

# Master of Social Work

(Syllabus)

2020-2022

Syllabus



School of Social Science

Devi Ahilya Vishwavidyalaya, Indore

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**MSW I Semester**

Sr. No.	Paper Code	Paper Type	Paper Title	Credits
1	SS5A-501	Core	Introduction to Social Welfare	4
2	SS5A-503	Core	Development Psychology & Fundamentals of Human Growth and Behaviour	3
3	SS5A-505	Core	Introduction to Contemporary Society	4
4	SS5A-507	Core	Methods of Working with People- I Social Work with Groups	4
5	SS5A-521	Skill Development	Computer Application	3
6	SS5A-523	Ability Enhancement	Social Work Practicum	4
7	SS5A-551	Virtual Credit	Comprehensive Viva Voce	4
			<b>Total</b>	<b>26</b>

**MSW II Semester**

Sr. No.	Paper Code	Paper Type	Paper Title	Credits
1	SS5A-502	Core	Fields of social work in India	4
2	SS5A-504	Core	Health and Behavioural Problems	4
3	SS5A-506	Core	Methods of Working with People –II (Social case work)	4
4	SS5A-524	Discipline Specific Elective	Social Welfare Administration	3
5	SS5A-526	Ability Enhancement	Social Work Research and Statistics	3
6	SS5A-528	Ability Enhancement	Social Work Practicum	4
7	SS5A-552	Virtual Credit	Comprehensive Viva Voce	4
			<b>Total</b>	<b>26</b>



**MSW III Semester**

Sr. No.	Paper Code	Paper Type	Paper Title	Credits
1	SS5A-601	Core	Social Policy and Legislation in India	3
2	SS5A-603	Core	Community Organization and Social Action	3
3	SS5A-621	Elective Generic	Gender Studies	3
4	SS5A-623	Discipline Specific Elective	Specialization Paper Group III(i) (A, B, C)	3
5	SS5A-625	Discipline Specific Elective	Specialization Paper Group III (ii) (A, B, C)	3
6	SS5A-627	Skill Development	Summer Internship Report & Presentation	3
7	SS5A-629	Ability Enhancement	Social Work Practicum	4
8	SS5A-651	Virtual Credits	Comprehensive Viva- Voce	4
			Total	26

**MSW-IV Semester**

Sr. No.	Paper Code	Paper Type	Paper Title	Credits
1	SS5A-602	Core	Social development	3
2	SS5A-604	Core	Indian social problems	3
4	SS5A-622	Elective	Specialization paper IV (i)(Group A, B, C)	3
5	SS5A-624	Elective	Specialization paper IV(ii) (Group A, B, C)	3
6	SS5A-626	Elective Generic	Academic & Research Report Writing	2
		Paper I/Paper II	Digital Marketing	2
7	SS5A-628	Ability Enhancement	Major Research Project (Project work)	4
8	SS5A-630	Ability Enhancement	Social work practicum	4
9	SS5A-652	Virtual Credit	Comprehensive viva- voce (Virtual Credit)	4
			Total	26

## **Specialization groups**

### **Group A Labour welfare and human resource management**

- III(i) Labour, industry and social work
- III (ii) Labour legislations
- IV (i) Industrial relations and trade unionism
- IV(ii) Management of human resources

### **Group B Community development**

- III (i) Rural community development
- III (ii) Urban community development
- IV(i) Tribal community development
- IV (ii) Community development and management

### **Group C Medical and psychiatric social work**

- III(i) Medical and psychopathology and assessment of psychiatric disorders.
- III (ii) Interventions in psychiatric disorders
- IV(i) Health welfare administration
- IV (ii) Medico psycho social work intervention



# M.S.W. SEMESTER-I

## PAPER: 1 INTRODUCTION TO SOCIAL WELFARE

### Unit-1 Concept of social welfare

1. Social welfare: concept, need and objectives
2. Philosophy of social welfare and social work
3. Social welfare in historical perspective
4. Financial management of social welfare services.

### Unit-II Social welfare and related terms

- 1.. Social planning and social administration
2. Social reforms
3. Social security
4. Social action
5. Social justice
6. Social and welfare services
7. Social legislation
8. Human rights
9. Empowerment

### Unit-III Professional social work an introduction

1. The concept of professional social work-alignment of scientific and humanitarian motives for promoting social welfare
2. The basic principles and values of professional social work
3. Evolution of professional social work in UK, USA,
4. Evolution of professional social work in India.

### Unit-IV Social work as a profession

1. Nature and characteristics of a profession
2. Career prospects in social work.
3. Professional status of social work in India
4. Ethos, code of ethics for social workers, social work literature.

### Unit-V Methods of social work

1. Primary and secondary methods of social work
2. Interface between professional and voluntary social work
3. Social work in pre- Gandhian and post-Gandhian era. and Gandhian Charter of social reconstruction
4. Involvement and contribution of social workers in national development

### Suggested Readings:

1. Friedlander, WA : Introduction to Social welfare ,New York Prentice Hall, 1959  
Government of India: Social Welfare in India ,New Delhi, Planning Commission 1980
2. Shastri, Rajaram : Samaj Karya, Varanasi: Kalyan Tatha Siksha Sansthan 1972
3. Pathak,S : Social welfare, New Delhi: Mac Millan India. 1981
4. Kulkarni, PD, : NGOs in the Changing Scenario, New Delhi: Uppal MC Nanavati 1998  
Publishing House
5. Surendra Singh : Encyclopedia of Social work in India: New Royal Book 2012  
Company, Lucknow.
6. Sanjay Bhattacharya: Introduction to Social Work Deep and Deep Publications, 2008  
New Delhi
7. Desai M : Curriculum Development on History of Ideologies for 2002  
Social Change and Social Work, TISS Mumbai
8. Banks, S : Ethics and Values in Social Work, Macmillan Press Ltd, 1995  
London



# **PAPER -2 DEVELOPMENTAL PSYCHOLOGY & FUNDAMENTALS OF HUMAN GROWTH & BEHAVIOUR**

## **Unit I: Mental health & psychology**

1. Psychology : definitions and fields
2. Mental Health : meaning, definitions, characteristics
3. Normal & abnormal behavior : meaning, characteristics
4. Human development : heredity and environment

## **Unit II: Mental hygiene**

1. Meaning, definition and scope of mental hygiene
2. Characteristics and importance of mental hygiene
3. Aims of mental hygiene
4. Principles of mental hygiene
5. Programme of mental hygiene

## **Unit III: Developmental stages**

1. Developmental stages I : prenatal, infancy
2. Developmental stages II : babyhood, childhood
3. Developmental stages III : puberty, adolescence, adulthood.
4. Developmental stages III : middle age, old age.

