UNIVERSITY OF PUNE

REVISED SYLLABUS
( w.e.f. 2008-09)

M.S.W.
MASTER OF SOCIAL WORK
PROGRAMME
(Semester III & IV)

Submitted to
( UNIVERSITY OF PUNE )

13th May, 2009
SEMESTER - III.

Core courses:
- Paper 11. G- IX. Community Health, Mental Health and Environmental Hygiene
- Paper 12. G- X. Social Legislation and Legal System in India

Specialization Courses: Three papers
1. Family and Child Welfare:
   - Paper 13. FCW- III. Women’s Issues, Development and Empowerment
   - Paper 15. FCW - V. Youth and Development

2. Medical and Psychiatric Social Work
   - Paper 13. MPSW- III. Psychiatric Information in Child and Adult Psychiatry
   - Paper 14. MPSW- IV. Counselling : Theory and Practice in Medical and Psychiatric settings
   - Paper 15. MPSW - V. Psycho-Social Aspects of Sickness, Care and Rehabilitation

3. Urban and Rural Community Development and Extension.
   - Paper 13. URCD – III. Development Economics
   - Paper 15. URCD – V. Government & Voluntary Agencies for Rural & Urban Development

   - Paper 13. HRM – III. Labour Legislation
   - Paper 15. HRM – V. Trade Unionism and Industrial Relations

5. Tribal Welfare and Environment Development.
   - Paper 15. TWED – V. Environment Policy and Laws

SEMESTER – IV

Core courses:
- Paper 17. G-XII. Administration and Management in Social Work

Specialization Courses: Three papers
1. Family and Child Welfare:
   - Paper 18. FCW- VI . Working with Special Groups
   - Paper 19. FCW- VII. Emerging Trends in the field of Family and Child Welfare
   - Paper 20. FCW VIII . Counselling : Theory and Practice

2. Medical and Psychiatric Social Work
   - Paper 19. MPSW- VII. Health Care Administration & Programming
   - Paper 20. MPSW- VIII. Development Perspective in Medical & Psychiatric Social Work Practice

3. Urban and Rural Community Development and Extension.
   - Paper 18. URCD – VI. Planning and Management of Community Projects.
   - Paper 19. URCD – VII. Development Perspective in Community Development
   - Paper 20. URCD – VIII. Intervention and Management in Disasters

   - Paper 18. HRM – VI. Organizational Behaviour and Social Aspects In Industry

5. Tribal Welfare and Environment Development.
   - Paper 18. TWED – VI. Integrated Tribal Development
   - Paper 19. TWED – VII. Environment Development Programmes
   - Paper. 20 TWED –VIII. Administration of Tribal Welfare Schemes
MSW – PROGRAMME

SEMESTER - III

G - IX

Community Health, Mental Health and Environmental Hygiene

Learner Objectives :
1. To orient the students to the concepts of Health, Mental Health & Disease
2. To provide information about different diseases their symptoms causes, diagnosis, treatment management and prevention.
3. To equip students for their role as health educators, enablers and counsellors while dealing with health problems at individual as well as community level at various levels of prevention.
4. To help students understand the relationship between Health & Development

1. Concept of Health
   1. Concept of health, standard of health, individual and community health, factors affecting health
   2. Concept of disease, classification of diseases, concept of iceberg of disease
   3. Disease elimination, disease control and disease eradication
   4. Implications of ill health on individual, family and community.

2. Communicable Diseases: Public Health Concern - Causes, Symptoms, Treatment, Prevention
   1. Tuberculosis
   2. Leprosy
   3. Typhoid
   4. Malaria
   5. Rabies
   6. Sexually Transmitted Diseases
   7. Hepatitis
   8. HIV/AIDS
   9. Chicken Guneya
   10. Dengue

3. Reproductive and Child Health

4. Diseases of Childhood’
   A: Communicable diseases
   1. Measles
   2. Mumps
   3. Polio
   4. Chicken Pox
   5. Rubella
   6. Tetanus
   7. Whooping cough
   8. Diphtheria

   B: Acute Respiratory Infections
   1. Worm infestation
   2. Acute diarrhoeal diseases

   C: Malnutrition
   Definition and concept of nutrition, social aspects of nutrition, diseases and conditions related to malnutrition, vitamin deficiency, Anemia, Protein energy malnutrition, Iodine deficiency

5. Public Health - History of public health in India, Public Health Programmes in India, Health policy and administration.

6. Health and Community Action :
   1. Administration of public health programmes at Central, State and Local Levels
   2. Mental Health Programmes

7. Functions of Social Worker in Community Health Programme
   1. Health Education
   2. Individual’s and community’s attitude towards health and disease

8. Preventive Medicine: Concept and Importance of Preventive Medicine, Various Approaches to Prevention

9. Modes of Intervention – Primary, secondary, Tertiary Prevention
10. Water and Environmental Sanitation as Concern of Public Health
11. Family Welfare Programme in India
Bibliography:

Recommended Reading:
3. Park, K. :Textbook of Preventive & Social Medicine, Jabalpur : Banarisi Das Bhanot Publishers

General References:
12. Health, Mayer
26. TISS & UNICEF (1990) Beginning of Life & Basis of Inheritance, Bombay, Tata Institute of social service
27. Tiwari, Saket, Prof. Rathod, Chotelal, Health Education, New Delhi : APH Publishing Corporation
29. Werne,David (1994) : Where There Is No Doctor, New Delhi ,VHAI.
31. Willis Richard,Your Health in Your Hands.
34. विद्यार्थी, प्रमः लता 1989 साहित्यिक अंतर्गत, नाम: प्रमः लता
G-X

Social Legislation and Legal System in India

Learner Objectives:

1. Develop understanding about basic concepts related to social justice, social legislation, fundamental rights and human rights.
2. Develop an understanding about the structure and functions of various agencies in the justice system.
3. Get a broad and critical understanding about various social legislations related to children, women, workers, citizens, marginalized and disabled groups.
4. Develop critical insights about legal aid provisions for poor and marginalized.
5. Understand relevance of laws and legal systems in social work practice.

1. Social Justice, Social Legislation and Social Workers
   i. Understanding concepts of law, social justice and social legislation. Tracing their meaning in historical context.
   ii. Legislation as an instrument of social justice and control.

2. The Constitution of India: preamble and fundamental rights
   i. Classification of law: substantive law, procedural law, civil and criminal law.
   ii. Relevance of law and legal systems to social work practice, partnership & interface between social workers and legal system.

3. Law for the Protection of Human Rights
   i. Meaning of human rights.
   iv. Structure, functions and powers of National and State Human Rights Commissions.

4. Social legislations: Major (broad) Provisions (including latest amendments), Context & Critique
   ii. Laws Related to Family: Personal laws and the Civil law related to Marriage, Divorce and Maintenance & Succession; Law against Domestic Violence; Law of Family Court.
   iii. Laws Related to Women: Prevention of immoral traffic, Dowry prohibition, Rape, Medical termination of pregnancy, Maternity benefits, Prohibition against Prenatal diagnostic tests (for sex determination).
   iv. Laws Related to Scheduled Castes and Scheduled Tribes: Protection of Civil Rights; Law against Atrocities.

The Legal System and Social Workers

5. Deterrent and Reformatory Law
   i. Major provisions in Indian Penal Code related to family violence, murder, suicide, rape.
   ii. Probation of Offenders.
   iii. Meaning of Counseling and non-cognizable offences and conditions and procedures for bail.

6. Justice System
   i. Agencies of the justice system: police, judiciary, correctional systems, their structure and functions.
   ii. Structure and jurisdiction of courts: district and sessions courts, high court, Supreme Court.
   iii. Distinction between civil and criminal courts.
   iv. Consumer courts.
   v. Special courts/tribunals – accident, corruption.
7. Legal aid for poor and disempowered
   i. Concept, legal provisions and programmes for legal aid
   ii. Lok Adalat
   iii. Judicial activism and Public Interest Litigation (PIL): problems related to legal aid programme and PIL

Bibliography

Recommended Readings:
2. Ahuja, Ram: Criminology, Jaipur: Rawat Publications.

(Apart from given references, students should understand key definitions and major current provisions from the latest amended Bare Acts of the laws covered by the course and read newspaper features and news articles about the given laws and High Court/Supreme Court judgments. Regular Periodical to be referred to: - Legal News & Views, Social Action Trust, New Delhi.)
General References:

FAMILY AND CHILD WELFARE

FCW III
Women’s Issues, Development and Empowerment

Learner Objectives:
1. Understand issues related to development and empowerment of women in India
2. Understand the efforts at the International, National state and local levels for development and empowerment of Indian women.
3. Develop understanding and contribution of women’s movements in development and empowerment of women.

1. Situation and status of women in India
   - Historical review of status of women in Indian society.
   - Status of women in family and religion.
   - Educational and health status of women.
   - Political, economic and legal status
   - Regional (State, Rural, Urban, Tribal) religion, caste, class variations in women’s status in India.

