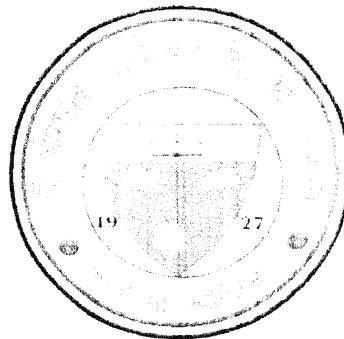


Revised

DEPARTMENT OF SOCIAL WORK

**INSTITUTE OF SOCIAL SCIENCES
DR. B. R. AMBEDKAR UNIVERSITY, AGRA (U.P.)**



**COURSE DESIGN
AND SYLLABI
UNDER
CBCS AND NEP 2020**

**MASTER OF SOCIAL WORK
(MSW)**

**Effective from the session
2022-23**

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Vision of the Department

To become a leading institution for innovative, interdisciplinary approach in educating social work practitioners and scholars, conducting research and serving as a catalyst for positive social transformation.

Objectives of the Department

- To apply for foundation knowledge, skills, values and ethics of social work practice in the assessment and treatment of individuals, families, groups, organization and communities.
- To develop a professional identity as a pioneer social work education centre by applying professional values and ethics to social work practice.
- To demonstrate an understanding and appreciation for human diversity, to engage non-discriminatory culturally sensitive practice to seek social and economic justice for clients, irrespective of age, class, caste, culture, disability, family structure, gender, marital status and religion.

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**Department of Social Work
Institute of Social Sciences**

**Dr. Bhimrao Ambedkar University, Agra
Program: Master of Social Work (MSW)**

**(Designed under NEP 2020 and based on CBCS)
(Implemented from session 2022-23)**

Seats: 45 Mode: REGULAR

Duration: 4 Semesters/2 years

Total Credits: 100 Minimum

Credits: I&II Sem.(first year): 52 credits + III&IV Sem.

(second year): 48 credits= 100 credits

First year Exit: Min 52 credits: B.S.W/BA.(Research) in Social Work

Second year completion: Min 100 credits: M.S.W. (Social Work)

Eligibility:

1. All the admission to M.S.W. course shall be on the basis of admission Test.
2. Candidate must have possesses under graduate degree in any discipline at least 50 percent marks. 5 percent relaxation for SC/ST's will be considered as per state Government norms/University rules.
3. Reservation policy will be followed as per state Government norms.

Semester I

Major Courses

S. No.	Course No.	Course Title	Credits	L:T:P	Internal	External	Teaching Hours
1	SWM-101	Introduction to Society	4	3:1:0	25	75	60 hours
2	SWM-102	Psychology and Social Work Practice	4	3:1:0	25	75	60 hours
3	SWM-103	Theory and Practice of Social Work	4	3:1:0	25	75	60 hours
4	SWM-104	Social Work with Individuals	4	3:1:0	25	75	60 hours
5	SWM-105	Field Work	4	0:0:4	---	100	120 hours
<u>Minor Elective: Other Faculty (to be completed in I or II semester)</u>							
6			4	3:1:0	25	75	
<u>Value added course/Offered to other faculties as Minor Elective</u>							
		Practice of Social Work (Divyangjan /Aging/Women empowerment)	4	2:0:2	25	75	60 hours
<u>Major: Industrial Training/Survey/Research Project</u>							
8	SWM.-106		4		25	75	120 hours

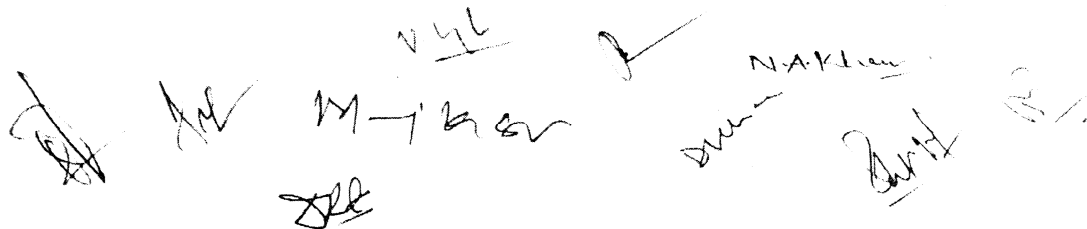
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DR. M. J. K. S. V. G. H. N. A. K. L. M. D. U. B. S. I. I.