## **Unit IV: Personality development**

1. Psycho-sexual development theory: Sigmund Freud
2. Psycho-social development theory: Erick Erickson
3. Defense mechanism
4. Perspectives of psychopathology

## **Unit V: Social psychology**

1. Nature and scope of social psychology
2. Attitude: nature and measurement of attitude prejudice and discrimination
3. Communication: concept, methods, skills in communication, major obstacles
4. Mass communication, public opinion, propaganda, fashion, social facilitation crowd behavior.

### Required Readings:

1. Hurlock, E.B. 1977 : Developmental psychology, a life span approach ,Tata McGraw-Hill, New Delhi,
2. Morgan, C.T. New 1993 : Introduction to psychology 7th edition ,Tata McGraw-Hill, Delhi
3. Hall, C.S. and Lindzey, G. 1978 : Theories of personality ,Wiley, New York
4. Page, J.D. 1991 : Abnormal psychology, Tata McGraw-Hill, New Delhi
5. Jayaswal, S.R. 1968 : Guidance and counseling : an elective approach, Lucknow
6. Maslow,A.H 1943 : A Theory of human motivation, psychological review
7. McGregor,D. 1960 : The human side of enterprise. N.Y. McGraw-Hill
8. McClelland,D.C. 1975 : Power: The inner experience. N.Y. Irvington
9. Murray H.A. 1938 : Exploration in personality. N.Y. Oxford University Press
10. Robinson,A.J. 1972 : The 1972 annual handbook for group facilitators. San Diego, CA: Pfeiffer & Company
11. Sashkin,M 1981 : The 1981 annual handbook for group facilitators. San Diego, CA: Pfeiffer & Company
12. Kuppaswamy, B. 1961 : Introduction to social psychology, Asia Pub. House, Bombay.
13. Baron , R. A. and Byrd, D. 2000 : Social psychology, 8<sup>th</sup> edition , Prentice Hall of India Pvt. New Delhi.
14. Rao N. S. 1991 : Counseling and guidance , Tata McGraw-Hill, New Delhi



## PAPER 3-INTRODUCTION TO CONTEMPORARY INDIAN SOCIETY

### UNIT I: Conceptual & theoretical perspectives to understand society

1. Society: nature, approaches, functions, theories of society (evolutionary, cyclical, conflict and systems theories).
2. Social group: concept & characteristics of primary group, secondary group, reference group.
3. Culture: concept of culture, traditions, customs, values and norms
4. Indian culture vs Western culture.

### UNIT II: Social system

1. Social system & sub system: structure & function, classification of system.
2. Social institutions: family, marriage, kinship, property (present trends).

### UNIT III - Social process of contemporary society

1. Social structures: status & role.
2. Social process: meaning and kinds of social interaction, socialization, Cooperation, conflict, assimilation, social control.

### UNIT IV: Polity & Economy of Contemporary Society

1. State: elements, role and functions.
2. Democratic government & process.
3. The nature of economic development, classification of developing countries,
4. Liberalization, privatization and globalization (L.P.G.) and its impact on contemporary society.

### UNIT V: Social stratification and social change in contemporary society

1. Social stratification: its implications and relevance in contemporary society.
2. Social change: concept, factors and dimensions of change.
3. Theories of social change in India: sanskritization, westernization, modernization, secularism.
4. Reservation, its pros and cons and impact on contemporary society.

#### Suggested Readings

1. Ahuja, Ram : Social problem in India, Rawat publishers, Jaipur  
1997
2. Madan, GR : Indian social problems, Allied publishers, New Delhi  
1981
3. Reddy, KS : Poverty and unemployment, Anmol publishers, New Delhi  
1997
4. Vasant, Moon : Growing up untouchable in India, Sage publication, New  
2002 Delhi
5. Ghanshyam, Shah : Dalit identity and politics, Sage publications, New Delhi  
2010
4. Joshi, Sandeep : IRDP and poverty alleviation, Rawat publications, Jaipur

- 1999
5. Beteile : A sociology, New Delhi: Oxford.  
2002
  6. Shankar Rao, C.N. : Sociology, S. Chand and company Ltd., New Delhi:  
2005
  7. Sharan, Raka :A handbook of sociology, New Delhi: Anmol publications.  
1991
  8. Srinivas, M.N. : Indian social structure, New Delhi: Hindustan publishing  
1991 house.



**PAPER: 4 METHODS OF WORKING WITH PEOPLE-I (Social Work with Groups)**

**Unit I Understanding concepts of group work**

1. Concept of group and its importance in human life cycle, types of groups
2. Concept, and characteristics of social group work
3. History and development of social group work in west and in India

**Unit II Social group work as a method of social work**

1. Theories and models in social group work
2. Values and distinctive principles of social group work
3. Role of group worker
4. Social group work in different fields
5. Group work in institutional settings
6. Understanding individual in the group process and group as a totality

**Unit III Social group work process and programmes**

1. Steps or process of group formation
2. Stages / phases in group development
3. Factors affecting group development and role of social worker in different
4. Stages of group development
5. Concept and importance of programme in group work practice
6. Programme planning, development and implementation process

**Unit IV Skills, techniques, recording and evaluation in social group work**

1. Skills of group worker- for group development, programme planning, and programme implementation
2. Recording in group work: principles and types of recording, techniques of recording- observation, sociogram.
3. Evaluation in group work- importance of continuous evaluation in group work, types and methods of evaluation

**Unit V Group process and dynamics**

1. Social processes in group work
2. Leadership and its development in group work process
3. Communication in group
4. Group Dynamics:- group bond, group- conflict, confrontation, apathy and group control