2. Situation of girl child in India.
   - Sex determination, feticide and infanticide
   - Sex ratio and mortality
   - Malnutrition and health
   - Education
   - Early marriage, teenage pregnancies

3. Problems of women
   - Physical and mental health problems.
   - Dowry Domestic violence, divorce, desertation.
   - Rape, sexual abuse, sexual harassment, prostitution.

4. 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, and Sexual Harassment at work place.
   - Provisions for empowerment, family courts, Mahila Adalat, National and State Commission, Special Cell, All women police stations.

5. Women Movements
   - International women's movements.
   - Women's movements in India – in 19th and early 20th century
   - Nationalist movement
   - Post-1975 campaigns, gender equality and empowerment
   - Women's issues in the non-Brahminical (Phule & Ambedkar) movements
6. **Initiatives for women development and empowerment**

   i) International initiatives and its impact in India

   ii) Government efforts for women's development
   - Review of Five-Year Plans
   - Women's Policy – National and State level.
   - CEDAW
   - Perspective Plan for women development
   - Special component plan for women
   - Programmes and schemes through GO-NGO partnership

   iii) Non-governmental initiatives for development of women
   - Economic development
   - Integrated development
   - Grass root women's organization
   - Training, research and documentation, networks

**Bibliography:**

**Recommended Reading:**
9. Sen, Illina (1990): A space within the struggle women’s participation in people’s movement, Kali for women, New Delhi :

**General References:**
5. Herman & Julia R. Schewendinger (1983) Rare and Inequality, California : Sage Publication
Learner Objectives:

1) Understand the ideological base of quality of life and needs of family in the context of family life cycle.

2) Understand the concept sexual health and develop insight into the human sexuality and sexual behaviour.

3) Understand characteristics and determinants of population growth.

4) Examine population and other related policies and initiatives by government and NGOs.

5) Develop skills to participate in programmes and activities related to the three areas, population, sexuality and life skill education.

1. **Family Life Education** – Concept, philosophy, goals and significance of FLE in the context of quality of life. Value education as a 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, special focus on adolescent life skill training

3. **Human Sexuality** – Concept of sexual health, sexually transmitted diseases, HIV-AIDS, causes and implications to individuals and families. Significance and objectives and content of sexuality education for various age groups and target groups. Review of Government and NGO initiatives in sexuality education

4. **Population Studies & Population Policy**:
   i) **Demography and demographic characteristics**, concept of population, determinants of growth, global perspective of population, characteristics of Indian population
   
   ii) **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 various age groups, review of government and NGO initiatives.

5. **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.
**Bibliography:**

**Recommended Readings:**
2. Bhatlavande, Prakash, Gangakhedkar, Raman (1999) *On the Horizon to Adulthood*, Published by Unicef

**General References:**
14. Keister, Mary (1967) *Child Care*, Published by FAO of UN
Learned Objectives:

1) Understand the situation of youth in India and the contributing factors influence of socio-economic & political situation on them
2) Understand the needs and problems of youth in India
3) Understand the political and social youth movements in India
4) Understand youth related policies
5) Understand the international, national Government and NGO initiatives for youth development.

1. Situational Analysis of youth
   a. Concept, definition and characteristics of youth.
   b. Youth in India – Location – urban, rural, tribal, Role – student – non-student, gender, class, religion, caste, analysis of situation of youth.
   c. Influence of socio-economic and political situation on youth

   d. Problems of youth: unemployment, changing lifestyle, addictions (alcoholism, drug addition, smoking, gutka, gambling), violence and crime, Sexuality – high risk behaviour, sexual exploitation and experiences, sexual preferences and variances.

3. Youth movements in India – Political, social movements.


5. International and National initiatives for Youth: Role of UN, Youth Exchange Programmes, Ministry of HRD, Nehru Yuva Kendra, Directorate of Sports and Youth Welfare, Student Welfare Centres at university and college levels, NSS, NCC, Employment Bureaus, Economic Development Corporations, Distance Education.

6. Other Initiatives for youth development

   Youth hostels, YMCA, YWCA, NGO efforts – sensitization and motivation of youth for change, youth leadership, CBOs and youth

Bibliography:

Recommended Readings:

10. For Youth in India (1981) (Schemes of the Central & State Govts. Data Centre, Vishwa Yuva Kendra)

General References :
3. For Youth Development reading material, (89-90) Hyderabad : NIRD.
8. Reading Material on ICSR Regional seminar for Gujarati & Maharashtrian on ‘Problem of Indian Youth’, Oct 28,29 1977
10. बिचऱे, शिक्षण (16 डिसेम्बर 97) आजची युवावस्था ही महासागरी वर्षी – सकाळ
11. छु. छु. गंगा समाज विज्ञान मंडळ : भारतीय समाज विज्ञान कोष, खंड 4 था
12. इनामदार, अलका (1984) मातृभूतिवाद एस. पू. सी. डी. कॉलेज, पुणे : विश्वविद्यालय प्रकाशन
13. कांग्रेस, ए. व. श्री. मती विद्यापीठ, गार्गोपौर, कोलाहौपर : ग्लाइन युवक मंडळ
14. प्रदीप कुमार : श्रेष्ठ नेराची, पुणे : शिक्षण प्रकाशन.
15. पिणी पुरस्कार, महाराष्ट्र सरकार, सिद्धार्थ नगर संचालन, पुणे : शासकीय कोटो डिप्टी प्रेस
16. लोकसंघशील शिक्षण व अंतर कीवण शिक्षण (यवन साहित्य) कुंभकर रोमनी असोसिएशन ऑफ इंडिया, पुणे
17. आलम 1942 (Nahru things a Challenge) याचा आनुवाद : कोलाहौपर : महाराष्ट्र युवक
18. मैत्रिया पत्रिकेत 1980– युवक व सामाजिक जागरूक.
19. महिलादेशी एकाविभागे शतकाचे श्रेष्ठ मोहिमेंताच जाहीरनामा – स्त्रीआहार कंदे व कांतीकारी महिला संघटन.
20. जिज्ञास उपवाग कंदे, पुणे विविध योजनांमध्ये सकृत माहिती दे बैठकांत संगठनकर.
21. फालके, स. ना. असा असावा युवक खोजून, लोकशिक्षण संस्कार माला.
MEDICAL & PSYCHIATRIC SOCIAL WORK
MPSW III
Psychiatric Information in Child and Adult Psychiatry

Learner Objectives:

1. To equip students with concept of Mental Health
2. To develop an understanding of minor & major psychiatric disorders, their causes, symptoms, diagnosis, treatment/management.
3. To equip the students for their role as psychiatric social workers in child & adult psychiatric set – ups.

1. Definition and scope of Psychiatry
   Relationship between 1. Psychology and Psychiatry
   2. Social Sciences and Psychiatry.

2. Determinants of Personality
   Understanding normal and abnormal behaviour

3. The Psychiatric Interview
   History and Mental Status examination, Team Assessment in Psychiatry

4. Causes, Symptoms, Investigations, Treatment and Management of -
   i) Major (Psychotic) Psychiatric disorders:
      Schizophrenia and its types
      Other psychotic disorders
   ii) Mood Disorders
   iii) Minor (Neurotic) Psychiatric disorders
      a) Anxiety disorder
      b) Panic disorder
      c) Phobias
      d) Obsessive compulsive disorder
      e) Post traumatic stress disorder
      f) Generalized Anxiety disorder
   iv) Somatoform Disorders
      a) Somatization disorder
      b) Conversion disorder
      c) Hypochondriasis
      d) Panic disorder
   v) Dissociative disorder
   vi) Normal Sexuality
      Types of sexual behaviours
      Sexual Dysfunction
      Gender Identity disorders

5. Causes, Symptoms, investigations, treatment and management of -
   a) Personality of disorders
   b) Sleep disorders
   c) Psychosomatic disorders
   d) Suicide
   e) Substance related disorders
   f) Eating disorders

6. Causes, Symptoms, investigations, treatment and management of Childhood Psychiatric disorders
   a) Mental retardation
   b) Learning disorders
   c) Developmental disorders including Autism
   d) Attention Deficit disorders
   e) Behaviour disorders
   f) Elimination disorders
7. Treatment Methods in Psychiatry
   a) Pharmacological treatment
   b) ECT
   c) Psychotherapy short term, long term
   d) Behaviour modification
   e) Bio-feed back

8. Use of classification and its importance.

Bibliography:

Recommended Readings:
6. Patel, Vikram 2002, Where there is No Psychiatrist, New Delhi : Voluntary Health Association of India
7. Robert Priest and Gerald Woolfson (1986) Handbook of Psychiatry, Delhi, CBS.
10. Slater, Eliot and Roth, Martin (1992) Clinical Psychiatry, New Delhi : All India Traveller Book Seller
13. राजहस ए मानसी पाटीलए अनंत सुर्द. (2004) सुरील आपसी मालिकांचे मानस शास्त्र, पुंजे : उमेश प्रकाशन
14. रानरे मालवीय बाई 1980 मनोरूपण कथा आणि यथा, पुंजे : गो. य. रणें प्रकाशन
15. वनारसे ज्ञानमंत्र 1979 मनोविकृती शास्त्र प्रवेश, पुंजे : Vishvakarma Sahityalaya for Maharashtra Vidyapeeth Granthanirmiti Mandal.

