MSW III Semester (From ~~2015-16~~ onwards)

Paper No	Nomenclature of Paper	Maximum Marks	Theory	CCE	Minimum Passing Marks in each paper (Theory/Proj)	Minimum aggregate Passing Marks
1	Social Policy and Social Legislation in India	100	85	15		
2	Community Organization	100	85	15		
3	Specialization paper(1) Group (A,B,C,D,E)	100	85	15		
4	Specialization Paper(2) (Group A,B,C,D,E)	100	85	15		
	Internship (Annual Evaluation)					

Group A Human Resource Management
(1) Labour Welfare
(2) Management of Human Resources
Group B: Medical And Psychiatric Social Work
(1) Psychopathology and Assessment of Psychiatric Disorders
(2) Interventions in Psychiatric Disorders
Group C Urban and Rural Community Development
(1) Development Management   Part-1
(2) Rural Community Development and Panchayati Raj
Group D Social Welfare Administration
(1) Social welfare India Part-1
(2) Administration of Social Welfare Part-1
Group E Women and Child Development
(1) Women's Welfare and Development Part-1
(2) Child Welfare and Development Part-1

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MSW 3rd Semester

Paper: 1   Social Policy and Social Legislation in India

Unit 1.

Concepts: Policy, Public policy, Public Welfare, Social Policy, Economic Policy, Social Welfare Policy, Affirmative Actions, Protective Discrimination, Distributive and Redistributive Justice

Unit 2. 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 3 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 4 Legal Aid, Social Advocacy and Role of Social Worker

1. Legal Aid and Government Initiatives
2. Social Advocacy and Public Interest Litigation
3. Law and Social Activism: Consumer Protection and Right to Information
4. Rights of the Disadvantaged: Impediments and Role of Professional Social Workers in Legal Aid and Legal Assistance

Unit-5 Social Welfare Administration

1. Development and Progress: Economic and Social Dimensions
2. Social Welfare Administration : Concept, Need and Objectives
3. Principles of Social Welfare Administration
4. How to establish an NGO: Rules and Procedures

Suggested Readings
Alcock, P., A. Erskine and M. May (eds.). (1998). *The Student's Companion to Social Policy.*

Oxford: Blackwell/ Social Policy Association

Hill, M. (2003). *Understanding Social Policy*. Oxford. Blackwell Publishing

Hughes, G. and G. Lewis (eds.). (1998). *Unsettling Welfare: The Reconstruction of Social Policy*.London: Routledge

Hungama For Change. (2012). *The Hungama Survey Report– 2011*. Hyderabad: Naandi Foundation(web source: http://hungamaforchange.org/HungamaBKDec11LR.pdf)

Mahajan, G. (ed.). (1998). *Democracy, Difference and Social Justice*. New Delhi: Cambridge University Press

Meena Acharya and Puspa Ghimre., (2005). Gender Indicators of Equality, Inclusion and Poverty Reduction: Measuring Programme/Project Effectiveness. *Economic and Political Weekly*. Vol 40 No. 44 and 45 October 29 – November 04

Mishra, R. (1999). *Globalization and the Welfare State*. Chentham Press. Northampton: Edward Elgar Watson, S. And L. Doyal. (1999). *Engendering Social Policy*. Milton Keynes Open University Press.

Denny, David. (1998). *Social Policy and Social Work*. Oxford: Claredon Press

Gail, L., G. Sharon and J. Clarke (ed). (2000). *Rethinking Social Policy*. London: Open University Press in association with Sage Publications.

Jayati Ghosh., (2002). Globalisation, Export Oriented Employment for Women and Social Policy: A Case Study of India. *Social Scientist*. Vol. 30, No. 11/12.

Kennet, P. (1999). *Comparative Social Policy*. London: Open University Press.

Khadria B (ed). (2009). *India Migration Report 2009*. New Delhi: International Migration and Diaspora Studies Project.

Paper 2 Community Organization

Unit- 1: Communities in India
Concept of Community: its structural and functional aspects
Rural Community: nature, structure and problems
Urban Community: Nature and problems
Tribal Community: tribal culture and problems
Community power structure

Unit-11: Community Organization
Concept and aims of community organization
Historical development of community organization
Principles of community organization

Unit-111: Community Organization Process
Steps in community organization process
Role and skills of community organizer
Models of community organization.