**Suggested Readings**

1. Balgopal, P.R and : Groups in social work, An ecological perspective,  
Vassil, T.V : Macmillan publishing company. inc., New York  
1983
2. Banerjee, G.R : Papers in social work, Tata institute of social science,  
1973 : Bombay

3. Bhatt R.M. : 1960 : Records of social group work practice in India, Baroda university: Baroda
4. Singh, Surendra (ed): 2012 : Encyclopedia of social work in India Vol.2 and 4 , published by New Royal book company, New Delhi
5. Friedlander W.A (ed.) : MC, 1958 : Concepts and methods of social work, Prentice Hall Englewood Cliffs, N.J.
6. Garvin, Charles D. : et al (eds.)2008 : Handbook of social work with groups, Rawat Publications, New Delhi.
7. Johnson, F.P. : 2003 : Group theory and group skills, Beston Mass: Rcorson/ Allyn and Bacon
8. Konopka Gisela : 1963 : Social group work: A helping process, Prentice Hall Englewood Cliffs, N.J.
9. Mirza, A : 1983 : Samaj karya (Hindi) Edit by Dr..Kripal Singh ,Sadanand, Nimmi Shrivastava,Navjyoti scientific publication:Lucknow
10. Siddiqui, H.Y. : publications, 2008 : Group Work: theories and practices, Rawat New Delhi.
11. Trecker, Harleigh B : 1955 : Social group work- principles and practices, New York association press
12. Wilson, Gertrude and Gladys Ryland 1949 : Social group work practice. Boston: Houghton Mifflin Co.
13. Gopelwar, B. : 2007 : Social group work, Indian Institute of youth welfare
14. Ryland and Wilson : Co. 1949 : Social group work Practice, USA: Houghton Mifflin



## Semester I

### Paper: VI COMPUTER APPLICATIONS: THEORY AND PRACTICAL

**Course Objective:** This subject enables the students to understand the theory and practical aspect of computer applications.

**Learning Outcome:** After completion of this unit students will be able to:

- Understand basic computer fundamentals.
- Learn about resources of computer.
- Discuss role of operating system
- Proficient in operating MS Word, MS Excel ,MS PowerPoint.
- Able to access Internet
- Learn about various latest technologies.

**Unit I - Anatomy of computer, operating system concepts, hardware, software concepts & terminology, networking---** definition, types, applications, Introduction to GUI.

**Unit II - Introduction to MS-Office— MS Word: creating documents, formatting features, standard toolbar, text formatting, header & footer, mail-merge, macro, insertion of files & pictures.**

**Unit III - MS-Excel :**Construction of worksheet and inserting data according to its characteristics, creation of charts and graphs .Use of statistical tools including measures of central tendency, coefficient of correlation and regression.

**Unit IV - MS- Power point – Create power point presentation with the help of different presentation styles, editing slides, various views of PowerPoint presentation, insertion of chart and pictures, animation and transition effects, creation of photo album.**

**Unit V- Internet basics& Applications—Internet & its uses, Intranet & Extranet, web pages, websites, web servers, web browser, internet domains, URL 's, IP address, search engines.**

**Unit VI - Introduction to IT and its development – Virtual reality, GPS, GIS, Mobile technology – 1G, 2G, 3G, 4G. Wi-Fi, Bluetooth.**

#### Recommended Books:

- 1.Pradeep K.Sinha, Priti Sinha Computer Fundamentals, Fourth Edition, BPB Publications.
- 2.Rajaraman , V ,Fundamentals of Computers , Prentice Hall of India , New Delhi .
- 3.Techniques and Applications, Prentice Hall, Englewood Cliffs, NJ.
- 4.Wood, M.B., Introduction Computer Security, Broadman Associates, Delhi.
- 5.Sushila Madan , Information technology by, Taxmann allied services (P) Ltd.

6.Ramesh Behl :Information technology for management by, Tata McGraw Hill education  
Pvt. Ltd.

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## M.S.W- II SEMESTER

### PAPER: 1 FIELDS OF SOCIAL WORK IN INDIA

#### Unit-1 Fields of social work

1. Family and child welfare
2. Welfare of the scheduled castes and scheduled tribes and other backward classes
3. Medical and psychiatric social work
4. Community development-rural and urban
5. Welfare of the physically and mentally challenged

#### Unit-II Fields of social work

1. Welfare of the women,
2. Working with adolescents
3. Welfare of youth
4. Welfare of the aged (Gerontology)
5. School social work
6. Social work in disaster situation
7. Social defence
8. Labour welfare and personnel management

#### Unit-III Voluntary action for social work in India

1. Voluntary action: voluntary efforts for social welfare in India
2. Role and contributions of NGOs in social welfare
3. Scope, need and limitations for voluntary welfare programmes in India

#### Unit-IV Sarvodaya movement in India

1. Social welfare and sarvodaya movement in India
2. Sarvodaya ideology of reconstruction of society
3. History of sarvodaya movement in India-Gandhian and post Gandhian era
4. Differences and similarities between Gandhian constructive work and professional social work.

#### Unit-V State action for social welfare in India

1. Concept of the welfare state and the Indian constitution (relevant portions)
2. State action: scope, need and limitations of social welfare programmes in India.
3. Brief account of social welfare programmes and provisions in five year plans

#### Suggested Readings:

1. Friedlander, WA : Introduction to social welfare, Prentice Hall, New York 1959
2. Government of India : Social welfare in India, Planning Commission, New Delhi 1980
3. Shastri, Rajaram : Samaj karya, kalyan tatha siksha sansthan, Varanasi 1972
4. Pathak, S : Social welfare, Mac Millan India, New Delhi 1981
5. Kulkarni, PD and Nanavati 1998 : NGOs in the changing scenario: Uppal MC publishing house New Delhi
6. Surendra Singh (Chief Editor): Encyclopedia of social work in India: New Royal 2012 book company, Lucknow

## PAPER.2 HEALTH, BEHAVIOUR AND BEHAVIOURAL PROBLEMS

### Unit I: Health & illness

1. Meaning and definition of health
2. Meaning and definition of illness
3. Dimensions of health
4. Determinants of health
5. Indicators of health