General References:
7. Vyas and Ahuja (1992) Postgraduate Psychiatry, Delhi, B.I. publication
MPSW- IV
Counselling : Theory and Practice in Medical and Psychiatric settings

Learner Objectives :

1. To equip students with theory of different approaches in counselling
2. To equip students with skills in counselling practice.
3. To develop counselling competencies in students for working in various specialised set-ups.

PART I
1. Theories of Personality and their significance for counseling, Erikson, Maslow, Freud, Adler
2. Counselling : Goals, stages, skills in counseling, qualities in counsellors
3. Family Casework, Family disharmony, conflicts
4. Individual and group therapy
5. Treatment of individuals and families in crisis
   a. Marital discord, reasons, areas of counseling
   b. Domestic violence
   c. Pre-marital counseling

PART II
6. Special areas in counseling
   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
   g. Working with the families in case of physical and mental handicap and genetic counseling
   h. Counselling in the school set up
   i. Counselling in palliative care
   j. Helplines and crisis intervention, telephonic counseling for suicide prevention
7. Psychotherapeutic and psycho analytic 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
8. Stress and burn out
Bibliography:

Recommended Readings:


General References:


2. Fonseca, Mabel Year Counselling for Marital Happiness.


Learner Objectives:

1. To help students understand the psychological implications of physical/mental illness and disability on the patient and his family.
2. To help students understand the disturbances in social functioning due to physical, mental ill health and disability conditions.
3. To equip students to deal with the psycho-social aspects using appropriate counseling for treatment compliance, care and rehabilitation.

1. Significant Information for Understanding the patient
   a) Role and functions of the MPSW during the illness period: Diagnostic, Accepting the illness phase and the Termination phase.
   b) Significance of cultural and religious values in sickness and help seeking behaviour.
   c) Health and attitudes and role of MPSW in formation of appropriate attitudes towards health among people.

2. Psycho-social Aspects of Communicable Diseases
   a) Tuberculosis
   b) Leprosy
   c) Sexually Transmitted diseases including HIV/AIDS.

3. Psycho-social Aspects of Childhood Diseases
   a) Diphtheria
   b) Pertussis
   c) Tetanus
   d) Measles
   e) Mumps
   f) Rubella
   g) Polio
   h) Chickenpox
   i) Diarrhoea
   j) Respiratory tract infections.

4. Psycho-social Aspects of Physically Handicapped
   a) Sensory
   b) Orthopaedic


6. Psycho-social Aspects of Non-communicable disorders/conditions –
   a) Hypertension
   b) Stroke
   c) Diabetes
   d) Coronary/Heart conditions
   e) Epilepsy
   f) Burns

7. Psycho-social Aspects of Minor and Major surgeries.

8. Psycho-social Aspects of Major and Minor Psychiatric Disorders
   1. Schizophrenia
   2. Bipolar Affective Disorders
   3. Anxiety
   4. Depression
   5. Obsessive Compulsive Neurosis
   6. Suicide/attempted suicide
   7. Phobias
   8. Dementia including Alzheimer’s
9. Psycho-social Aspects of Childhood Psychiatric Disorders –
   a) Mental Retardation
   b) Behaviour Disorders – Enuresis Encopresis Temper Tantrums
   c) Learning Disorders – Reading & Writing disorders
   d) Developmental Disorder – Autism

10. Modern Concept of Rehabilitation – Review of situation in India.

Bibliography:

Recommended Readings:

2. Attitude and Reality Rehabilitation Coordination India, New Delhi, Bombay : Tata McGraw Hill.
3. Baba Amte and his work (1990) A Journey from Sympathy to Empathy, Bombay : Study by MPSW Dept. of TISS.
50. Reehisinghni, Aruna (1977) Handbook of Baby and Child Care, Bombay : Jaico Publication House
58. The Community Health Worker, New Delhi : WHO Publication
60. VHA(2001) Where Women Have no Doctor, New Delhi VHA
64. Werene, David (1954) Where there is No Doctor, New Delhi : VHA
66. Khandekun, A.V. & V. (1977) गर्भाशय अवस्था रुकेपरेकरातील, मुंबई : विज्ञानिकी प्रकाशन
67. फोर्ट, औषध (1990) अस्तित्व व वनस्पति शोधकर्तार, मुंबई : विज्ञानिकी प्रकाशन
68. गोष्टी, ज्ञानी (1954) गर्भाशय बिरुद्धी, मुंबई : विज्ञानिकी प्रकाशन
69. विज्ञान, अ (1956) लाभाशय अवस्था रुकेपरेकरातील, मुंबई : विज्ञानिकी प्रकाशन
70. तांत्रिक मानवी पारंपरिक अनुष्ठान, पुरातात्त्विक, 2004, ग्रंथकार तांत्रिक मानवी पारंपरिक अनुष्ठान, मुंबई : विज्ञानिकी प्रकाशन

General Reference:
2. Bhatia, M.S. Year : Psychiatry in India
9. Dube, Uday Shankar and Sachdev (1978) : Problem Children in India, Delhi : Atma Ram and Sons
13. Health Action, Special Issue on Mother and Child Care, New Delhi : Pub. Name
26. Sanjay Oak Year : Childhood Cancer, Jaspac Publication
32. Sumaraj, Leena (1991) Women and Medical Care, New Delhi : Ashish Publication House
33. Vakil, Rustom (1964) : The Heart in Health and Disease, University of Bombay

General Reference:
URBAN AND RURAL COMMUNITY DEVELOPMENT
URCD- III
Development Economics

Learner Objectives :
1. Understand different theories of development
2. Understand economics of Urban and Rural areas from a Human Development perspective
3. Understand Urban and Rural economic problems in the context of globalisation
4. Understand the relevance and problems of cooperatives in the current context.

1) Rural & Urban Economy in the context of- land, labour, capital, technology and organization.

2) Concept and meaning of Development – Basic Elements and Dimensions with Urban and Rural Focus.
   1. Theories of Development
   2. Evolutionary Theory
   3. Modernization Theory
   4. Dependency Theory
   5. Gandhian Model of Rural Development
   6. Human Capital Model of Development

3) Economic Development in the Rural Context
   1. Agrarian Economy – importance, problems
   4. Green revolution, white revolution
   5. Agrarian Policies – Rural Credit Policy, Agricultural Price Policy
   6. Subsistence to commercialization of Agriculture.
   7. Other sectors of rural employment: forestry, fisheries, rural industries
   9. Farmers’ organizations, associations and movements

4). Economic Development in Urban Context
   1. Industrialization and Employment generation
   2. Different service sectors
   3. Infrastructure facilities – Road, Energy, Finance
   4. MIDC – kind of industries and its present situation, economic logic behind it.
   5. Development cities – its production, distribution and present shift
   6. Economics of local Government – in Revenue and tax collection and distribution for development

4) Human Development
   1. Measurement of Human Development
   2. Economic Development and Social opportunities
   3. Economic inequality & poverty
   4. Diversities and social exclusion.

5) Cooperation – Meaning, objective, principles
   - Types of cooperatives – Area wise, sector wise
   - Role of cooperatives in empowering the poor and marginalized.
   - Contemporary challenges facing cooperatives
Bibliography

Recommended Readings:
2. Dutta, Rudar Sundaram, K.P.M. 1985 Indian Economy, New Delhi : S. Chand & Company

General Reference:
1. Ahuja, Indian Economy,
11. Mathur, B.S. Cooperation in India, Agra : Sahitya Bhavan
Development Communication for Social Workers

Learner Objectives:
1. Understand the concept and fundamentals of development communication.
2. To gain insight into various experiments in the context of approaches in development communication.
3. Facilitate a critical understanding of mass media in development field.
4. Develop abilities in using innovative and participatory communication media for development.

1. Introduction to Communication
   - Need of communication in development
   - Types of communication in the development field.
   - Problems in Communication: Communicator related, receiver related, media related, environment related.

2. Development Communication
   - Concept and scope of development communication.
   - Theories of development communication, changes in approaches to development and its impact on development communication strategies.
   - Use of conscientisation theory in development communication (Saul Alinksy and Paulo Freire)
   - Behaviour Change Communication (BCC) & Information, Education and Communication (IEC)

3. Communication Planning
   - Meaning and scope of communication planning
   - Role of communication planner
   - Training for effective communication of development functionaries.