Unit- 1V: Community Organization and Social Action
Concept , types, process and models of Social action.
Recent trends in social action and social movements.
Social Action and social change.
Leadership: types and functions
Importance of leadership in community organization

Unit -V: Community Development

Community development: concept, philosophy and methods
Rural community development
Urban Community development
Social Audit and Community Development

Suggested Readings

Buughardt, Steve: Organizing for Community Action (Sage Publications-New Delhi -1980)
Siddiqui HY: Social Wok and Social Action (Harman publications New Delhi -1984)
Cox, Fred M : Strategies of Community Organization(Peacock Publications-Illinois 1974)
Harper land Dunham: Community Organization in Action (Association Press. New York-1963)
McMillion, Wayne: Community Organization for Social Welfare (The University of Chicago Press-Chicago 1945)
Mehta R Shiv: Rural Development in India (Sage Publications New Delhi- 1985)
Maheshwari Shivram: Rural Development in India (Sage Publications-New Delhi1985)
Madan GR: India's developing Villages (Print House India-Lucknow-1983)
Rutman Leonard: Undertaking Programme Evaluation(Sage Publications New Delhi-1983)
Clinard Marshal B: Slums and Community Development (The Free Press, New York 1957)
Siddiqui HY : Working with Communities (Hira Publications, New Delhi -1977)
Gangrade KD: Working With Communities at Grass roots Level (Radha Publications-New Delhi 2001)
Green Gray Paul and Anna Haines: Asset Building and Community Development (Sage Publications, New Delhi-2001)
Asha Ramagonda Patil: Community Organization and Development (PHI Learning Private Limited, New Dlhi 110001, India -2013)
Surendra Singh (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow, 2012)
Yatindra Singh Sisodia (Editor): Functioning of Panchayti Raj System (Rawat Publishers, Jaipur -2005)

Specialization (Group A) Human Resource Management

Paper: 1(Group A) Labour Welfare

Unit- 1
Industrial Growth in India with special reference to MP
Impact of Industrialization and urbanization on life of workers
Productivity concept & important ance
Productivity and rationalization

Unit- II
Working and living conditions of labour
Industrial Housing ,industrial Pollution and slums
Absenteeism and labour turnover and its impact

Unit- III

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

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Unit- IV

Social security: Concept and its scope in India
Social work in Industry
Agencies of labour welfare
Role of trade union in labour welfare

Unit- V

Concept, scope of labour welfare
Philosophy and theories of Labour welfare
The welfare officer: role, duties and status.
Present trends and practices EAP (Employee Assistant Programme)

Suggested Readings

Saxena RC: Labour Problems and Social Welfare (New Academic Publishers, Jallandhar-1971)
Pillai MK: Labour and Industrial Laws (Allahabad Law Agency, Allahabd-1986)
Pant SC: Indian Labour Problems (Allahabad Law Agency, Allahabad-1986)
Moorthy MV: Principles of Labour Welfare (Oxford and IBH Publications co, New Delhi-1981)
Mehrotra SN: Labour Problems in India (S Chand and Company Ltd., New Delhi-1981)
Malik PL: Industrial Law (Eastern Book Company, Lucknow-1989)
Bhagolilwal, TN and Bhagoliwal, Premlata: Shram Artha Shastra Evam AudhoikSambhavana (Sahitya Bhavan, Agra-1981)

Paper: 2 (Group A)   Management of Human Resource

Unit- 1: HRM

Concept and approaches to management
Concept and evolution of HRM as a profession
HR Dept.: Structure and functions
Human resource planning .

Unit- 2: Human Resource Functions

Recruitment and selection
Placement and Induction
Compensation and reward
Internal Mobility and attrition.

Unit- 3 HRD

HRD: Conceptual framework
Systems and sub systems
Strategies and Emerging Trends
Performance appraisal and review
Training and development

Unit - 4 Organizational Behaviour

OB : Concept, components and organizational culture and climate.
Monotony and ,Fatigue

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Accidents and Accident proneness

Unit- 5 The Future of HRM
Human Audit and research
Managing change and challenges
Globalization and the future of HRM
Application of Social Work Skills to HRM

