), July, 1977
16. Shah, D. V., (1979): Education and social change among Tribal in India
17. Shah, V. P. & Patel, T. (1985): Social Contexts of Tribal Education. New Delhi: Concept Publishing.
18. Sharma, K. S.: Agro-Forest based industries for accelerated growth of tribals, Indian Cooperative Review, Jan., 1975.
19. Shashi, Bairathi, Tribal Culture, Economy and Health. New Delhi: Rawat Publications
20. Singh, Ajit (1984): Tribal Development in India. Delhi: Amar Prakashan.
21. Vidyarthi, L. P. (ed.): Tribal Development and its Administration, New Delhi, Concept, 1981.

Master of Social Work (MSW) Programme Semester – IV
Specialization Group E: Human Resource Management

Group 22: Specialization Paper IV - Labour Legislation 4T2

Learner Objectives:

1. To understand labour legislation & the areas of legislative intervention.
2. To gain knowledge about labour administration and mechanisms.
3. To develop skills to deal with legislative functions.

1. Growth of Labour Legislation in India: Historical perspective; Philosophy underlying labour legislation before and after independence. Review of labour administration in India.
Protective Labour Legislation: The Factories Act 1948, The Apprentices Act 1961, The Contract Labour (Regulation and Abolition) Act 1970; The Mathadi Workers Act 1969; The Mines Act 1952; The Plantation Labour Act 1951; The Bombay Shops and Establishment Act 1948.

2. Employee Welfare, Social Security and Welfare Legislations: Employee Welfare : Concept, Definition, Philosophy, Principles, Scope and Machinery; Role, Duties and Functions of Labour Welfare Officer in Industry: The Workmen's Compensation Act 1923; The Maternity Benefits Act 1961; The E S I Act 1948; The E P F Act 1952; Family Pension Scheme; The Payment of Gratuity Act 1972; The Maharashtra Labour Welfare Fund Act 1953.

3. Industrial Relations Legislation & Wage Legislation: Bombay Industrial Relations Act 1946; Industrial Employment Standing Order Act 1946; Model Standing Order; Trade Union Act 1926; MRTU & PULP Act 1971; The Payment of Wages Act 1936; The Minimum Wages Act 1948; The Payment of Bonus Act 1956.

4. Environment Protection Related Legislation: The Environment Protection Act 1986: Salient features; definition of environment and environment protection; Offences in handling of hazardous substances by companies and its penalties. Air Pollution Act 1987 & Water Pollution Act 1974: Salient features, definition of air pollution, chimney, water pollution, approval of fuels, and emissions; Power and functions of Central and State Pollution Control Boards; Type of offences by companies, procedures, and penalties.

Assignment :

1. Written assignment on given topics.
2. Extension lecture by Practitioner.
3. Classroom seminar and workshop on given topic.

Outcomes :

4. To understand labour legislation & the areas of legislative intervention.
5. Gained knowledge about labour administration and mechanisms.
6. Developed skills to deal with legislative functions.

Recommended Readings :

1. Arora, R. (2000) Labour Laws, Mumbai : Himalaya Publishing House.

2. Balchandani, K. R. (1977) Labour & Industrial Laws, Mumbai : Jeevan Deep Prakashan.
3. Central Board of Workers Education (1976) Labour Legislation, Nagpur :CBWE Publications.
4. Chakrabarti,B.K.(1974) Labour Laws of India, Calcutta: International Law Book Centre.
5. Goswami, V. G. (1986) Labour & Industrial Law, Allahabad : Central Law Agency.
6. Jain, S. P. & Agrawal, Simmi (1997) Industrial & Labour Law, Delhi : Dhanpat Rai& Co.
7. Kumar, H. L. (1996) Employers rights under Labour Laws, Delhi : Universal Law Pub.Co.
8. Malik P. L. (1992) Industrial Law, Lucknow : Eastern Book Company.
9. Mehrotra, S. H. (1981) Labour Problems in India, New Delhi : S. Chand &Company.
10. Mongia, J. N. (1976) Readings in Indian Labour & Social Welfare, Delhi : Atma Ram& Sons.
11. Prakash, Anand et al, (Eds) (1987) Labour Law & Labour Relations : Cases& Materials, Bombay : N. M. Tripathi, Pvt.Ltd.
12. Saharay,H.K.(1987) Industrial & Labour Laws of India, New Delhi: Prentice Hall of India.
13. Saini,DebiS.Ed.(1994)LabourJudiciaryAdjudicationandIndustrialJustice,New Delhi : Oxford & IBH Publishing Co.
14. Saiyed, I. A. (2001) Labour Laws, Mumbai : Himalaya Publishing House.
15. Saxena, R. C. (1974) Labour Problems and Social Welfare, Meerut : K. Nath &Co.
16. Sharma, A. M. (1996) Industrial Jurisprudence and Labour Legislation, Mumbai : Himalaya Publishing House.
17. Shintre, V. P. (1979) Hand Book on Labour Laws : Labour Law Agency,Bombay.
18. Sing and Singal (1966) Labour Problems, Delhi: Ratan PrakashanMandir.
19. Singh, D. etc (2000) Commercial & Labour Laws, Chandigarh: AbhishekPublications.
20. Tietenben, T H: Environment and Natural ResourcesEconomics.
21. Tripathi,P.C.&Gupta,C.B.(1990) IndustrialRelations&LabourLaws,NewDelhi: Sultan Chand &Sons.
22. Trivedi. P R: Pollution Management inIndustries.
23. Trivedi. R K : Hand book on Environmental laws Guidelines Complianceof Standards: Vol 1 &2.
24. Varghese, V. G. (1987) Industrial Jurisprudences, Mumbai: TISS.