4. Review of Experiments in Development Communication: Participatory approach in development communication: Fogo Island; SITE, Kheda Community; SEWA; CRHP Jamkhed; Rural Radio Forum; Chipko Andolan; Mahila Dakia: Rajasthan; Bal Sevak: IHMP, Project Chatera, CENDIT

Development Communication in Practice

5. Skill Development for Effective Development Communication.
   (i) Visual media
   1. Types – Tables, charts, graphs, posters, still photographs, flip charts, OHP transparencies, slides, bulletin board/flannel graph.
   2. Steps in developing visual media: Need assessment, brain storming, developing idea, content treatment, pre-testing, production of visual aids, use of visual aids in development field.

   (ii) Audio Visual Media
   a. Street theatre:
      - What it is; its goals
      - Script writing (subject, context, story-line, characters, dialogue, language, scenes, climax, outcome (discussion), presentation of play, evaluation and impact assessment, people’s participation in street theatre
- Preparation and Process – rehearsal, presentation, follow up

b. **Audio visual, film clips/Video Films**:
   Writing script for films – idea, brainstorming, research, formatting content treatment, story board, shot breakdown, production planning budget, planning script writing, filming, using video films in the field.

c. **Folk media**:
   - Puppets: Preparing simple puppets, script writing, rehearsal, presentation and follow up.
   - Songs: bhajan, kirtan, social songs and other traditional song forms

d. **Electronic media**
   - Use of Internet in development: uploading & downloading information using search engines, to compile information
   - Open communication forum using web technology, e-bulletins, blogs, and newsletter groups
   - Mass correspondence/petitions for policy and program advocacy campaigns

6. **Communication skills for development workers**
   a) **Writing Skills**: News release, feature writing, reports, case studies, stories, letters to the editor
   b) **Verbal Skill**: Presentation Skills and Public speaking
   c) **Planning campaigns** for development issues
   d) **Interfacing with mass media** (Film, TV, Press, Radio conferences/interviews) and media advocacy
   e) **Extension education strategies**: approaches, methods & types

**Note**: Topics 5 & 6 need to be developed by giving practical assignments to the students either through workshops or through field assignments.

**Bibliography:**

**Recommended Readings**:


**General References**:

38. Sraomni, Jacob J. Year Understanding Communication Media, Bangalore: Asian Trading Corporation.
42. Web – aces.uiuc.agamds : Agricultural Communications Documentation
45. खेते के, अजस्रली (1997) : देशभरी, पुस्ते : नैलकंठ प्रकाशन
46. सराफ़ महेन, व्यावसायिक संदर्भ, सासुपुर : विद्यापीठ प्रकाशन
47. नीलम (2006) कथा संलग्नकारी, पुस्ते : डायमंड प्रकाशन
Government & Voluntary Agencies for Rural, Urban & Tribal Development

Learner Objectives:
1. Understand Government efforts for tribal, urban and rural community development.
2. Understand voluntary efforts and their approaches for urban, rural and tribal development.
3. Develop perspectives for critical understanding of Government and Voluntary efforts in different sectors for community development.

Government Efforts
1. A Brief overview of the Issues in urban and rural development.
   a. Pioneer experiments in rural reconstruction.
   b. Pre-launching pilot projects (Firka, Nilokheri and Etawah).
   c. Official community development programme – its phases of development.
4. Government Programmes for Rural, Urban and Tribal Development: Past & Present:
   - Integrated Rural Development Programme, Development of Women & Children in Rural Areas, Training of Rural Youth for Self Employment.
   - Rural Drinking Water and Sanitation Programme.
   - Wasteland Development Programme and Watershed Development Programme.
   - Urban Community Development Programme under Municipal Corporation.
   - Jawaharlal Nehru Urban Renewal Mission, Suvarna Jayanti Shahari Rojgar Yojana.
   - Integrated Tribal Development Programme.
7. Political Processes and Leadership development in urban, rural and tribal areas.

Voluntary Efforts
8. Role of Voluntary Agencies in Rural, Urban and Tribal Development.
9. Special Voluntary Programmes in Development: State and National level.
   B. Health and sanitation.
   C. Education and Social Development.
   D. Employment.
   E. Housing.
Recommended Reading:
6. Ministry of Rural Development (Undated) Swarnajayanti Gram Swarozgar Yojana, New Delhi : Min. of Rural Development, GOI

General References:
8. Chaitanya & Chalana (Undated) Role of Swarna Jayanti Gram Swarozgar Yojana in Women’s Empowerment (Issues and Challenges), Rajapurunagar : Chaitanya Women’s Training and Research Centre
13. Mahila Chetna Manch (Undated) Navigating Gender in Development of Water and Sanitation in Urban Areas, UN HABITAT.
Learner Objectives:
1) Understand labour legislation & areas of intervention.
2) Understand labour administration and mechanisms.
3) Develop skills to deal with legislative functionaries.


2. Protective Legislation:
The Factories Act 1948,
The Apprentices Act 1961,
The Mathadi Workers Act
The Mines Act 1952
The Plantation act 1951
The Bombay Shops and Establishment Act 1948.

3. Social Security and Welfare legislations:
The Workmen’s Compensation Act 1923,
The Maternity Benefit Act 1961,
The ESI Act 1948,
The EPF Act 1952
Family Pension Scheme 1971, 1995 and recent pension Scheme.
The Payment of Gratuity Act 1972,


5. Wage Legislation:
The Payment of Wages Act 1936,
The Minimum Wages Act 1948,
The Payment of Bonus Act 1956.


7. Air Pollution Act 1987: Salient Features, definition, occupier, air pollution, chimney, Approval fuel, emission, power and functions of central and state board. Offences by companies procedure of penalties.


(Latest amendment may be considered while teaching these laws)

Case studies: Selected case studies, case laws on above topics-protective legislations, ESI, EPF, Wage, IR, Environment protection.
BIBLIOGRAPHY:

Recommended Readings:

8. Trivedi, P R: Pollution Management in Industries.

General References:

HRM – IV

HUMAN RESOURCE AND PERSONNEL MANAGEMENT

Learner Objectives:

1. Understand the importance of Human Resource in industry and various applications of strategic HRM.
2. Develop an insight of various policies, practices, importance and relevance of HRM.
3. Develop knowledge and understanding about functions of PM/HRM.


2. Personnel Management / Human Resource Management: Definition, objectives, goals, scope, principles, importance of PM/HRM, changing concept of HRM.

4. Functions of PM/HRM: Form and structure of PM/HRM department, changing forms, specific functions and role of PM/HR department in modern industrial organizations.

5. Role of Personnel/ HR Manager: 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 SHRM.


8. 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.

9. 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.

10. Job-Analysis, Job -Description, Job-Specification, Job Design, Job-Evaluation, - meaning, tools & techniques, methods and their importance


11. Strategic Human Resource Management: Concept and nature of strategy and strategic management, strategic management process, implementation, evaluation and importance of SM, role HRM in strategy formulation, contingency or structural approach to strategy. Focus area: 7- ‘C’ of SHRM- culture, competency building, career planning, coaching, consultant role, and communication and compensation management.

12. Application of MIS and computers in HR system: Meaning, scope, available software its applications and limitations of computers and software in HR system. Case studies: Selected case studies on above topics- HRM/PM, SHRM, role and functions of HRM/ HR manager, Personnel Policies, MIS.
BIBLIOGRAPHY:

Recommended Reading


General References:

16. **Scott, Walter Dill, etc** Personnel Management Ed. 6 (1977); New Delhi : Tata McGraw Hill Publication
HRM - V

TRADE UNIONISM AND INDUSTRIAL RELATIONS

Learner Objectives:

1. Develop a comprehensive understanding about trade unionism and industrial relations perspective.
2. Understand the intervention strategies and role of government.
3. 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.
3. ILO & Indian labour movement: ILO - its structure, functions & role in labour movements and industrial development, future of labour movement
5. Industrial Relations: IR Concept, philosophy, evolution, principles, key elements, scope, nature and importance of I. R. 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.
7. Industrial Disputes: Meaning, nature, scope and etiology of Industrial Disputes and Industrial conflicts. Strikes, Lock-outs, Closure, Go-slow and other forms and types of Industrial Disputes.
10. Workers Participation in Management.- Meaning, objectives, need, principles, various forms & levels, critical evaluation of WPM/ participative management schemes in India. (Case Studies: Selected case studies on above topics- strikes, lock-outs lay-off, retrenchment, conditions of work, closure termination, discharge and dismissal, theft, breach of conduct, settlement, charter of demands, go slow, domestic enquiry, role and functions of Trade Unions, TU and IR, IR policies and practices, Industrial Disputes, Settlement of disputes, Globalization and TU, WPM.)
BIBLIOGRAPHY

Recommended Reading :
1. Chatterjee N. N. (1984) : Industrial relations in India's developing economy; Allied book agency
3. Dhingra O. P. and Chellappa, H V. V. Ed. Cases in Industrial relations; Shri. Ram Centre for Industrial Relation
8. Yoder, Dale (1975) : Personnel Management and Industrial relations Ed. 6; Prentice Hall of India, Pvt. Ltd., New Delhi

General References :

Bibliography on Trade Union
1. Dayal, Ishwar and (1976) Management Trade Unions; New Delhi : Shri. Ram Centre for IR & HR
3. Mccarthy W. E. Year Trade Unions; Penguin Education.
5. Vaed, K. H. (1962) Growth and Prazctice of Trade Unionism; Delhi : Delhi School of Social Work
Learner Objectives:

1. Develop understanding about the concept, meaning and definitions of environment education, its aim and objectives, principles and the structure of the curriculum of environment education, role of formal and non-formal education and agencies, people’s participation in planning and implementation of the environmental programmes and projects.