### Unit II: Theories of human behaviour

1. Memory
2. Motivation
3. Emotion, Intelligence, Emotional intelligence – concept and practices
4. Learning

### Unit III: Personality

1. Meaning and definition of personality
2. Allport's personality traits: criteria, conclusion and types
3. Determinants of personality
4. Types of personality
5. Personality test: projective techniques, personality inventories

### Unit IV - Mental retardation & intervention

1. Mental retardation: causes & types
2. Psychotherapies: overview of major therapies
3. Counseling: definition, areas
4. Field of counselling

### Unit V- Behavioural problems

1. Stress : etiology, bodily changes & coping strategy
2. Etiological factors of mental illness: biological, psychological and social factors
3. Mental illness: neurosis, psychosis and personality development
4. Mental and behavioral disorder : ICD -10

### References:

1. Kuppaswamy, B. : Introduction to social psychology, Asia pub. house, Bombay  
1961
2. Baron, R. A. and : Social psychology, 8<sup>th</sup> edition, Prentice hall of India Pvt.Ltd., New Delhi  
2000
3. Byrne, D. : Developmental psychology, A life span approach, Tata McGraw-Hill, New Delhi  
Hurlock, E.B. :  
1977
4. Morgan, C.T. : Introduction to psychology 7<sup>th</sup> edition, Tata McGraw-Hill, New Delhi  
1993
5. Hall, C.S. and : Theories of personality, Wiley New York,  
Lindzey, G. 1978
6. Page, J.D. : Abnormal psychology, Tata McGraw-Hill, New Delhi  
1991



7. Jayaswal, S.R. : Guidance and counseling : an elective approach  
1968 Lucknow
8. Maslow, A.H. : A Theory of human motivation, psychological review  
1943
9. McGregor, D. : The human side of enterprise. N.Y. McGraw-Hill  
1960
10. McClelland, D.C. : Power: the inner experience. N.Y. Irvington  
1975
11. Murray H.A. : Exploration in personality. N.Y. Oxford university press  
1938
12. Robinson, A.J. : The 1972 annual handbook for group facilitators. San  
1972 Diego, CA: Pfeiffer & company
13. Sashkin, M. : The 1981 annual handbook for group facilitators. San  
1981 Diego, CA: Pfeiffer & Company
14. Rao N. S. : Counseling and Guidance , Tata McGraw-Hill, New  
1991 Delhi



**PAPER: 3 METHODS OF WORKING WITH PEOPLE- II**  
**(Social Case Work)**

**Unit I Social case work as a method of social work: Introduction**

1. Concept, need and objectives of social case work
2. Case work : historical development in west and India
3. Importance of social case work as a method of social work and its relationship with other methods of social work
4. Social case work and other therapeutic methods

**Unit II Basics of social case work**

1. Components of case work
2. Basic concepts in social work: ego, social role, stress and adaptation
3. Causes of interpersonal adjustment problem
4. Professional self

**Unit III Social case work theory**

1. Principles of social case work practice
2. Phases of social case work- study, continuous assessment and analysis, psycho-social diagnosis, intervention, follow-up, termination,
3. Techniques of intervention
4. Client-casework relationship

**Unit IV Essentials of practice**

1. Interviewing: concept and types
2. Specific skills and basic rules of interviewing
3. Specific interviewing problems
4. Recording in social case work: concept, purpose and types
5. Principles of recording

**Unit V Case work practice in India**

1. Scope and practice of social case work in different settings
2. Limitations of social case work practice in India
3. Social case work: retrospect and prospect ,
4. Changing context of practice and future challenges

**Suggested Readings**

1. Aptekar, Herbert : The dynamics of casework and counselling, Houghton Mifflin Co., New York 1955
2. Banerjee, Gauri Rani : Papers on social work- An Indian perspective, Tata institute of social sciences, Bombay 1973
3. Biestek, Felix Paul : The casework relationship, university press, Loyala 1957
4. Dominelli, Lena, : Social work: theory and practice for a changing profession, polity press, U.K. 2004
5. Dr. Surendra Singh(Ed.) : Encyclopedia of social work in India Vol. 4 I 2012 Royal book company, New Delhi



6. Francis Joseph Turner : Social work treatment: Interlocking theoretical approaches,  
2011
7. Garret, A : Interviewing: principles and methods,  
1949 family service association of america, New York
8. Hamilton, Gordon : The theory and practice of social case work,  
1951 Columbia university press, New York  
Hepworth,
9. Dean H. and : Direct social work practice: theory and skills,  
9th Ronald H. Rooney, ed , Brooks/Cole, cengage learning, USA  
Glenda D. Rooney,  
Kim Strom-Gottfried  
Jo Ann Larsen  
2012
10. Hollis, Florence : Casework: A psychosocial theory, random  
1964 house, Toronto
11. O' Hagan, Kieran : Competence in social work practice- A practical  
Kingsley, Jessica guide for professionals, London  
2003
12. Rameshwari Devi, : Social work methods, practice and perspective  
Ravi Prakash 2004 (Models of casework practice), Vol.II, Ch.3,  
Mangal deep publication, Jaipur.
13. Mathew, Grace : An Introduction to social case work, TISS,  
Mumbai 1992
14. Roberts,R.W. and : Theories of social case, The university of  
Nee,R.H. 1970 Chicago



## PAPER: 4 SOCIAL WORK RESEARCH & STATISTICS

**Unit 1-Introduction to Research:** Meaning and definition of research; scope and importance of research; Types of research, The process of research, Research problem and objective formulation, types of variables, Research applications in social, psychological, political, and business sciences; Features of a Good research study,

**Unit 2 Data source and data structure and Sampling:** Types and methods of Primary and secondary data collection, Review of Literature, qualitative and quantitative data, Survey method----sampling and sampling methods

**Unit 3: Measurement and Scaling, Classification and presentation of data through charts, frequency distribution and graphs, Correlation and Regression**