Semester II

Major Courses

S.No.	Course No.	Course Title	Credits	L:T:P	Internal	External	Teaching Hours
1	SWM-201	Social Work with Groups	4	3:1:0	25	75	60 hours
2	SWM-202	Community Organization and Social Action	4	3:1:0	25	75	60 hours
3	SWM-203	Social Work Research	4	3:1:0	25	75	60 hours
4	SWM-204 (A) SWM-204 (B) SWM-204(C) SWM-204(D) Specialization- Any one	Indian Labour Problems and Legislations OR Urban and Rural Community Development-I OR Medical & Psychiatric Social Work-I OR Correctional Social Work-I	4	3:1:0	25	75	60 hours
5	SWM-205	Field Work	4	0:0:4	---	100	120 hours
Minor Elective: Other Faculty (to be completed in I or II semester)							
6			4	3:1:0	25	75	60 hours
Major: Industrial Training/Survey/Research Project							
8	SWM-206		4		25	75	120 hours



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Semester III

Major Courses

S.No.	Course No.	Course Title	Credits	L:T:P	Internal	External	Teaching Hours
1	SWM-301	Social Policy and Welfare State	4	3:1:0	25	75	60 hours
2	SWM-302	Social Statistics and Computer Application	4	3:1:0	25	75	60 hours
3	SWM-303	Social Work Administration	4	3:1:0	25	75	60 hours
4	SWM-304(A) SWM-304(B) SWM-304(C) SWM-304(D) Specialization (Any one)	Human Resource Management and Employee Relations OR Urban & Rural Community Development-II OR Medical & Psychiatric Social Work-II OR Correctional Social Work-II	4	3:1:0	25	75	60 hours
5	SWM-305	Field Work	4	0:0:4	---	100	120 hours
Major: Industrial Training/Survey/Research Project							
8	SWM-RP.306		4		25	75	120 hours

Semester IV

Major Courses

S. No.	Course No.	Course Title	Credits	L:T:P	Internal	External	Teaching Hours
1	SWM-401	Principles of Management and Organizational behaviour	4	3:1:0	25	75	60 hours
2	SWM-402	Marginalized Communities: Issues and Interventions	4	3:1:0	25	75	60 hours
3	SWM-403	Emerging areas of Social Work Practices	4	3:1:0	25	75	60 hours
4	SWM-404	NGO Management	4	3:1:0	25	75	60 hours
	SWM-405	Field Work (Block Placement)	4	0:0:4	---	100	120 hours
Major: Research Project							
8	SWM-RP.406		4		25	75	120 hours

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Summary

S.No.	Semester	Major Courses	Minor Elective(oher faculty)	Industrial Training/Survey/Research Project	Total
1	Sem. I	20	4	4	Min 52
2	Sem. II	20		4	
3	Sem. III	20		4	Min 48
4	Sem. IV	20		4	
Total					100

Duration: Six Months: 90 Days= 90(days)/6(days)=15 weeks
 1 credit theory=15 hours of teaching in a semester
 1 credit practical=30 hours of teaching in a semester

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SWM-101

INTRODUCTION TO SOCIETY

UNIT-I UNDERSTANDING SOCIOLOGY

- 1.1 Society: Concept, Definition and Characteristics
- 1.2 Social Groups: Concept, Types and Importance
- 1.3 Social Work and its Relationship with Sociology and Economics

UNIT-II ELEMENTS OF SOCIETY

- 2.1 Social Institutions: Marriage, Family and Religion
- 2.2 Social Stratification: Meaning and Function
- 2.3 Social Control: Meaning, Concept and Means of Social Control

UNIT-III SOCIAL DYNAMICS

- 3.1 Socialization: Concept and Agents of Socialization
- 3.2 Social Change: Concept, Factors and Implications
- 3.3 Social Processes: Cooperation, Competition, Conflict, Accommodation and Assimilation

UNIT-IV CONTEMPORARY SOCIAL CONCERNS

- 4.1 Social Deviance: Concept, Meaning and Types
- 4.2 Social Disorganization: Concept, Personal, Family and Community Disorganization
- 4.3 Agrarian Social Structure : Issues and Problems

SUGGESTED READINGS

1. Sociology: A systematic Introduction – Johnson, H.M.
2. Society: An Introductory Analysis – Maelver, R.M. and Page, C.H.
3. Social Theory – Wilson, J.
4. Sociology – Horton, P.B. and Hunt, C.C.
5. Social change in Modern India – Srinivas, M.N.
6. Modernisation of Indian Tradition -- Singh, Y.
7. Human Society – Davis, K.
8. Social stratification: The Forms and Functions of Inequality -- Tumin, M.N.