RECOMMENDED READINGS

1. Atreya, B. D. : Environmental Education in Countries of the Regions
7. UNESCO:
   (a) ‘Education and Challenges of the Environmental problems,
   (b) Trends in Environmental Education,
   (c) Needs and Priorities in Environmental Education,
   (d) Strategies for Developing Environmental.
Learner Objectives:
1) The main objective of the course is to enable the students understand our present state of environment with a view to develop analytical ability that promises to reduce the complexes of environmental problems to the manageable levels.

2. Physical Environment (Natural and Constructed) consisting of Land Climate, Vegetation, Wild life of Natural areas.
3. Infrastructural development & Environment.
5. Social Environmental Problems & Causes : Crime, corruption, poverty, population, Indiscipline, gender discrimination etc.
6. Role of central & state government to solve Environmental problems.
7. NGO’s contribution & role of social worker in Environment development.
8. Social & Economic environment consisting of Employment and Unemployment effect.
9. Technological Environment consisting of Agricultural and Industrial system.

RECOMMENDED READINGS
TWED –V
Environment Policy and Laws

Learner Objectives:

1) The course is designed with a view to provide an understanding about government policy framework, environment protection and development perspective.

1. Role of government in different economic systems.
3. Government policies in the protection and development of environment.
4. Protection and improvement in the location and operation of Chemical industries with special reference to fertilizer and pesticide industries.
5. Improvement of Forest resources, Protection of threatened species and eco-system, conservation of energy and promotion of renewable sources of energy, Protection and promotion of inland and marine fisheries resources.
7. Government Agencies : Role of Department of Science and Technology, Department of Environment organization, Waste land Development Board, Council for People’s Action in Rural Technology (CAPART), Role and functions of State & Central Government, Role and functions of NGO (voluntary Organizations). Role and functions of Grass-root level workers in GO and NGO.
8. Role and functions of Trade and Industry with special reference to Chemical and Manufacturing Units producing affluent water.

RECOMMENDED READINGS

M.S.W.

MASTER OF SOCIAL WORK PROGRAMME
(Semester - IV)
Semester – IV

G-XI
Social Policy and Planning

Learner Objectives:
1. Understand the issues in social development
2. Gain knowledge of policies in India and planning process in India
3. Develop understanding of social policy in the perspective of National goals as stated in the Constitution and well as human rights and Development Goals
4. Gain knowledge about the policy formulation process and acquire skills in critical analysis of the policies

1. Social Policy and social Development
   i. Poverty and Social Exclusion, Approaches to understand the poverty and Social Exclusion; Government’ responsibility in promoting well-being and development of all; particularly of the disadvantaged and marginalized sections. Concept and meaning of social development.

   i. Sources of Policy : Indian Constitution- Directive Principles of State Policy; Ideology and consensus, Ratification of International Conventions
   ii. Overview of the basic structure of Indian Political System- Legislature, Judiciary and Executive;
   v. Policy advocacy: analysis and budget analysis as tool of policy advocacy

3. Concept of development planning and planning process in India
   Concept of Panning for Development and Social Planning in India; Planning machinery and planning process in India (economic considerations in planning, Centre-State coordination); Perspective plans, Five Years Plans and Annual Plans, Monitoring, Mid-term Review and Evaluation of the Five Years’ Plans; Democratic Decentralization and Micro-level Planning.


5. Overview of the policies and programmes for the segments of population: Children, differently abled Women Youth, Scheduled castes and Scheduled tribe.

6. Review of India’s Development Planning and Experience in Achieving Poverty Alleviation and Distributive Justice

(Note : Policies and Programmes as reflected : Policy documents and five year plans)
Bibliography:

Essential Readings:

Books

7. Ganapathy R.S. and others (1985), Public Policy and Policy Analysis in India
8. GoI, Five-Year Plan – 1st to 10th, Planning Commission of India, New Delhi
19. Ramchandran Padma (1994), Some issues in Development Administration, Sage Publications, and New Delhi
Essential Journals and Periodicals
1. Economic and Political Weekly, Economic and Political Weekly, Mumbai
2. Hum Dalit, Social Action Trust, New Delhi
3. Indian Journal of Gender Studies, Sage Publication Pvt. Ltd, New Delhi
4. Indian Journal of Public Administration, Indian Institute of Public Administration, New Delhi
5. Indian Journal of Social Work, Tata Institute of Social Sciences, Mumbai
7. Perspectives in Social Work, Nirmala Niketan College of Social Work, Mumbai
8. Social Action, Social Action Trust, New Delhi

Recommended Readings:
2. Choudhary Kameshwar(Ed), (2006), Globalization, Governance Reforms and Development in India, Kalinga Institute of Industrial Technology, Bhubaneshwar
G – XII
Administration and Management in Social Work

Learner Objectives:

1. Understand the administration of welfare organization and NGOs.
2. Develop understanding the needs of administrative machinery and its enforcement
3. Develop understanding about good governance & management practices in government & NGO sectors
4. Develop understanding the application of administrative & managing skills

1. Concept of Organization and Structure
   i) Characteristics of human service Organization and Social Welfare, organization, Organizational design and structure (Formal and Informal)
   ii) Line and Staff function
2. Concept of administration -
   i. The Concept of and contents of administration (POSDCORB), Public administration, Social Welfare administration and Development administration
   ii. Evolution of Public administration: Principles of Public administration, (conventional principles; - Authority and obedience, objectivity, Impersonal decisions, unity of command, official secrecy and principles of good governance accountability, transparency, empowerment, stake holders participation, optimum value for inputs, sustainability, overall capacity building, replicability, solidarity, responsiveness to change
   i. Governance : - concept, theories and models, Good Governance for social welfare organization and NGO, (Legal framework of organization.)
3. The administrative machinery in India
   i. Administrative Machinery at the Centre and the State: Ministries and departments MCI, RCI, NDC, State level Organization, Ministries, Commissions rates, Department and Directorates.
   ii. District Collector’s office : its role in emergency situations and development programmes
   iii. Development Administration at the Local Self Government level
      a. Rural: Zilhla Parishad, Panchayat Samiti Gram Panchyat
      b. Urban: Municipal corporation, Municipal council and Nagar Palika
      c. Charity Commissioner and their statutory authority vis- a-vis the obligations of registered welfare organization
4. Partnership between Government and civil society organizations
   i. Central social welfare Board and State Social Welfare Advisory Boards, Indian council for child welfare. Mahila Ayog: at the center and at the state.
5. Financial Administration:
   i. Financial Administration of the Governmental organization
   ii. Financial Management of the organizations: Methods of Fund raising, community resources mobilization, grants in aid from state, central government and autonomous bodies.
   iii. Maintenance and supervision of account keeping, cash books, ledgers, posting, billing, income & expenditure accounts, profit & loss account, balance sheets, stores & inventory management, rules regarding investments of fund, principal and procedures of audit and inspection. Concept of social audit.
6. Administration as an instrument of change and resolution of social Problems:
   ii. Administration of correctional institutions
   iii. Administration of the residential and non-residential institutions for women, children and weaker sections of the society.
7. Management Theory and Practice for social work professionals
Management: Concept, principles of management, significance of management for social work/civil society organizations
ii. Distinction between administration and management.
8. Concept and practice of Strategic management
9. Contents of Management: Organizational leadership, decision making – concept, process and types, Communication and problem solving methods, Management by Objectives, Total Quality Management and Management information systems
10. Human Resource Management: recruitment and selection, induction, allocation of responsibility, team building., moral and motivation, goal setting, capacity recognition and support
11. Management of change, innovation and conflict: concept of change, factors that facilitate and hinder change; Management of intra and interpersonal, inter-group and organizational conflict; inter organizational competition, creativity and innovations.
12. Management of the training programme
13. Project Management :
   i. Preparing project proposal
   ii. Project cycle, Planning, Logical Frame Analysis and Matrix and monitoring, financial management of the projects (PERT & CPM)
   iii. Evaluation of the projects

Bibliography

Recommended Readings:
3. Durcker, Peter :Management, Prentice Hall of India Pvt. Ltd..
5. Garain, S. (1998) : Organizational effectiveness of NGOs, Jaipur : University Book House

General References:
1. Batra, Promod / Mahendra, Deepak (1993) Management Ideas In Action Delhi, Think Line
3. Ishwar Dayal (1993) Designing HRD System Delhi ,Concept Publication
6. McGrath, E. H. (1994) Basic Managerial Skill for Delhi, prentic Hall inc
Learner Objectives:

1. Develop insight into the causes, needs and situations of differently abled persons.
2. Develop understanding of the concept of social marginalisation, its causes and impact on individual, family and community.
3. Gain insights into the situation of aged in India.
4. Understand the provisions for all the three groups through policies, legislation, schemes and programmes of government and NGO initiatives.
5. Develop competencies in various levels and types of interventions with all the three groups.