**Unit 4: Hypothesis and hypothesis testing for large and small sample, t-test, z-test, Chi-square test**

**Unit 5: Report writing , Synopsis Writing and ethics in research**

**Note: Students can refer more models for extra learning**

### Suggested Readings

1. Ramchandran P : Issues in social work research in India, Tata institute of social sciences, New Delhi  
1990
2. Coolidge, Frederick : Statistics: A gentle introduction ,Sage publication, New Delhi  
2000
3. Bajpai, SR : Methods of social survey and research, Kitab ghar, Kanpur  
1999
4. Lal Das DK : Practice of social research, Rawat publications, Jaipur  
2000
5. Goode and Hatt : Methods in social research, Mc Graw Hill, New York  
1957
6. Young, Pauline : Scientific social surveys and research, Prentice hall of India, New Delhi  
1968
7. Gupta CB : An introduction to statistical methods (Ram Prasad and Sons , Agra)  
1980



# PAPER: 5 SOCIAL WELFARE ADMINISTRATION

## Unit-1

1. Basic concepts: social administration, social welfare administration and public administration
2. Social welfare administration in India

## Unit-II

1. Principles of social welfare administration
2. Social welfare planning in India
3. Social welfare administration at different levels in India: central, state, district and block

## Unit-III

1. Project formulation and implementation
2. Registration of a society and trust and related Laws
3. Personnel policies and administration: recruitment, selection, training, promotion etc.
4. Supervision and staff development

## Unit-IV

1. Organization: meaning and importance
2. Organizational structure in social welfare agency.
3. Difference and linkages between public administration and social welfare administration.

## Unit-V

1. Concept and importance of management
2. Manpower planning
3. Monitoring and evaluation in social welfare agencies

## Unit-VI

1. Fundamentals of financial accounting: Meaning and definition of accounting, need and necessity of accounting, accounting principles.
2. Financial management of non-profit organizations

## Suggested Readings:-

- |                              |   |   |
|------------------------------|---|---|
| 1. Koontz, et al.            | : | Essentials of management.   |
| 2. Stoner, et al.            | : | Management.   |
| 3. Hall, et al.              | : | Human resource management.  |
| 4. Walkert, Y.W.             | : | Human resource planning.  |
| 5. Moorthy, M.V.             | : | Human resource management psycho-sociological and social work approach. |
| 6. Formburn et al            | : | Strategic human resource planning.                                      |
| 7. Singh, P.N.               | : | Developing and managing human resources.                                |
| 8. Gupta, R                  | : | Implementing human resource development.                                |
| 9. Mitechel, T.R. and larson | : | J.R. people in organization.  |
| Newstern and davis           | : | Organizational behavior human behavior at                               |



# MSW III SEMESTER

## PAPER: 1 SOCIAL POLICY AND SOCIAL LEGISLATION IN INDIA

### Unit I. Concepts

Concepts: Policy, public policy, public welfare, social policy, economic policy, social welfare policy, affirmative action, protective discrimination, distributive and redistributive justice

### Unit II. Social policy in India: processes and actors

1. Sources of policy: Indian constitution- fundamental rights and directive principles of state policy,
2. Overview of the basic structure of the Indian political system- legislature, judiciary and executive
3. Policy formulation process, role of various actors in policy formulation:- international organizations (UN, W.T.O, World Bank), pressure groups, lobbies, advocacy networks, academic and research organization, industry and market forces; role of social workers
4. Judicial activism

### Unit III. Legal provisions for special groups

1. Rights of the disadvantaged and the constitution
2. Legal provisions for women
3. Legal provisions for persons with disability
4. Legal provisions for children

### Unit IV. Legal aid, social advocacy and role of social worker

1. Legal aid and government initiatives
2. Social advocacy and public interest litigation
3. Rights of the disadvantaged: impediments and role of professional social workers in legal aid and legal assistance

### Unit V. Social legislation

1. Law and social activism: consumer protection and right to information, protection against child abuse.
2. Social legislation as an instrument of social change.

### Suggested Readings

1. Alcock, P., A. Erskine and M. May (eds.). 1998 : The student's companion to social policy, Oxford blackwell/ social policy association
2. Hill, M. 2003 : Understanding social policy, Oxford. blackwell publishing hughes, social policy, Routledge, London
3. G. and G. Lewis (eds.). 1998. : Unsettling welfare: The reconstruction of social policy, Routledge, London





4. Mahajan, G. (ed.). : Democracy, difference and social justice. university press, New Delhi, Cambridge
5. Meena Acharya and : Gender indicators of equality, inclusion  
and Puspa Ghimre. : poverty reduction: measuring  
2005 project effectiveness. economic and  
programme/ political weekly. Vol 40 No. 44 and 45  
October 29 – November 04
6. Mishra, R. : Globalization and the welfare state.  
1999 Chentham press. Northampton:
7. Edward Elgar Watson, S. : Engendering social policy. Milton  
Keynes L. Doyal. : open university press.  
1999
8. Denny, David : Social policy and social work. Oxford:  
1998 claredon press
9. Gail, L., G. Sharon and : Rethinking social policy, London, open  
J. Clarke (ed). 2000 university press in association with sage  
publications.
10. Jayati Ghosh. : Globalisation, export oriented  
2002 employment for women and social  
policy: A case study of India, social  
scientist. Vol. 30, No.11/12.
11. Kennet, P. : Comparative social policy. London, open  
1999 university press.
12. Khadria B (ed.). : India migration report 2009. New Delhi,  
2009 international migration and diaspora  
studies project.



## **PAPER – 2 COMMUNITY ORGANISATION AND SOCIAL ACTION**

### **UNIT: 1 EVOLUTION OF COMMUNITY ORGANISATION AS A METHOD OF SOCIAL WORK**

1. Historical Perspective in India, UK, and USA, the Role of Community-Based Organizations, Human Capital & Social Capital.
2. ssTypes of communities in India
3. Concept, Definition, Scope.
4. Process of Community Organization: Steps in Community Organization, Methods, Principles, Skills, Assumptions.