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SWM-102

PSYCHOLOGY AND SOCIAL WORK PRACTICE

UNIT-I PSYCHOLOGY: AN INTRODUCTION

- 1.1 Psychology: Meaning, Scope and its Branches
- 1.2 Concept of Human Growth and Development
- 1.3 Relevance of Psychology for Social Work Profession

UNIT-II UNDERSTANDING HUMAN BEHAVIOUR

- 2.1 Motivation: Definition, Need, Types and Theories
- 2.2 Attitude: Meaning, Nature, Formation and Measurement
- 2.3 Learning: Meaning, Types, Styles and Theories

UNIT-III PERSONALITY AND ITS THEORIES

- 3.1 Personality: Meaning, Concept, Types and Development of Personality
- 3.2 Theories of Personality: Carl Jung, Adler and Allport
- 3.4 Psycho-analytical Theory

UNIT-IV NORMALITY AND ABNORMALITY

- 1.1 Normal and Abnormal Behaviour; Meaning and Types
- 1.2 Personality Disorders and Transactional Analysis
- 1.3 Stress, Anxiety and Phobia

SUGGESTED READINGS

1. Introduction to Psychology – Davidoff, L.L.
2. Psychology : An Introduction to a Behavioural Science - Lindgren, H.C. and Byrne, D.
3. Introduction to Psychology – Morgan, C.T., King, R.A., Weisz, J.R. and Schopler, J.
4. Theories of Personality – Hall, S.C., and Lindzey, G.
5. Introduction to Psychology – Fernald, L.D. and Fernald, P. S.
6. Psychology – The Fundamentals of human behaviour.
7. Individual in Society – Krech, D. Crutch field, R.S. and Ballachey.
8. An Introduction to Social Psychology – Kuppaswami, B.

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SWM-103

THEORY AND PRACTICE OF SOCIAL WORK

UNIT-I BASIC CONCEPT OF SOCIAL WORK

- 1.1 Social Work and Other Related Concepts (Social Welfare, Social Service, Social Development Justice & Social Work)
- 1.2 Social Work: Goals and Objectives
- 1.3 Philosophical Tenets, Values and principles of Social Work Profession

UNIT-II HISTORY OF SOCIAL WORK

- 2.1 Historical Development of Social Work in U. K. and U. S. A.
- 2.2 Evolution of Social Work Education in India
- 2.3 Current Issues of Social Work Education in India

UNIT-III SOCIAL WORK AS A PROFESSION

- 3.1 Social Work Education and Training in India
- 3.2 Code of Ethics for Social Workers
- 3.3 Fields of Social Work

UNIT-IV SOCIAL WORK APPROACHES

- 4.1 Marxist, Radical and Feminism Approach
- 4.2 Integrated Approach and Social Justice Approach
- 4.3 Right Based Approach and Empowerment

SUGGESTED READINGS

1. Concept and methods of Social work - Friendlander, W.A.
2. The Field of Social work - Fink, A.E.
3. Essays on Welfare State - Titmus R.
4. History and Philosophy of Social Work - Wadia, A.R.
5. Ethical Issues in Social Work - Yelaja, S.A.
6. Values in Social Work - C.C.E.T.S. W (London).
7. Social Work and Social Work Education - Gore, M.S.
8. Reflections on Social Work Education - Kendall, K.A.

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SWM-104

SOCIAL WORK WITH INDIVIDUALS

UNIT-I SOCIAL CASE WORK: AN INTRODUCTION

- 1.1 Social Case Work: Concept, Objectives and Historical Development
- 1.2 Components of Case Work
- 1.3 Principles of Case Work

UNIT-II CASE WORK PROCESS

- 2.1 Case Work Process: Meaning and Objectives
- 2.2 Intake, Study and Diagnosis and Treatment/Intervention
- 2.3 Evaluation and Termination

UNIT-III TECHNIQUES AND SKILLS IN CASE WORK

- 3.1 Interviewing, Listening and Home Visit
- 3.2 Transference and Counter Transference
- 3.3 Counselling, Psychotherapy

UNIT-IV THERAPUTIC APPROACHES IN CASE WORK

- 4.1 Behaviour Modification Approach
- 4.2 Problem Solving Approach
- 4.3 Crises Intervention Approach

SUGGESTED READINGS

1. Social Case Work – Harris, F.J.
2. Social Case Work : Principles and Practice – Times, N.
3. The case work Relationship – Biesteck, F.P.
4. Process of case work – Nursten, J.
5. Social Case Work: A Problem Solving Process – Perlman, H.H.
6. Interviewing : Its Principles and Methods – Garrett, A.
7. Handbook on Social Case Recording – Bristol, M.
8. Integrated methods of social work – Singh, R.V.