Suggested Readings

Arnold and Feldman: Organizational Behaviour (Mc Graw Hill Co., New Delhi-1987)
Bhtia SK: Personnel Management and Industrial relations (Deep and Deep Publications, New Delhi-1980)
Dyal Ishwar: Management Training in Organizations (Prentice Hall of India Pvt Ltd,. 1984)
Dwivedi RS: **Management of Human Resource (Oxford and IBH Publishing Co,. New Delhi-1982)**
Flippo EB: Principles of Personnel Management (MC Graw Hill Book Company, New York 1966)
Lal Das DK: Personnel Management, Industrial relations and Labour welfare (YK Publishers, Agra 1991)
Mamoria CB: Bharatiya Shram Samasyaen (Sahitya Bhavan, Agra-1976)
Punekar,SD and Deodhar: Industrial Relations(Himalayan Publishing House, Bombay-1981)
Singh PN: Developing and Managing Human Resource (Suchandra Publications, Bombay-1992)
Subramaniam KN: Labour Management Relations in India (Asia Publishing House, Bombay-1967)
Verma Pramod and Mukerjee, Surya: Trade Unions in India (Oxford and IBH Publishing House New Delhi-1982)
Tripathi PC & Reddy PN: Principles of Management (Tata McGraw Hill Publishing Company Limited, New Delhi-1983)

Group B   Medical and Psychiatric Social Work

Paper 1 (Group B) 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-Pycho-Social factors in psychiatric disorders.

Unit II – Biology of Behaviour

1- Receptors
2- Effectors
3- Nervous System
4- Central Nervous System
5- Autonomic Nervous System
6- Reflex actions

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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

Required Reading:

1. Park, K. : Textbook of Preventive and Social Medicine, 20th Edition (M/s Banarsidas Bharot.2000)
2. Lok Sabha Secretarine : National Health Policy(New Delhi)
3. Voluntary Health Association of India : State of india's Health (VHAI, New Delhi,1991)
4. Carson, R.C.Butcher,J.N. and Mineka, S. : Abnormal Psychology and Modern Life(longman, New York,1998)
5. World health Organization : ICD-10 (AITBS, New Delhi2002)
6. Gelder,M. Gath, D. : Oxford Text book of Psychiatry, Oxford University Press (London,1996)
7. Talboot . J.A. Hales, R.E. : Textbook of Psychiatry. The American Psychiatry Press. (Jaypee Brother , Delhi,1994)
8. Pathak, S. H. : Medical Social Work (Delhi School of Social Work)
9. Banerjee, G. R. : Social Service Department : Its organization and Funtions (TISS, Bombay)
10. French, L.M. : Psychiatric Social Work(The Common Wealth Fund, New York 1940)
11. Verma, R. : Psychiatric Social Work in India (Sage Publisher, New Delhi,1991)
12. Baquer, A. : Disability : Challenges Vs Responses (New Delhi 1997)

Paper-2 (GroupB) Interventions in Psychiatric Disorders

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Unit I - Social Work Methods and MPSW Intervention

1- Social Group Work in field of MPSW
2- Social Case Work in Field of MPSW
3- Community Organization and MPSW
4- Social Action in the field of MPSW: Need and Milestones
5- Social Work Researches in the field of MPSW: Need and Major Researches
6- Social Welfare Administration for the field of MPSW

Unit II- Psychiatric S.W. Intervention

1- Community Psychiatry : History, Principle, Feature and Programs in Community Mental Health
2- National Mental Health Act - 1987
3- National Mental Health Program of India
4- Role of Psychiatric Social Worker as Family Educator of Mental Illness & Mental Retardation.
5- Epilepsy: Causes, Types and Treatment of Epilepsy, Social impact of Epilepsy.
6- Child Guidance Clinic: Need, Structure, Programs.

Unit III – Psychometry

1- Intelligences tests : W A I S, W I S C & Bhatia battery
2- Adjustment test : Hugl bell test
3- Personality test : 16 PF test, draw & person test
4- Psychiatric scales to measure depression, anxiety status
5- Projective tests: TAT, Rorschach Ink blot test.

Unit IV - Counseling Skills for MPSW

1- Meaning, Philosophy, definition, & Features of Counseling.
2- Concepts related to counseling : Guidance, Advice, Direction and Instruction
3- Principles, Techniques, Process and Stages of counseling
4- Types of counseling: Family, Marital, Educational, Career and vocational, De-addiction and Industrial Counseling.
5- Application of counseling in different setting like correctional institution, Industrial, Family welfare center, child welfare center.
6- Function, Qualities and Skills required for MPSW in Counseling

Unit V – Psychotherapies

1- Client Centered Therapy
2- Psychoanalytical Psychotherapy
3- Behaviour Therapy
4- Occupational Therapy, Family Therapy
5- Chemotherapy, Electro Convulsive Therapy
6- Psychodrama, Crises Card, Weightage Grid etc.