1. Concept of special groups. Significance of working with special groups. Classification of special groups – Differently abled, marginalized groups, senior citizens.

2. Work with differently abled
   - Types – Sensory impairment – visual and hearing, orthopaedically disabled, cerebral palsy, mentally challenged, slow learners, children with specific learning disabilities, autism.
   - Causes, prevention and management.
   - Implications for individual, family and society.
   - Societal and family attitudes and impact on individual.
   - Approaches of working with differently abled – ameliorative, therapeutic, developmental, supportive, preventive, rehabilitation- integration and inclusion, right-based approach.
   - International contribution in change of ideology, national policy, national councils, legislations, government machinery for development of differently abled.

3. Work with marginalised groups
   - Types – economically marginalised, socio-politically marginalised (castes and tribals), displaced, refugees, disaster affected.
   - Causes, needs of these groups. Attitudes of the society and obstacles in integration.
   - Government policies, legislations for social justice, programmes and schemes for these groups, Human Rights perspective, role of NGOs and activist groups.

4. Work with senior citizens
   - Demographic situation in India.
   - Needs and problems of aged – physical changes, physical and mental health needs, psychosocial aspects of aging, crime against aged.
   - Government policy and legislation, programmes and schemes, geriatric services, senior citizen clubs/groups (Self Help), residential and non-residential services, services for positive living, counseling services for aged.
Bibliography:

**Recommended Readings:**

16. कांडे, प्रेमला 1990 अपवादार्थक वातावरण व मानसशास्त्र, मुंबई: मैंडेटिक प्रकाशन

**General Reference:**

29. Katire, P. M., Barik, B. E. Year Development, Deprecation and Human Rights Violation.
34. National Human Rights Commission : Annual Report 94-95
43. Rehabilitation Coordination India, Rehabilitation – Attitude & Reality, New Delhi : Tata McGraw Hill
49. Sen, Anima (1989) Mental Handicap Among Rural Indian Children, New Delhi : Mittal Publisher
59. Uday Shankar (1978) Problem Children in India, New Delhi : Atma Ram & Son
63. गोज़ोळे, मंगल खण्डिलकर, वैजयती (1986) व्यायाम खेताना, पुंजे : श्री. विद्याय प्रकाशन
64. विद्युत प्रेम (1988) तारुण्याच्या उंचरणाखाली, मुंबई : मंदोटिक प्रकाशन
Emerging Trends in the field of Family and Child Welfare

Learner Objectives:

1. Understand the relevance of new approaches in the context of changes in the field of family and child welfare
2. Understand methods & techniques of organizational management
3. Skill of using different evaluation techniques for the development of field projects, schemes
4. Understand the value of training, advocacy, campaigns and network in the field of Family & Child Welfare


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

3. Organisational Management
   Co-ordination – systems of co-ordination
   - Supervision – objectives, principles and types of supervision.
   - Monitoring – principles and techniques, systems of documentation in monitoring.
   - Evaluation
   - Staff development – manpower planning, meetings and training, appraisal systems.

4. Training of personnel in the field of family and child welfare
   - Need for training, types of training.
   - Adult learner and principles of adult learning.
   - Training cycle
   - Designing contents, implementation and evaluation of training for various levels of personnel.
   - Participatory training methodology – tools and techniques.
   - Trainer effectiveness – qualities and skills

5. Advocacy, campaigns and networks in the field of family and child welfare:
   i. Current initiatives and challenges in campaigns
   ii. Strategies for advocacy, planning and use of media and Internet for advocacy.
   iii. Different networks in the field of family and child welfare, use of networks at national, state and local levels.
   iv. Role of public interest litigation, court judgments, National Human Rights Commission and other Commissions.
Bibliography:

Recommended Readings:
8. S. Neelamegham (1973) : Management Development New Perspectives and View Points Kalyani Publishers, Delhi, Ludhiayana, Bhopal

General References:
2. D Paul Choudhari (1962) Social Welfare Administration, Delhi : Atma Ram & Sons
8. Romesh Thapar (1978) Change & Conflict in India, New Delhi : Macmillan Co. of India Ltd.
9. S. Dubey & Kalna Muskse Organisational Designs & Management Methods for Human service Organisations
FCW - VIII
Counselling : Theory and Practice

Learner Objectives :
1. Develop holistic understanding of counseling as a tool for help
2. Acquire knowledge of various approaches in counseling.
3. Develop insight in need and areas of counseling in different set ups.
4. Gain competence in skills of assessment, formulating therapy/counseling plans, teamwork in working with individuals and/or groups.
5. Gain competence in critically assess one’s own knowledge, attitudes and skills in working with individual, families and groups.

1. Counselling
   A. Definition, goals, principles, process and steps in counseling
   6) Tools and techniques of counselling
   7) The counsellor – qualities, skills, attitudes, values, personality, ethical issues, burnout
   8) Obstacles in counseling, causes, impact and techniques for overcoming obstacles

2. Theoretical orientation in Counseling
   - Humanistic
   - Psychodynamic
   - Behavioural
   - Cognitive

3. Approaches in Counseling
   Person centred, rational emotive behaviour therapy, transactional analysis, Egan’s approach, eclectic approach.

4. Types of Counseling – Individual, couple, family and group, telephonic counseling (help lines), crisis intervention.

5. Counselling in different set- up
   i) Marriage counseling, premarital counseling, live-in relationship counseling, Divorce counseling, counseling in domestic violence,
   ii) Sex counseling, HIV counseling, counseling of victims of rape and sexually abused
   iii) Counselling children in various set ups – Child guidance clinic School, residential care, non-institutional care and parent counseling
   iv) Adoption counseling
   v) Counselling in crisis situation and disaster
   vi) Counselling for de-addiction
   vii) Counselling in industrial set up
Bibliography:

Recommended Reading:


General Reading:

2. Barbara Barnett (2000) Meeting the needs of young clients, USA : Family Health International
26. The Journal of Marriage Counselling Insert Year Published by Marriage Counsellors working in Family Courts in the State of Maharashtra.
MPSW- VI

Medico Legal Information for Medical & Psychiatric Social Workers

Learner Objectives:

1. To orient students to different conditions under which patients are registered as medico legal cases.
2. To equip students with knowledge and procedures required to deal with Medico Legal cases.
3. To prepare students for medico legal counseling using knowledge of forensic medicine and legislations in the field of health.

1. Concept and Scope of Forensic Medicine/Medicine/Medical Jurisprudence/ Legal Medicine.

2. Relevance of Medico-legal information to Medical & Psychiatric Social Workers

3. Procedural aspects of medico-legal practices:
   a. Courts of inquiry: Police, Magistrate, Commissioner, Judge
   b. Witnesses: Simple, expert, hostile
   c. Evidence:
      4. Oral - Examination – in-chief, cross examination, re-examination, Volunteering statement, questions from the bench, “leading questions”

4. Professional secrecy-Privileged communication

5. Medico-legal information related to offences affecting the human body mind and property.
   i) ‘Identity’ of Individuals, determination of age, sex, religion etc. Medico-legal significance of age.
   ii) Injuries and wounds: Legal definition of injury, hurt, bruises Aberrations, laceration, stab, penetration, puncture, gunshot.
   iii) Causes of death, natural, unnatural,
   v) Doctor-patient relationship - Medical Ethics, Consent for examination and : for specific treatment of specific illnesses and procedures, Informed consent. Civil malpraxis, reasonable care, skills vicarious liabilities negligence. Responsibilities of patients, Contributory negligence.

Bibliography:

Recommended Reading:

General References
Learner Objectives:
1. To develop the understanding about Health Care Delivery System in the country at Centre, State, District and Village Level.
2. To understand policy implications and the impact of policies on Health Care Delivery.
3. To prepare students for their role as advocates in promotion of health as a fundamental right especially with reference to marginalized groups.

1. Definition and concept of health: Multi dimensimality
   Definition and concept of disease:
   - Biomedical, environment and psycho-social
   - Theories and causation of disease
   - Dimensions of health, philosophy of health

2. Historical development of medicine in India:
   - Pre-independence period and post independence period
   - Health policy in India
   - Health care delivery system in India; Central, State, District and village level
   - NGOs and their role in health care

3. Legislative measures in the field of health:
   i. MTP Act of 1971
   ii. Mental Health Act, 1887
   iii. Persons with Disability Act, 1995
   iv. Organ Transplantation Act, 1994
   v. Consumer Protection Act, 1986
   vii. Provision for Violence against women
   viii. Immoral Traffic Prevention Act
   ix. Prenatal Diagnostic Test PNDT Act 1994
   x. Rehabilitation Council Act 1999
   xi. National Trust Act 2000

4. Concept of Community Health -
   Community Health Programmes
   RCH, Community, Mental Health, ICDS, Community, Geriatrics
   Immunization, Drinking Water, Low cost sanitation
   Selection and training of community health workers.