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SWM-105

Field Work (Observational visits, Seminar, Presentation) and Viva-Voce


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SWM-201

SOCIAL WORK WITH GROUPS

UNIT-I INTRODUCTION TO GROUP AND GROUP WORK

- 1.1 Social Group: Concept, Characteristics and Types
- 1.2 Group Work: Meaning, Concept and Goals
- 1.3 Historical Development of Group Work

UNIT-II ESSENTIALS IN GROUP WORK PRACTICE

- 2.1 Principles of Group Work
- 2.2 Models of Group Work (Social Goal, Remedial and Reciprocal Models)
- 2.3 Group Work Techniques

UNIT-III GROUP WORK PROCESS

- 3.1 Stages of Group Development
- 3.2 Planning and Programming in Group Work
- 3.3 Group Dynamics

UNIT-IV GROUP WORK IN DIVERSE SETTINGS

- 4.1 Group Work with Disaster Victims
- 4.2 Group Work with HIV/AIDS affected Persons
- 4.3 Recording in Social Group Work

SUGGESTED READINGS

1. Social Group Work - Principles and Practice - Trecker, H. B.
2. Social Group Work - A Helping Process - Konepka, G.
3. Perspectives on Social Group Work Practices - Alissi, A.S.
4. Social Work through Group Process - Klein, A.F.
5. Group in Social Work - An Ecological Perspective - Bal-Gopal, P.R. and Vassilis T.V.
6. Individual change through Small Groups - Sundel, M., Glasser, P., Saml, R., Vinter, R.
7. An Introduction to Group Work Practice - Toselane, R.W., Rivas, R.J.
8. Social Work with Group - Northern, H.

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SWM-202

COMMUNITY ORGANIZATION AND SOCIAL ACTION

UNIT-I CONCEPTUAL FRAMEWORK

- 1.1 Community: Concept, Types and Issues: Structural and Functional Aspect
- 1.2 Community Organization: Meaning, Objectives and Indigenous Principles
- 1.3 Community Development: Approaches and Principles

UNIT-II ESSENTIALS OF COMMUNITY ORGANIZATION

- 2.1 Methods of Community Organization (Awareness, Planning and Organizing, Education, Networking, Participation and Leadership)
- 2.2 Models of Community Organization
- 2.3 Approaches to Community Organization

UNIT-III TECHNIQUES OF COMMUNITY ORGANIZATION

- 3.1 Participatory Learning Appraisal and Participatory Rural Appraisal
- 3.2 Community Resources and their Mobilization
- 3.3 Community Organizer: Roles and Skills

UNIT-IV SOCIAL ACTION

- 4.1 Social Action: Concept, Need and Objectives
- 4.2 Process of Social Action and Principles of Social Action
- 4.3 Models and Strategies of Social Action

SUGGESTED READINGS

1. Community Organising – Brager, G. And Specht, H.
2. Community Work – Jones, D. And Mayo, M.
3. Community Organisation – Theory, Principles and Practice – Ross, M.G.
4. Community Psychology – Iscoe, I and Spielberger
5. Caste, Class and Power – Beteille, A.
6. Politics of Mass Society – Kornshauer, W.
7. Social Change – Moore, W.E.
8. Social Work and Social Action – Siddiqui, H.Y.

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SWM-203

SOCIAL WORK RESEARCH

UNIT-I SOCIAL SCIENCE RESEARCH

- 1.1 Social Science Research: Meaning, Concept and Characteristics
- 1.2 Basic Elements of Social Science Research and Social Work Research
- 1.3 Social Survey, Social Phenomenon and Social Work Research

UNIT-II SOCIAL SCIENCE RESEARCH PROCESS

- 2.1 Scientific Method; Formulation of Research Problem
- 2.2 Research Designs: Exploratory, Descriptive and Explanatory
- 2.3 Hypothesis: Concept, Characteristics, Types and Formulation

UNIT-III SAMPLING

- 3.1 Sampling: Concept, Need and Procedure
- 3.2 Sampling Method: Probability, Non-Probability and types
- 3.3 Determination of Sample Size

UNIT-IV METHODS AND TOOLS OF DATA COLLECTION

- 4.1 Interview Method and Questionnaire
- 4.2 Observation and Case Study Method
- 4.3 Project Formulation and Report Writing

SUGGESTED READINGS

1. Methods in Social Research – Goods J. And Hall, P.M.
2. Introduction to Social Research – Doby, J.J. (Ed.)
3. Social Work Research – Polyansky, N.A. (Ed.)
4. Logic of Survey analysis – Rosenberg, M.
5. Research Designs and Strategies – Shah, P.V.
6. Reporting Research – Shah, P.V.
7. Scientific Social Surveys and Research – Young P.V. and Schmid, C.F.
8. Design of Social Research – Ackoff, R.L.