Required Reading:

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1. Carson, R.C.Butcher,J.N. and Mineka, S. : Abnormal Psychology and Modern Life(longman, New York,1998)
2. Talboot . J.A. Hales, R.E. : Textbook of Psychiatry. The American Psychiatry Press. (Jaypee Brother , Delhi,1994)
3. Pathak, S. H. : Medical Social Work (Delhi School of Social Work)
4. Banerjee, G. R. : Social Service Department : Its organization and Funtions (TISS, Bombay)
5. French, L.M. : Psychiatric Social Work(The Common Wealth Fund, New York 1940)
6. World health Organization : ICD-10 (AITBS, New Delhi2002)
7. Gelder,M. Gath, D. : Oxford Text book of Psychiatry, Oxford University Press (London,1996)
8. Verma, R. : Psychiatric Social Work in India (Sage Publisher, New Delhi,1991)
9. Baquer, A. : Disability : Challenges Vs Responses (New Delhi 1997)
10. Park, K. : Textbook of Preventive and Social Medicine, 20th Edition (M/s Banarsidas Bharot.2000)
11. Lok Sabha Secretarine : National Health Policy(New Delhi)
12. Voluntary Health Association of India : State of india's Health (VHAI, New Delhi,1991)

Group C Urban And Rural Community Development

Paper 1 (Group C) Development Management- Part-1

Unit-1
Concept of organization and its types.
Organizational vision, mission, values
The Concept and theoretical framework of organizational behavior.
Types of organizational structure

Unit –11
Societies Registration Act .
Registration of society: legal and other requirements
Administrative process in a voluntary agency. General Body, Board of governors and various committees.

Unit-111
Organizational culture and factors affecting organizational culture
Organizational change, change process, the role and skills of change agent.
Management styles and leadership
Motivation-Importance of motivation and theories of Motivation.
(Maslows Theory, Herzburg theory, Achievement motivation theory)

Unit -1V
Organizational sustainability: Concept, approach and practices of sustainability at organizational level and programme level.Factors affecting sustainability .
Financial sustainability: Need and importance
Models of fund raising, Financial institutions, Basics of micro finance.

Unit-V
Defining conflict and crisis.
Conflict and crisis management

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Ways of dealing with conflict and crisis in organizations.
Change in organization, change approaches, change process, the role and skills of change agent.

Suggested Readings:

Drucker P: Managing the Non Profit Organizations (Harper Collins, New delhi-1990)
Brody Ralph: Effectively Managing Human Services Organizations (Sage Publications, New deli-2001)
*Filipo EB: Principles of Personnel Management (Mc Graw Hill Book Co.New York-1996)
Luthans Fred: Organizational Behavior (Mc Graw Hill ,New Delhi-1995)
Pareek Udai: Motivating for Organizational Roles (Rawat Publications. Jaipur-1993)
Robin P Stephen: Organizational Behavior (Prentice Hall of India. New Delhi-208)
French, Wendell :Organizational Development (Prentice Hall of India, New Delhi-2000)
Rao, TV: Readings in Human Resource Development (Oxford and IBH, New Delhi-1991)
Singh,Anup and Rajan K Gupta: Designing and Developing Organizations for Tomorrow (Sage Publications, New Delhi-2001)
Ramnarayan,S and Rao, TV: Organizational Development: Sage Publications, New Delhi-1998)

Paper:2 (Group C) Rural Community Development and Panchayati Raj

Unit-1

Community Development: its need, principles and methods
Historical development of community development in India
Early experiments in rural community development in India

Unit-11

Origin and philosophy of Panchayati Raj administration in India
Role of Panchayati raj in Rural Development.
Panchayati Raj and 73rd amendments of the constitution
Structure of Panchayati Raj system at the district, block and village levels
Functions of Panchati Raj system, Gram sabha and social audit.
Problems of Panchayati Raj institutions

Unit-111

Structure and functions of community development at District, block and village levels.
Training for Rural Development functionaries in India
Rural community development programes at the block and village level .

Unit-1V

Concept, philosophy and Principles of extension education
Extension education and its applicability in community development
Extensions methods used by GOs and NGOs

Unit-V

NGOs and their role in community development
Recent trends in voluntary sector regarding rural development
Empowerment of the weaker sections
Use of social advocacy, pressure groups and public interest litigation in community work.