Group 23: Specialization Paper V – Human Resource Management

MSW- 4T3

Learner Objectives:

1. To understand the importance of human resources in industry and various applications of strategies of HRM.
2. To gain insights of various policies, practices, importance and relevance of HRM.
3. Develop knowledge and understanding about functions of PM/HRM.

1. Human Resource Management: Definition, objectives, goals, scope, principles; importance of HRM, changing concept of HRM, Human factor in Management, importance of Human Resource in industry, Human Relations Movement, evolution of HRM in India, Functions of HRM: Form and structure of HRM department, changing forms, specific functions and role of HR department in modern industrial organizations.

2. Personnel Policies & Role of Personnel/ HR Manager: Meaning, objectives & contents of personnel policies, principles & essentials of sound personnel policies, developing of personnel policies. Role & importance of personnel policies in managing human resource. Essential qualities, core competencies, role, Functions and importance of Personnel Managers/ H R managers in industrial organizations. Changing role and emerging challenges before HR managers in the context of HRM.

3. Recruitment, Selection, Placement & Induction: Meaning, objectives, types, internal & external sources of recruitment and process of recruitment. Selection process, criteria, steps & methods, importance of systematic and scientific selection procedures, modern practices of recruitment and selection adopted by various organization. Placement - basic principles, criteria & process of placement. Induction -meaning, objectives and importance of induction programme, new approaches.

4. Promotions and Transfer: Meaning, goals, principles, policies, criteria/ parameters, types, essentials & salient features of sound promotion and transfer policies. Demotion, discharge, dismissal and lay-off policy and practices, reasons, terms & conditions. **Wage and Salary Administration:** Various aspects of wage & salary administration, peculiarities and structure of ideal wage & salary policy, concept of dearness allowance, method of computing D A and Consumer Price Index, Fringe benefits and perquisites, Piece-rate and Time-rate wage system, modern criteria & methods of payment of wage and salaries/ pay package. Financial and non-financial Incentives, Incentive schemes and its impact on the employees' performance and the work.

Assignment :

1. Written assignment on given topics.
2. Extension lecture by Practitioner.
3. Classroom seminar and workshop on given topic.

Outcomes :

1. Understood the importance of human resources in industry and various applications of strategies of HRM.
2. Gained insights of various policies, practices, importance and relevance of HRM.
3. Developed knowledge and understanding about functions of PM/HRM.

Readings:

1. Akhilesh, K. B. and Nagaraj, D. R. Edu. (1990) Human Resource Management 2000, New Delhi:
2. Wiley Eastern Ltd.
3. Armstrong, Michael Baron, Angela (2006) Handbook of Strategic HRM, Mumbai: Jaico Publishing House.
4. Aswathappa, K (2001) Human Resource Management, Text & Cases, New Delhi: Tata McGraw-Hill.
5. Bhagoliwel, T. N. (1990) Personnel Management and IR, Agra : Sahitya Bhavan.
6. Batia, S. K. (2006) Human Resource Management, New Delhi : Deep & Deep Publication
7. Botton, Trevor (2001) An Introduction to Human Resource Management, New Delhi : Infinity Books.
8. Cursen Ron (1980) Personnel Management; New York : Hadder and Stoughton.
9. Dale, B.G. et al. (2001) Managing Quality and Human Resources, New Delhi: Infinity Books
10. Flippo, Edwin B. (1971) Principles of Personnel Management Ed. 4, Tokyo : McGraw Hill Publication.
11. Ghosh, Subrathesh (1980) Personnel Management Text & Cases; New Delhi: Oxford and IBH Pub.
12. Gokhale, Shyamkant (1981) Personnel Management & Org. Behavior; Poona: Susheel Prakashan
13. Gupta, R. M. Ed. et al (1976) Personnel Management in India; personnel Management Mumbai : Asia Publication House.
14. Jucius, Michel (1997) Personnel Management; Mumbai : Oxford University Press
15. Kumar, Prem & Ghosh, Asit, K. (Eds.) (1991) Personnel Management and IR, New Delhi : Anmol Publications.
16. Mamoria, C. B. (1994) Personnel Management. Mumbai : Himalaya Pub. House.
17. Monappa, Arun & Saiyadain, Mirza, S. (1999) Personnel Management; New Delhi: Tata McGraw Hill.
18. Moorthy, M. V. (1992) Human Resource Management, Bangalore : R & M Associates.
19. Pattanayak, B. & Verma, Harish C. (1998) : Human Resource Management, New Delhi : Wheeler Publications.
20. Pattanayak, Biswajeet (2002) Human Resource Management, New Delhi : Prentice-Hall of India.
21. Rao, P. Subba (1999) Essentials of Human Resource Management & I. R; Mumbai: Himalaya Pub.
22. Saiyadain, Mirza S. (1988) Human Resource Management; New Delhi : Tata McGraw Hill Publications.
23. Scott, Walter Dill, et al. (1977) Personnel Management. New Delhi : Tata McGraw Hill Publication.
24. Sarma, A. M. (1998) Personnel & Human Resource Management; Mumbai : Himalaya Publication House.
25. Sehgal, Seema (2006) Handbook on Competency Mapping, New Delhi : Sage Publications.
26. Singh, M. K. & Bhattacharya, A. (Eds.) (1990) Personnel Management, New Delhi:

Discovery Publishing House.

28. Tripathi, P.C. (1978) Personnel Management; Theory & Practice; New Delhi: Sultan Chand & Sons.

Group 24 : Specialization Paper VI – Trade Unionism & Industrial Relations 4T4

Learner Objectives:

1. To gain knowledge about trade unionism and industrial relations perspectives.
2. To understand the intervention strategies and role of government.
3. To develop an understanding about the various factors influencing the industrial relations.

1. Concept, Philosophy & History of Trade Unionism: Growth & Development of Trade Unionism in India – Historical Retrospect. Labour Movement in India and abroad: Philosophy & ideology of labour movement, phases, trends and growth of labour movement in India and abroad. **Trade Unionism:** Meaning, types, structure and functions of Trade Unions, Associations, Federations & Confederation; Local, Regional, National and International Level Unions; Growth & Development of Central organization of workers in India, their membership strategies and policies. Union's Role in–Job Security, Wage Determination, Labour Welfare, Workers education, Productivity, and Economic Development; Social Responsibility under taken by Trade Unions. ILO & Indian labour movement: ILO - its structure, functions & role in labour movements and industrial development, future of labour movement

2. Industrial Relations & Workers Participation in Management: Concept of industrial relations; its philosophy, evolution, principles, key elements, scope, nature and importance in industrial development in India. Role of Government, Trade Unions and Employees in developing harmonious relationships in industries; I R and policies related to employers and employees. Workers Participation in management: Meaning, objectives, need, principles, various forms and levels, critical evaluation of WPM/ participative management schemes in India.

3. Industrial Discipline, Disciplinary Action & Enquiry Procedures: Meaning, principles, goals, tools of industrial discipline; Causes of indiscipline; Principles and procedure of disciplinary action; Drafting disciplinary action letters, Show Cause Notices, Charge sheets; domestic enquiry; Principle of natural Justice; Code of discipline and its implementation. Grievance handling procedures and practices in Industries: Meaning, goals, principles, process, methods, model grievance handling procedures.

4. Mechanisms of Industrial Relations : Negotiation and Collective bargaining, productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship – process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations.

Assignment :

1. Written assignment on given topics.
2. Extension lecture by Practitioner.
3. Classroom seminar and workshop on given topic.

Learner Objectives:

1. Gained knowledge about trade unionism and industrial relations perspectives.
2. Understood the intervention strategies and role of government.
3. Developed and understanding about the various factors influencing the industrial relations.