### **UNIT: 2 APPROACHES IN COMMUNITY ORGANIZATION PRACTICE**

1. Models and strategies of community organisation: 1. Locality development Model, 2. Social Planning Model, 3. Social Action Model
2. Participatory Rural Appraisal: Features, Techniques and Uses. Plan and social analysis. The application of these techniques in Community Organisation. Study, review and analysis of cases/issues in community and its presentation.
3. Community Organization Practice in the Context of Various Settings : Health, Education, Residential institutions, Livelihood and work, Natural resource management, Sustainable development, working with tribal population, working with rural and urban vulnerable Communities, Displaced population and rehabilitation, Community organization in risk education and disaster response, Peace and peace building.

### **UNIT: 3 SOCIAL ACTION AND ADVOCACY**

1. Concepts, Principles and Process of Social Action; Social work and social action; History of social action in India.
2. Concept of advocacy as a tool; Strategies for Advocacy, Campaigning, and Lobbying; Use of media and public opinion building in advocacy; and Coalition and Network building; Linking up protest movements with development work.
3. Different forms of protest, various contributions to the theory of social action ( Paulo Friere, Mahatma Gandhi (Sarvodaya)

### **UNIT: 4 SOCIAL ACTION AND SOCIAL MOVEMENTS**

1. Social Movements: Origin, Nature, Types of Movements, Theories of Movement and new Social Movements.
2. Social Movements, Social Action and Social Change: Movement Analysis: Ideology, Structure, Leadership, Process and Outcomes, Analysis of ideology and approach different social movements in India.
3. Case studies on various Movements: Mahatma Gandhi, Martin Luther King.

### **UNIT: 5 Practice**

1. Prepare an analytical study in the form of research study covering the topics-
  - a. Community organisation
  - b. Social Action



c. Social Advocacy

**Suggested Readings**

1. Buughardt, Steve : Organizing for community action, Sage publications, New Delhi  
1980
2. Siddiqui HY : Social work and social action ,Harman publications, New Delhi  
1984
3. Cox, Fred M : Strategies of community organization, Peacock publications, Illinois  
1974
4. Harper land Dunham : Community organization in action, Association press, New York  
1963
5. McMillion, Wayne : Community organization for social welfare ,The university of Chicago press, Chicago  
1945
6. Mehta R Shiv : Rural development in India, Sage publications, New Delhi  
1985
7. Maheshwari Shivram : Rural development in India, Sage publications, New Delhi  
1985
8. Madan GR : India's developing villages, Print house India, Lucknow  
1983
9. Rutman Leonard : Undertaking programme evaluation, Sage publications New Delhi  
1983
10. Clinard Marshal B : Slums and community development, The free press, New York  
1957
11. Siddiqui HY : Working with communities Hira publication, New Delhi  
1977
12. Gangrade KD : Working with communities at grass roots level, Radha publication, New Delhi  
2001



# **PAPER 3---GENDER STUDIES**

## **Unit 1 –**

Social Construction of Gender

Women's Movements – Pre-independent, Post-independent and Current women's movements.

Concept and need for Women's Studies

## **Unit – II**

National Committees and Commissions for Women – Government. Organizations for Women Department of Women and Child Development, Programmes, Policies, Welfare scheme

Indian Constitution and provisions relating to women.

## **Unit – III**

Liberal Feminism

Marxist Feminism

Radical Feminism

Socialist Feminism

## **Unit – IV**

Women's Education – Gender bias in enrolment – Curriculum content – Dropouts.

Gender Division of Labour – Mode of Production – Women in organized and unorganized sector.

New Economic Policy and its impact on Women's Employment

## **Unit – V**

Women and Environment – Basic Concept of Ecofeminism

Women Development approaches in Indian Five Year Plans

Panchayati Raj – Political Role and Participation

U N and Women Development -International Funding Agencies.

## **References:**

1. Beteille, Andre. 1974. Social Inequality, New Delhi: OUP





2. Betelle, Andre. 1992. Backward Classes in Contemporary India, New Delhi: OUP
3. Berreman, G.D. 1979. Caste and Other Inequalities: Essays in Inequality. Meerut: Folklore Institute.
4. Dube, Leela. 1997. Women and Kinship. Comparative Perspectives on Gender in South and Southeast Asia. New Delhi: Sage Publications.
5. Gadgil, Madhav and Guha, Ramchandra. 1996. Ecology and Equity: The use and Abuse of Nature in Contemporary India. New Delhi. OUP
6. Gill, S.S. 1998. The Pathology of Corruption. New Delhi: Harper Collin Publishers.  
Guha, Ranjit. 1991. Subaltern Studies. New York: OUP
7. Inden, Ronald. 1990. Imaging India, Oxford: Brasil Blackward Kothari, Rajani (Ed.).  
1973. Caste in Indian Politics, Lewis, Oscar. 1966. "Culture of Poverty". Scientific American Vol. II & V, No.4, pp.19

# SPECIALIZATION (GROUP A) HUMAN RESOURCE MANAGEMENT PAPER: 1(GROUP A) LABOUR, INDUSTRY AND SOCIAL WORK

## Unit- I

1. Industrial growth in India with special reference to MP
2. Impact of industrialization and urbanization on life of workers
3. Productivity concept & importance
4. Productivity and rationalization

## Unit- II

1. Working and living conditions of labour
2. Industrial housing ,industrial pollution and slums
3. Absenteeism and labour turnover and its impact

## Unit- III

1. Wages: Wage theories
2. Concept of minimum wages, fair wage and living wage
3. Models of wage payment
4. Major components of wages and incentives.