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Suggested Readings

Mehta R Shiv: Rural Development in India (Sage Publications New Delhi- 1985)

Maheshwari Shivram: Rural Development in India (Sage Publications-New Delhi1985)

Madan GR: India's developing Villages (Print House India-Lucknow-1983)

Rutman Leonard: Undertaking Programme Evaluation(Sage Publications New Delhi-1983)

Clinard Marshal B: Slums and Community Development (The Free Press, New York 1957)

Siddiqui HY : Working with Communities (Hira Publications, New Delhi -1977)

Gangrade KD: Working With Communities at Grass roots Level (Radha Publications-New Delhi 2001)

Green Gray Paul and Anna Haines: Asset Building and Community Development (Sage Publications, New Delhi-2001)

Asha Ramagonda Patil: Community Organization and Development (PHI Learning Private Limited, New Dlhi 110001, India -2013)

Yatindra Singh Sisodia (Editor): Functioning of Panchayti Raj System (Rawat Publishers, Jaipur -2005)

Surendra Singh (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow,2012)

Group: D Social Welfare Administration

Paper:1 (Group D) Social Welfare In India (Part-1)

Unit-1

Social Policy:Concept need and content

Social welfare policy in India: Problems and prospects

Contribution of Professional social work to social welfare in India.

Unit-11

Process involved in social policy formulation

Strategies for influencing social welfare policy

India as a welfare state: Social welfare and five year plans

Unit-111

Theories and indices of poverty

Poverty in India: Extent, causes and consequences

Measures to eradicate poverty and social backwardness in India.

Unit-1V

Impediments in social development in India

Planning and social justice in India

Social policy and social development

Unit-V

Problems of scheduled castes, scheduled tribes and backward classes

Constitutional provisions and policies for scheduled castes, scheduled tribes and other backward lasses

Programmes for the welfare of scheduled castes, scheduled tribes and other backward classes

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Paper: 2 (Group-D) Administration of Social Welfare (Part-1)

Unit-1
Basic concepts: Social administration, social welfare administration and public administration
History of social welfare in India
Social welfare administration in India

Unit-11
Principles of social welfare administration
Social welfare planning in India
Social welfare administration at different levels in India: central, state, district and block

Unit-111
Concept and forms of voluntary action
Importance of voluntary action in social welfare:
Status, financial resources, staffing pattern and problems

Unit-1V
Government and voluntary organization: the relative advantages and respective roles
Central Social Welfare Board: Policies and programmes
Role of international organizations in welfare and development.

Unit-V
Registration of a society and trust
Programme planning and development
Planning process in a social agency

Group E : Women and Child Development

Paper 1 (Group: E) Women's Welfare and Development (Part-1)

Unit-1
Factors affecting the status of women
Changing situation of women in Indian society: Historical perspective
Role of education in the development of women's status
Unit-11
Patterns of women's employment and its relation to women's status
Social institutions and how they affect the status and role of women.
Democratization and women leadership.
Unit-111
Women's health status in India
Food and nutritional status of women
Factors affecting the health status of women
Unit-1V
Family planning, development of family planning programme in India
Organization and administration of family planning programme in India.

Methods of family planning: Physiological, Medicinal, Surgical, Chemical, IUD, Oral pill and abortion

Unit-V
Problems of women with reference to religious communities in India.
Problems of unmarried mothers, destitute and widows.
Problems of immoral violence against women: rape, sex delinquency, prostitution, devadasis and commercial exploitation of women.

Paper: 2 (Group E) Child Welfare and Development. (Part-1)

Unit-1
Development stages: significant facts about development periods of pre-natal development
Characteristics of infancy, factors influencing adjustment to post-natal life
Psychosocial development during babyhood and childhood.

Unit-11
Developmental tasks during stages of development
Characteristics of adolescence: Social change and perspective changes in adolescence
Role of social institutions and organizations like family, group, and school in the development of children and preparations for different adult roles.

Unit-111
Disabilities of child: physical, mental retardation, visual disability, hearing and speech problems.
Child abuse and neglect: child beggars, orphans destitute
Children of prostitutes and child prostitution in India.

Unit-1V
Problems of child labour and legal provisions relating to child labour.
Family change disintegration and consequences: Juvenile delinquency, street children, school dropouts
Strategies of social work intervention dealing with children in critical situations.

Unit-V
Rights of the child: Historical evolution and recent trends (world summit and SAARC submit)
Constitutional provisions for the protection and development of children.
National policy for children, major policy measures.

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