5. Concept of care:
   Systems in Health Care, Family Physician
   OPDs and Dispensaries
   Hospitals, Day Care and Special Schools, Half Way Home,
   Sheltered Workshop, Respite Home, Institutional Care,
   Self help and support
   Deaddiction Centers
   Health Insurance Schemes
   International organizations in health care WHO, UNICEF, Red Cross, UNDP etc.

6. Health and Development
   Right to Health, Research in the field of Health
Bibliography:

Recommended Readings:

17. Health Promotion through Community Action, VHA of India
18. Health Status of the Indian People, FRCH Research Report
27. Nancy L. Insert Year, Title Dadka: ICDS
30. NGOs in Rural Health Care, FRCH Research Report.
37. Social Work Education and Family Planning, (1972) ASSWI
40. The Community Health Worker, (1989) WHO Publication
41. The Universal Immunization Programme – Manual for Health Workers, Ministry of Health and Family Welfare, New Delhi :
43. VHAI ed. (2000) Where Women have No Doctor, New Delhi : VHA
44. Werene, David (1994) Where there is No Doctor, New Delhi : VHA

General Reference :

7. Helping a Village Health Worker, New Delhi : Insert Pub. Name
14. Wreco, George (1974) Modern Health Administration, Georgia,The University of Georgia
MPSW- VIII

Development Perspective in Medical & Psychiatric Social Work Practice

Learning Objectives:

1. To equip students to meet the challenges in the field of Health as a result of Globalisation, Privatization and Liberalisation.
2. To develop understanding of their role in Disaster Relief Work.
3. To equip students for the role of Field Work Supervisors when they start work as professionals.

Topics:

Emerging Trends in Medical & Psychiatric Social Work Practice

1. Ethics in the practice of Medical and Psychiatric Social Work
2. Hospital as a social system and concept of team work
3. Behaviour change communication as a strategy for Health and Education
   a. Principles
   b. Objectives
   c. Goals
   d. Methods
   e. Planning and Evaluation of BCC strategies
4. Camps and campaigns
5. Disaster and Relief work
6. Advocacy in the field of Health

Supervision in Social Work Education

7. Concept of Supervision and its place in Social Work Education
8. Principles of Supervision
9. Phases of Supervision
   a. Orientation
   b. Advanced Orientation & Study tour
   c. Field Instruction
   d. Evaluation
10. Individual and Group Techniques in Supervision
11. Supervisor – Supervisee Relationship
12. Problems in Supervision and Remedial Placement and Supervision
   1. Qualities in a field work supervisor.
Bibliography:

Recommended Readings:

General Reference:
17. Reeves, Elton (1978) So You Want to be a Supervisor, Bombay, Taraporevala publishing
URCD- VI  
Planning and Management of Community Projects.

Learner Objectives:
1. Understand different perspectives of development and approaches for community development
2. Understand process and components of project management
3. Develop application skills for effective organisational management.

Management of Community Projects

1. Concept and Meaning of Development, including sustainable development.
2. Perspectives about development
   i) Development as Freedom
   ii) Development as Justice
   iii) Development as Stability and Peace.
   iv) Gender and Development (WID, WAD, GAD)
3. Types of Community Projects
   i) Service oriented
   ii) Development oriented
   iii) Action oriented
   iv) Support organizations
3. Community Based Assessment
   i) Meaning and importance.
   ii) Participatory methods for need assessment, planning and social impact assessment: Community Need Assessment (CNA), Participatory Rural Appraisal (PRA), Participatory Resource Mapping (PRM), Micro-planning
   iii) Sharing assessment reports with community – its importance and techniques.
   iv) Use of assessment results in program planning and review
4. Project Life Cycle
   - Conceptualization phase, formation phase (preparing project proposals), operational phase, termination/ withdrawal phase
   - Components of planning for each phase
5. Project Management
   - Meaning and components
   - Fund raising, Finance and budgeting
   - Staff recruitment and development
   - Management Information System, Public Relations
   - Reporting and Documentation: monthly reports; annual reports; project reports; brochures, newsletters.
6. Project Planning, Monitoring and Evaluation in implementing Development Projects:
   e. Meaning and importance
   f. PERT CPM; Log frame Analysis
   g. Developing monitoring indicators
   h. Mid-term (concurrent) evaluation and correction
   i. Models and types of evaluation
7. Important processes and strategies in capacity building of the organization: staff recruitment, human resource development/management, staff training and appraisal, healthy practices (transparency, accountability to the community, social audit by the community), networking.

*Note: This course should have seminar presentation as the major methodology, through field based/field work based assignments.*
Bibliography

Recommended Readings:


General References:

Learner Objectives:

1. Understand the current issues, approaches, strategies and programmes for development of rural, Tribal and urban communities

1. Strategies
   i) Infrastructure development
   ii) Service provision
   iii) Group building and mobilization
   iv) Advocacy and campaigning
   v) Pressure group and lobbying
   vi) Networking
   vii) Developing people's alternatives through participatory techniques

2. Training in Community Development
   1) Understanding training
      - Concept of training and objectives of training
      - The trainee as an adult learner
      - Principles of training
      - Capacity building for quality enhancement
      - Types of training
   2) The process of training
      - Training Needs Assessment
      - Designing training content and modules
      - Methodologies and skills for training
      - Feedback and evaluation of training
      - Preparing training documents and manuals

3. Review of Trends: Their Techniques and Programmes
   2. Watershed Development
   3. Joint Forest Management
   4. Programmes for Drinking water and sanitation
   5. Alternate experiments in education – Sakhar Shala, Lok Jumbish., Tilonia
   6. Corporate Social Responsibility
   7. Community Health – Training of community health workers, Health Insurance, Health education and Health Advocacy
Bibliography

Recommended Readings:

5. Datar, Chhaya & Prakash, Aseem (Undated) Women Demand Land and Water, Mumbai : Unit for Women's Studies, Tata Institute of Social Sciences
18. WASH Project (1993) Lessons Learned in Water Sanitation and Health: Thirteen Years Experience in Developing Countries, Virginia: WASH

General Reference:

5. Gadget, Madhya and Rio, P. R. S. (1998) Nurturing Biodiversity- An Indian Agenda, Headband: Centre for Environment Education
11. Mahila Chetna Manch (Undated) Navigating Gender in Development of Water and Sanitation in Urban Areas, UN HABITAT.
URCD VIII

Intervention and Management in Disasters

Learner Objectives:

1. Develop a comprehensive understanding about disaster and disaster situations
2. Understand intervention strategies and roles of government, NGOs and Civil Society organisations in disaster intervention.
3. Develop understanding about ‘social workers’ roles for disaster preparedness, mitigation, relief and rehabilitation.

1. Concepts in Disaster Management
   - Disasters, Risks, Hazards, Vulnerability, Disaster Cycle
   - Relief and Rehabilitation in Disaster, Logistic Management
   - Disaster preparedness and disaster mitigation
   - Disaster and development

2. Classification of Disasters
   - Meaning of Natural and Human made disasters.
   - Types of disasters: Famine and drought, Floods (Morvi dam breach, Maharashtra 2006), Cyclone (Orissa, A.P.), Storms, Tsunami (Tamilnadu, Andaman & Nicobar), Earthquakes (Latur, Bhuj), Riots, Industrial Accidents (Union Carbide Plant, Bhopal), Road-Air-Rail Accidents (having mass impact), Bomb-blast and explosions, War (large scale violence and mass migration), Avalanches and land slides

3. Disaster Responses and Mitigation:
   - Prevention and preparedness – Disaster response at various stages of disasters: evacuation and rescue; emergency supplies; early warning systems and vulnerability reduction; disaster financing: provisions and procedures.
   - Social and Political Dimensions of Aid for disasters, Aid administration and management
   - Relief – Damage and needs assessment. Addressing Specific Needs of Vulnerable Groups, perspectives about vulnerability; Therapeutic and action oriented approaches for intervention
   - Rehabilitation and Recovery - Planning for rehabilitation and recovery, displacement and resettlement.
   - Technological options for disaster response and preparedness
   - Community Participation and capacity building for facing disasters

4. Health Intervention in Disaster Situations
   - Public health issues and planning and management for public health care intervention following disasters
   - Public health interventions, psychosocial interventions across phases of disasters, help lines, Interventions with special groups (Children, Women, Elderly) Ethical practices in disaster health intervention.