## Unit- IV

1. Social security: concept and its scope in India
2. Social work in industry
3. The welfare officer: role, duties and status.
4. Present trends and practices EAP (Employee Assistant Programme)

## Unit- V

1. Concept, scope of labour welfare
2. Philosophy and theories of labour welfare
3. Agencies of labour welfare
4. Role of trade union in labour welfare

### Suggested Readings

1. Saxena R.C. : Labour problems and social welfare, New academic publishers, Jalandhar  
1971
2. Pillai M.K. : Labour and industrial laws, Allahabad law agency,  
1986 Allahabd
3. Pant S.C. : Indian labour problems, Allahabad law agency, Allahabad  
1986
4. Moorthy M.V. : Principles of labour welfare, Oxford and IBH  
1981 publications co, New Delhi
5. Mehrotra S.N. : Labour problems in India, S chand and company Ltd.,  
1981 New Delhi
6. Malik PL : Industrial Law, Eastern book company, Lucknow  
1989
7. Bhagolilwal, TN and : Shram artha shastra evam audhoik sambhavana, Sahitya  
1981 bhavan, Agra



## PAPER: 2 (GROUP A) LABOUR LEGISLATIONS

### Unit I: Introduction

1. Need and scope of labour legislation
2. Labour administration at central and state levels
3. Importance of labour legislation in SW

### Unit- II: Wage laws

1. Payment of wages act, 1936
2. Minimum wages act, 1948
3. Payment of bonus act, 1965

### Unit -III: Social security legislations

1. E.S.I. act, 1948
2. Maternity benefit act, 1961
3. Employees provident and misc. act, 1971
4. Payment of gratuity act, 1972

### Unit- IV: Legislations regarding working conditions

1. The factories act, 1948
2. The mines act, 1952
3. Sexual harassment at work place

### Unit- V: Legislation regarding industrial relations

1. Industrial employment (standing orders) act 1964
2. Indian trade union act 1926
3. Industrial disputes act, 1947

### Suggested Readings

1. Saxena R.C. : Labour problems and social welfare, New academic publishers, Jalandhar  
1971
2. Pillai M.K. : Labour and industrial laws, Allahabad law agency,  
1986 Allahabad
3. Pant S.C. : Indian labour problems ,Allahabad law agency,  
1986 Allahabad
4. Moorthy MV : Principles of labour welfare, Oxford and IBH  
1981 publications co, New Delhi
5. Mehrotra SN : Labour problems in India, S chand and company Ltd.,  
1981 New Delhi
6. Malik PL : Industrial law eastern book company, Lucknow  
1989
7. Bhagoliwal, TN, : Shram artha shastra evam audhoiksambhavana, sahitya  
Bhagoliwal, Premlata bhavan, Agra  
1981  
1981

# SPECIALIZATION GROUP 'B' COMMUNITY DEVELOPMENT

## PAPER: 1 (GROUP B) RURAL COMMUNITY DEVELOPMENT

### Unit-I

1. Community development: its need, principles and methods
2. Historical development and early experiments in rural community development in India

### Unit-II

1. Origin of panchayati raj administration in India
2. Role of panchayati raj in rural development.
3. Structure of panchayati raj system at the district, block and village levels
4. Functions of panchayati raj system, gram sabha and social audit.
5. Problems of panchayati raj institutions

### Unit-III

1. Structure and functions of community development at district, block and village levels.
2. Training for rural development functionaries in India
3. Rural community development programmes in India.

### Unit-IV

1. Concept, philosophy and principles of extension education
2. Institutional framework for rural development: Ministry of rural development, National institute of rural development, District rural development agency, NABARD, Council of advancement of people's action and rural technology (CAPART)

### Unit-V

1. NGOs and their role in community development
2. Recent trends in voluntary sector regarding rural development
3. Use of social advocacy, pressure groups and public interest litigation in community Action.

### Suggested Readings

1. Mehta R Shiv : Rural development in India, Sage publications, New Delhi 1985
2. Maheshwari Shivram : Rural development in India, Sage publications, New Delhi 1985
3. Madan GR : India's developing villages, Print house India, Lucknow 1983
4. Rutman Leonard : Undertaking programme evaluation, Sage publications New Delhi 1983
5. Clinard Marshal B : Slums and community development, The free press, New York 1957
6. Siddiqui HY : Working with communities, Hira publications, New Delhi 1977
7. Gangrade KD : Working with communities at grass roots level, Radha publications, New Delhi 2001



8. Green Gray Paul and Anna Haines : 2001 : Asset building and community development ,Sage publications, New Delhi
9. Asha Ramagonda Patil: 2013 : Community organization and development, PHI learning private limited, New Delhi 110001, India
10. Yatindra Singh : 2005 : Functioning of panchayti raj system, Rawat publishers, Sisodia (Editor), Jaipur
11. Surendra Singh : 2012 : Encyclopedia of Social work in India: New royal book company, Lucknow

## PAPER: II (GROUP B) URBAN COMMUNITY DEVELOPMENT

### Unit- I

1. Urbanization: Concept, causes, process and significances, urbanization and urbanism.
2. Urban Community in India: Nature, characteristics and major problems.

### Unit- II

1. Urban Community Development: Need, concept, objectives and approaches.
2. Urban Community Development in India: Historical perspectives, policies and programs.

### Unit- III

1. Planning for urban community development, nature, problems.
2. Urban community development in India's five year plans.

### Unit- IV

1. Slums in India: Growth, types, major characteristics and problems: Approaches and programs for their improvement.
2. Structure and functions of urban local self government - Municipal corporation, municipalities, cantonment boards and 74<sup>th</sup> amendment of municipal administration etc.

### Unit-V

1. Major agencies of urban community development in India. Department of town and country planning, housing board, city development authority, HUDCO, CIDCO etc.
2. Social Education and its component in the programme of National literacy mission.

### Suggested Readings:-

1. Rutman Leonard : Undertaking programme evaluation, Sage publications, New Delhi  
1983
2. Clinard Marshal B : Slums and community development ,The  
1957 free Press New York
3. Siddiqui HY : Working with communities, Hira publications,  
1977 New Delhi
4. Gangrade KD : Working with communities at grass roots level,  
2001 Radha publications, New Delhi
5. Green Gray Paul and : Asset building and community development,  
2001 Sage Anna Haines publications, New Delhi
6. Asha Ramagonda Patil : Community organization and development, PHI  
2013 learning private limited, New Delhi
7. Surendra Singh : Encyclopedia of social work in India: New royal  
2012 book company, Lucknow
8. Thudipara Jacob : Urban community development, Rawat  
2007 publications, Jaipur



9. Sahah Ghanshyam : Social movements and the state, Sage  
2000 publications, New Delhi
10. Pinto Marina : Metropolitan city government in India, Sage  
2000 publications, New Delhi
11. Nagpaul Hans : Social work in urban India, Rawat publications,  
2007 Jaipur
12. Anand Ram Nigam : Bharatiya saharita andholan, Sahitya nketan  
1966 prakshan, Kanpur

# **SPECIALIZATION GROUP 'C'- MEDICAL AND PSYCHIATRIC SOCIAL WORK**

## **PAPER 1 (GROUP C) -PSYCHOPATHOLOGY AND ASSESSMENT OF PSYCHIATRIC DISORDERS**

### **Unit I: History and assessment methods**

1. Historical development of MPSW and psychiatry: major milestones
2. Definition of medical social work and psychiatric social work
3. Psychiatric examination: principles of psychiatric interviewing, case history taking and mental status examination
4. Classification of mental and behavioral disorders: ICD-10 and DSM - IV.
5. Etiology: bio-psycho-social factors in psychiatric disorders.
- 6.