Recommended Readings:

1. Ahuja, K.K. (1988) Industrial relations-Theory & Practice. New Delhi: Kalyani Publications.
2. Ahuja, K.K. (1990): Personnel Management & Industrial Relations. New Delhi: Kalyani Publications.
3. Chand, K. V. (1989) Industrial Relations. New Delhi : Ashish Publishing House.
4. Chatterjee N.N. (1984): Industrial relations in India's developing economy; Allied book Agency.
5. Davar R.S. (1990): Personnel Management and Industrial relations in India; Vikas Publication House Pvt. Ltd. New Delhi.
6. Dhingra O.P. and Chellappa, H.V. Ed. Cases in Industrial relations; Shri. Ram Centre for Industrial Relations.
7. Ghosh, B. (2001) Industrial Relations of Developing Economy; Mumbai : Himalaya Publications.
8. Kautman, B. E. (2006) Industrial relations; New Delhi : International Labour Office.
9. Kale D. G. (1971) : Trade Unions in Maharashtra, Labour Research Cell, Mumbai.
10. Moappa, Arun (1989): Industrial relations; Tata McGraw-Hill publishing Co. Ltd, New Delhi.
11. Marmoria, C.B. (1990) Dynamics of Industrial relations in India; Mumbai: Himalaya Publication House.
12. Parida, S.C. (1990) Management of Conflict in Industrial relations, Delhi: D.P. House, Geeta Colony.
13. Punekar S. D. et al. (1994) : Labour Welfare, Trade Unionism and IR; Ed. 5. Mumbai: Himalaya Publications.
14. Pylee, M.V. & George (1995) Industrial Relations & Personnel Management; New Delhi : Vikas Publications.
15. Ramaswamy, E. A. (1978) Industrial relations in India; Bombay : Macmillan Co.
16. Reddy, R. Ram (1990) Industrial relations in India; New Delhi : Mittal Publications.
17. Shejwalkar P.C. (1994): Personnel Management & Industrial Relations; Malegaonkar S Ameya Prakashan, Pune.
18. Singh, H. (1977) Personnel Management and Industrial Relations; New Delhi: Verma Brothers.
19. Singh, H. and Bhatia (2005): Industrial relations and collective Bargaining : New Delhi : Deep & Deep Publications.
20. Verma, P (1979) Impact of economic development on Industrial relations; Ahmadabad : Academic Book Centre.
21. Yoder, Dale (1975): Personnel Management and Industrial relations. Prentice Hall of India, New Delhi.

Recommended Readings (Trade Unions) :

1. Dayal, Ishwarand (1976) Management Trade Unions; New Delhi: Shri. Ram Centre for IR & HR.

2. Masihi, Edwin J. (1985) Trade Union leadership in India; New Delhi: Ajantha Publications.
 3. McCarthy W. E. Year Trade Unions; Penguin Education.
 4. Srivastava, K. D. (1982) Law relating to trade unions in India, Ed. 2, Lucknow: Eastern Book Co.
 5. Vaed, K. H. (1962) Growth and Practice of Trade Unionism; Delhi: Delhi School of Social Work.
- Verma, Pramod & Mookherjee (1982) Trade Unionism in India, New Delhi: Oxford & IBH Publications.

Master of Social Work (MSW) Semester – IV
Elective Course -II(4T5)
: Disaster Management

OBJECTIVES

1. To develop an understanding of Disasters and Disaster Management
2. To gain knowledge of various disaster management strategies
3. To learn the international and national policies, institutional mechanisms in disaster services
4. To introduce various disasters that have occurred in India and their management
5. To study the role of Social Work practice in Disaster management

UNIT 1 : Disaster: Meaning - Concept of Hazard, Risk, Vulnerability and Disaster –Impact of disasters: Physical, economic, political, psychosocial, ecological, Types and classification of Disasters, Trauma counselling and care of various groups in disaster situations.

UNIT 2: Disaster Management Cycle: Mitigation and prevention, preparedness, , Rescue and Relief, , Response, Recovery, Reconstruction; Disaster

Risk reduction; Impact assessment, Early warning system, Community Based Disaster Management (CBDRM); Advocacy and Networking; Levels of Intervention – Individual, Community and Societal -National Disaster Profile

UNIT 3: Global issues and initiatives - World Conference on Disaster Risk Reduction (2005), Hyogo, Framework for Action (2005-15), Sphere standards –2012, Disaster Management Act 2005; National Disaster Management Policy 2009; Standard Operating Procedures (SOPs); National Disaster Management Framework 2005; Administrative and Institutional structures for disaster management,

UNIT 4: Institutions, Organisations in Disaster Management:

UNFCCC, IPCC, UNDP, UNISDR, SAARC, ADPC, WORLD BANK, UNICEF, NDRF, NDMA, Role of the Central and the State Governments, Local bodies, Community, Media, Non-Governmental Organisations, Educational Institutions, Community Based Organisations, Youth groups, Role of Professional Social Workers in Disaster Management.