5. Social Accountability in Various Stages –
   - Role of Media in Disasters
   - Partnership between government, NGOs and civil society organizations, including schools of social work in dealing with disasters
Bibliography

Recommended Readings:


General References:

1. CSE (1987): The Wrath of Nature- The Impact of Environmental Destruction on Floods and Droughts, New Delhi: Centre for Science and Environment
HUMAN RESOURCE MANAGEMENT

HRM – VI

ORGANIZATIONAL BEHAVIOUR AND SOCIAL ASPECTS IN INDUSTRY

Learner Objectives:
1. Develop an understanding about individual behaviour, interpersonal behaviour, group dynamics within the organization.
2. Equip the HR professionals/students in managing human behaviour in organizations.
3. Equip the students in facilitating a better understanding of the “self” and professional behaviour in relation to others.
4. Develop understanding about CSR / social responsibility of manager and its various dimensions in industrial organization.

1. Organizational Behaviour: Meaning, historical perspective, 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.


3. Motivation: Definition, basic needs of human being, importance, fundamental theories of motivation and its relevance in present context, positive and negative motivation, motivation and performance.

4. Employees Morale: 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.

5. Employees Counselling: Concept, objectives, need, functions, techniques, methods/ types of EC, advantages and effectiveness of EC, role of social worker/ HR manager in Counselling.


8. Group Dynamics: Meaning of work group, types, group formation process, interactions, power and conflicts among group, group dynamics, at work place. Formal & Informal group, Role and types of groups in organization. Leadership: Concept, characteristics/ qualities of leader, types of leadership, HR manager as leader. Team Building.

9. Work-culture: Meaning, aspects, significance, its role in image building, goodwill of the organization.


Case Studied: Selected case studies on above topics- Motivation, Morale, group dynamics, counselling, stress management, work culture, CSR.
BIBLIOGRAPHY :

Recommended Readings :

5. Pareek Udai : Organizational behaviour

General References :

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.
4. Develop knowledge of various certifications & Quality Management systems in productivity.

1. Human Resource Development: HRD Concept, objectives & goals, HRD sub-system, principles, policies and practices, functions of HRD, HRD for organizational effectiveness, evolution and changing scenario.
2. Role of HRD managers: Role & functions of HRD manager in public, private, service, co-operative, banking and BPO, IT -Industries. Impact of HRD on the organizational development, changing role & challenges before HRD managers.
4. MBO-Management by Objectives: Concept, MBO philosophy, the process of MBO, benefits and limitations of MBO.
5. Organizational development: Concept and scope of OD Historical perspective of OD, theory and practice of OD, learning & growth, organizational culture, process & OD intervention strategies- survey feedback, action research, sensitivity training, TA, process consultation, third-party peacemaking, organizational mirroring, Grid OD, open system planning, other interventions methods, major problems & managing OD, key areas of OD. Case studies in OD.
6. Human Resource Audit: Concept of HR audit, nature, scope, need & significance, approaches to HR audit.
7. Employees Training: Meaning of training, education and development, identification of training needs, types and methods of training- Lecture, Case-study, Role-play, management games, use of Audio-Visual Aids, essentials of good training programme, importance of T & D activities in the organization, role of motivation in training of trainers and trainees, training evaluation. Recent trends in Employees training programme.
8. Supervisory and Management Development: Identification & Assessment of Training needs, importance, recent trends in executive/ management Development/Training programmes, developing and designing effective HRD training programme, skills of effective trainer.
9. Employees Career and Succession Planning: Concepts of Career and Succession planning, aims and objectives of career planning, process, structure, importance and benefits of C & SP.
10. Employees Competency Development: Meaning and Indicators of Competency, identifying competency, Individual and Group competency, competencies of HR professionals, competency mapping.
11. TQM, ISO Certifications and HRD Concept, principles, importance and relevance in modern context. ISO certifications, types, Quality Circles, JIT, Empowerment, Benchmarking, Kaizen, Five 'S', Six Sigma, Lean manufacturing, &concept, meaning and importance. Total Quality Management its implementation and impact on present industries.

Case Studies: Selected case studies on above topics- Role and functions of HRD/HRD manager, Merit rating, PA, MBO, OD, Training & Development, Career and Succession Planning, Competency Development, TQM, ISO.
BIBLIOGRAPHY:

**Recommended Readings:**


**General References:**

1. **Abel, M.** (1989) : Human Resources Development; Institute of Social Science & Research College –
6. **Maiier (Noiman R): Principles of Human Relations.**
HRM – VIII

LABOUR ECONOMICS AND INDIAN LABOUR PROBLEMS

Learner Objectives :

1. Develop the understanding of labour economics and its scope in industry.
2. Develop understanding about recent economic developments and industrial policies.
3. Develop understanding about various labour problems and its impact economic development.

1. Labour Economics: Concept, nature, scope and importance of Labour Economics for Welfare of personnel. Labour force as a part of population, structure, composition and characteristic of labour i.e. demand and supply aspects

2. Recent Economic & Industrial Policies and Labour economics: New Economic & industrial policies, Technological advancement, Rationalization, Modernization, Automation and change in industrial organization, production sectors, global scenario LPG, WTO, EXIM Policy etc. and its impact of labour market, job opportunities, employment status, job security, concept of employees turnover/attrition-, labour- drain and gain, outsourcing in India.

3. Employment: 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, skill-up gradation etc.

4. Wages: Concept of wages and its types, economics of wages, theories of wages and methods of wage payment.

5. Productivity and efficiency: Concept, indicators, factors affecting productivity and efficiency, measurement tool and techniques of productivity, Time and Motion study, ‘MOST’.


7. Problems of migratory and rural Labour: Characteristics of Migratory and Rural Labour in India, upgradation and redundancy in Labour force, Indian labour and problems of housing & slums in Industrial Metropolis.


BIBLIOGRAPHY:

2. **Kumar, H. L.** (1990) Labour Problems & Remedies, Delhi : University Book Traders
Learner Objective:

The specific objective of this course is to enable the students to understand the intervention of social work method in tribal development programmes.

1. Integrated Tribal Development – Concept, Definition & meaning.
2. Application of Methods of social work & Tribal development
3. Need & Importance of Integrated Tribal Development Programmes.
4. Approaches of Preparation of Tribal Development Projects.
5. Planning and Programmes for Tribal Development in India.
6. Better and stable living through housing, remunerative employment, health and education.
7. Adoption of Tribal/Nomads settlements for integrated development.
8. Identification & Interpretation of Basic needs of tribal/nomads.

RECOMMENDED READINGS:

1. Patnaik, N.: Tribes and their Development, at study of two trial development blocks in Orissa, Hyderabad, NICD, 1972
TWED – VII

Environment Development Programmes

Learner Objective:

The course has two principal objectives. First it provides perspective of overall situation of the economy.
Second it deals with the understanding of the complex major areas in agriculture, forest and industrial development.


2. Industrial Policy framework - Industrial Policy, Role of Public Sector, in meeting the essential commodities for mass consumption, Promotion of private and joint sectors in creation of employment, Protection measures.

3. Role of industrial sector in India’s development, contribution of industry in economy, problems in industrial growth with special reference to financing, Demand for goods and Services, under capacity utilization, pricing structure and so on.

4. Agriculture Policy framework, role of agriculture in economic development, contribution of agricultural sector in Indian economy, main elements of agriculture development policies, problems of agriculture production.

5. Land tenure and structural aspects, development of irrigation resources, infrastructure for marketing outputs and inputs, technological development and their limitations in adoption processes.

6. Agriculture and forestry extension education, Agriculture price Policy, development of tertiary sectors, Dairying, Poultry, Pig Gary, Inland and marine fisheries.

7. Role of Agricultural raw material based industries - Development and future prospects, critical problem areas for future policies in terms of environment development - Pollution control.

8. Development programmes for the forest dwellers and other weaker sections - Marginal farmers, Small farmers and Landless laboures.


RECOMMENDED READINGS

1. Govt. of India Publications: Co-operative Institute of Co-operative Management, Pune.
2. Govt. of India Publications: Licensing Procedure and Practice on Setting up of Industry.
4. Govt. of India Publications: Problem of capital Formation in Under-developed Countries.
5. Govt. of India Publications: report of Monopoly Inquiry Commission.
6. Govt. of India Publications: report of the 1st to VIIth Year Plans.
7. Govt. of India Publications: Reserve bank of India, Report.
8. Govt. of India Publications: Twenty Point programme.
TWED – VIII
Administration of Tribal Welfare Schemes

Learner Objective:
The course is design to aware about overall tribal Administration & it’s functioning. A Study of Impact of bureaucratic approach in implementation of tribal welfare schemes.

1. Tribal Administration : Central, State, District, Project Level & it’s functioning.
2. Tribal sub plan, MADA, mini MADA
3. Tribal research institute : structure & functioning.
4. Tribal development & five years plan : achievement & failures - Reasons.
5. Tribal welfare schemes & it’s implementation process.
6. Role of Bureaucracy to implement Tribal welfare schemes.
7. Tribal Development Policy & Role of government, research Institutes, social worker and local leader.
8. Role of local self government in tribal development & PESA.
9. Tribal development & Voluntary organization, Banks so on.

RECOMMENDED READINGS

5. Orissa, Tribal and Rural Development Department, Dec., 1975, Bhuvaneshwar : Seminar on Integrated Tribal Developments projects.