### **Unit II : Biology of behaviour**

1. Receptors
2. Effectors
3. Nervous system
4. Central nervous system
5. Autonomic nervous system
6. Reflex actions

### **Unit III: Mental and behavioral disorders I**

1. Symptomatology: sign and symptoms of major mental disorders.
2. Organic mental disorder
3. Psychoactive substance use disorder
4. Schizophrenia, schizotypal and delusional disorder
5. Neurotic stress related and somatoform disorder
6. Disorder of adult personality and behaviour

### **Unit IV : Mental and behavioral disorders II**

1. Pain disorders
2. Child psychiatry
3. Geriatric psychiatry
4. Sleep disorders
5. Disorders of eating
6. Psycho-sexual disorders

### **Unit V : Mental & behavioral disorders III**

1. Mood (affective) disorders
2. Dissociative disorders



3. Adjustment and impulse disorders
4. Disorders related to women
5. Psychiatric sequel of physical disorders
6. Psychiatric emergencies

### Suggested Reading:

1. Park, K. : Textbook of preventive and social  
2000 medicine, 20<sup>th</sup> Edition, M/s Banarsidas  
Bharot
2. Lok Sabha Secretarine : National health policy, New Delhi
3. Voluntary health association : State of India's health, VHAI, New  
Of India 1991 Delhi
4. Carson, R.C. Butcher, J.N. : Abnormal psychology and modern and  
Mineka, S. 1998 life, longman, New York
5. World health organization : ICD-10, AITBS, New Delhi
6. Gelder, M. Gath, D. : Oxford text book of psychiatry, Oxford  
1996 university press, London
7. Talboot . J.A. Hales, R.E. : Textbook of psychiatry, The american  
1994 psychiatry press, Jaypee brother, Delhi,
8. Pathak, S. H. : Medical social work, Delhi school of  
1994 social work
9. Banerjee, G. R. : Social service department : Its  
organization and functions, TISS,  
Bombay
10. French, L.M. : Psychiatric social work, The common  
1940 wealth fund, New York
11. Verma, R. : Psychiatric social work in India, Sage  
1991 publisher, New Delhi,
12. Baquer, A. : Disability : challenges vs responses, New  
1997 Delhi



# Academic & Research Report Writing

## Course layout

### Unit 1 : Introduction

Importance of report writing in academics and research. Various kinds of academic and research activities. Necessity of report writing for achievement of academic and research goals. Various kinds of reports / presentations. Characteristics of academic and research reports / presentations. Conclusions.

### Unit 2 : Research paper writing

Types of research papers, Structure of research papers, Research paper formats, Abstract writing, Methodology, Results and discussions, Different formats for referencing, Ways of communicating a research paper.

### Unit 3 : Thesis writing

Structure of a thesis, Scope of the work, Literature review, Experimental / computational details, Preliminary studies, Results and Discussions, Figures and Tables preparation, Conclusions and future works, Bibliography, Appendic.

### Unit 4 : Tools and Techniques, Miscellaneous Reports

Various word processors, e.g, MS Word, Libra-office, etc. Making effective presentations using Power Point and Beamer, Uses of plagiarism detection tools. Writing research proposals, Writings project proposals, Lecture notes, Progress reports, Scientific reports etc.

### Unit 5 : Research and publication ethics

Publication ethics: definition, introduction and importance. Best practices and initiatives. Publication misconduct, concept, problems and types. Copyright and violation.

Books and references

1. A Step-by-Step Guide to Writing Academic Papers, by Anne Whitaker September 2009
2. On Writing a Thesis by C P Ravikumar, IETE Journal of Education, 2000



## **DIGITAL MARKETING SYLLABUS**

**Unit-1 Digital Marketing:** Introduction, Meaning, Concept, Advantages and Disadvantages, Scope, and Objectives.

**Unit-2 Affiliated Marketing and Network Marketing:** Meaning, Concept, Advantages and Disadvantages, Difference between AM and NM, Concept of MLM.

**Unit-3: Graphic Designing:** Introduction to CANVA, Importance, Features and Tools, Basics, Practical approach of using CANVA.

**Unit-4: Social Media Marketing:** Introduction, Meaning, Concept, Advantages and Disadvantages, SMM strategies to use different social media platform.

**Unit-5: Search Engine Optimization:** Introduction, Meaning, Concept, Practical approach of using SEO.

**Learning Outcomes:** After completion of this paper students will be able to understand:

1. Uses of different social media platforms.
2. Meaning and concept of MLM, NM, AM.
3. Practical approach of using CANVA and SEO.
4. How to manage social media platforms for business.
5. Basics of Digital Marketing.

### **Recommended Books:**

- The Art of SEO: Mastering Search Engine Optimization-Book by Eric Enge, Jessie Stricchiola, and Stephan Spencer
- Digital Marketing Strategy: An Integrated Approach to Online Marketing-Book by Simon Kingsnorth
- Building a StoryBrand: Clarify Your Message So Customers Will Listen-Book by Donald Miller
- The Zen of Social Media Marketing: An Easier Way to Build Credibility, Generate Buzz, and Increase Revenue-Book by Shama Hyder
- One Million Followers: How I Built a Massive Social Following in 30 Days-Book by Brendan Kane
- Social Media Marketing All-in-One for Dummies-Book by Doug Sahlin and Jan Zimmerman
- Marketing 4.0-Book by Hermanwan Kartajaya, Iwan Setiawan, and Philip Kotler