REFERENCES :

1. Abarquez I. & Murshed Z. Community Based Disaster Risk management . (2004). Field Practitioner's Handbook, ADPC, Bangkok, Asian Disaster Preparedness Center Bangkok.
2. Anderson M and Woodrow P. (1998). Rising from the Ashes: Development Strategies in Times of Disaster. London: ITDG Publishing, www.itdgpublishing.org.uk.
3. B.K. Khanna. (2005). Disasters: All You Wanted to Know About, Delhi: New India Publishing Agency, Delhi.
4. Blaikie P, Cannon T, Davis I and Wisner B. (2004). At risk: Natural hazards, people's Vulnerability and Disaster. London: Routledge.
5. Maheswari, Sudha Disaster damage estimation models: Data needs vs. ground reality: By Sudha Maheshwari, Rutgers The State University of New Jersey - New Brunswick.
6. Disaster Management Act. (2005). Ministry of Home Affairs, Delhi: Government of India.
7. Hyogo Framework for Action 2005 –2015: building the resilience of nations and communities to disasters <http://www.unisdr.org/we/coordinate/hfa>
8. Kapur, A. (2005). Disasters in India: Studies of Grim Reality, Jaipur: Rawat Publications.
9. Manual on Natural Disaster Management in India. (2001). New Delhi: NCDM.
10. Narayana R.L., Srinivasa Murthy, R., Daz P. (2003). Disaster mental health in India: Monograph. New Delhi: American Red Cross. Indian Red Cross.
11. National Policy on Disaster Management. (2009). New Delhi: NDMA.

12. Singh, R.B. (2009). Natural Hazards and Disaster Management, Jaipur: Rawat Publications.
13. Parasuraman. S., and Unnikrishnan. P.V. (Eds). (1999). India Disasters report: Towards Policy Initiative, New Delhi: Oxford University Press.
14. Sahni, Pardeep et.al. (eds.) 2002. Disaster Mitigation Experiences and reflections, New Delhi: Prentice Hall of India.
15. The Sphere Handbook: Humanitarian Charter and minimum Standards in Humanitarian Response <http://www.sphereproject.org/handbook/>

Or

4T5 SOCIAL ENTREPRENEURSHIP

Learners objectives

1. To develop understanding about social entrepreneurship.
2. To get exposure to the social enterprises.
3. To strengthen the competencies in social entrepreneurship.
4. To enhance skill in social marketing

Introduction to Social Entrepreneurship: Concept, Definition, Importance of social entrepreneurship – Social entrepreneurship Vs business entrepreneurship, social entrepreneurs and social change, qualities and traits of social entrepreneurs. Select case study of Indian Magsasay award winners as social entrepreneurs- Anshu Gupta, Aruna Roy and Rajendra Singh

Social Enterprises: Concept, Definition, Importance of social enterprises – similarities and differences between social enterprises and non-profit organizations, types of social enterprises, Concept of Triple Bottom Line,

Sustainopreneurship – Select case studies of Indian Social Enterprises – SEWA (Ela Bhatt), Amul (Varghese Kurien), BAIF-Pune, Bhagini Nivedita Gamin Vidhyaan Niketan-Jalgaon (Dr.Neelima Mishra)

Dimensions of Social Entrepreneurship: Global & National environment to promote social enterprises and social entrepreneurship. Introduction to the concepts of start-ups, Role of Voluntary Organization in social entrepreneurship , Financial Management of social enterprises, venture capital for social enterprises; Corporate, Community and Government support for social enterprises.

Social Marketing: Concept and scope of social marketing & marketing of social services, Case studies related to social marketing in the field of Health, Education, Environment protection, Non- conventional energy, Water and Human rights.

Assignments

1. Field Visits
2. Written assignments on given topic
3. Workshop/seminar on social entrepreneurship

Outcomes

1. Developed understanding about social entrepreneurship.
2. Exposure to the social enterprises.
3. Strengthened the competencies in social entrepreneurship.
4. Enhanced skill in social marketing

REFERENCES 1. Alex Nicholls, (2006), Social Entrepreneurship: New Models of Sustainable Social Change, New York: Oxford University Press. 2. David Bornstein, (2007). How to Change the World: Social Entrepreneurs and the Power of New Ideas, New York: Oxford University Press. 3. Fred Setteberg, Kary Schulman (1985), Beyond Profit: Complete Guide to Managing the Non Profit Organizations, New York: Harper & Row. 4. Gregory Dees, Jed Emerson, Peter Economy (2002), Enterprising Non Profits – A Toolkit for Social Entrepreneurs, New York: John Wiley and Sons. 5. Peter Drucker (1990), Managing the Non Profits Organizations: Practices and Principles, New York: HarperCollins.