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SWM-204 (A)

INDIAN LABOUR PROBLEMS AND LEGISLATIONS

UNIT-I INDIAN LABOUR

- 1.1 Labour in Organised and Unorganised Sectors
- 1.2 Labour Welfare: Concept, Meaning and Approaches
- 1.3 Provisions, Policies and Programme for Labour Welfare

UNIT-II TRADE UNIONISM IN INDIA

- 2.1 Trade Unionism: Concept, Nature and Types
- 2.2 Trade Union Movements in India and Trade Union Act, 1926
- 2.3 The Child Labour (Prohibition and Regulation) Act, 1986

UNIT-III SOCIAL SECURITY AND ADMINISTRATION

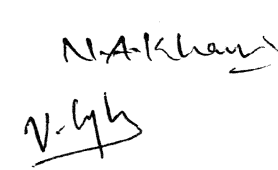
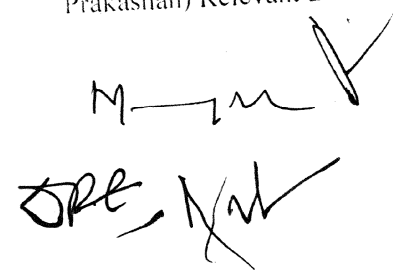
- 3.1 Social Security: Meaning, Methods and Philosophies
- 3.2 Welfare Administration in Industrial Settings
- 3.3 Minimum Wages Act, 1948, Payment of Wages Act, 1936

UNIT-IV RELATED LEGISLATIONS

- 4.1 Factories Act, 1948; The Industrial & Employment (Standing Orders) Act, 1946
- 4.2 The Employees Compensation Act, 1923 & ESI Act, 1948
- 4.3 Building and Other Construction Workers Act, 1996

SUGGESTED READINGS

1. Labour Problems in Indian Industry - Giri, V.V.
2. Principles of Labour - Moorthy, M.V.
3. Labour Problems and Social Welfare - Saxena, R.C.
4. Labour welfare in India - Void, K.N.
5. Social Security in India - Srivastava, P.C.
6. Labour Welfare, Trade, Unionism and Industrial Relations - Punekar, S.D. and Others.
7. Report of the Committee on Labour Welfare - Ministry of Labour Welfare, New Delhi.
8. Implementation of Labour Enactments - Sanarikar, S.S. (Bombay : Popular Prakashan) Relevant Bare Acts.



SWM-204 (B)

URBAN AND RURAL COMMUNITY DEVELOPMENT-I

UNIT-I URBAN COMMUNITY DEVELOPMENT

- 1.1 Urban Community Development: Meaning, Principles and Strategies
- 1.2 Urban Community Development in India
- 1.3 Urbanization and Industrialization: Issues, Problems and Challenges

UNIT-II URBAN MUNICIPAL ADMINISTRATION

- 2.1 Urban Development Policies and Programmes
- 2.2 Urban Municipal: Structure and Composition
- 2.3 Functions of Urban Municipal Corporation

UNIT-III RURAL COMMUNITY DEVELOPMENT

- 3.1 Rural Community: Meaning and Characteristics
- 3.2 Historical Perspectives of Rural Community Development in India & U.P.
- 3.3 Rural Community Development Programmes

UNIT-IV PANCHAYAT RAJ AND RURAL DEVELOPMENT

- 4.1 Panchayat Raj: Historical Development
- 4.2 73rd & 74th Constitutional Amendments
- 4.3 Panchayats: Structure, Functions and Powers

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SWM-204 (C)

MEDICAL AND PSYCHIATRIC SOCIAL WORK-I

UNIT-I MEDICAL SOCIAL WORK

- 1.1 Medical Social Work: Concept, Meaning and Ethics
- 1.2 Values and Principles of Medical Social Work
- 1.3 Health: Concept and Indicators

UNIT-II HEALTH CARE AND APPROACHES

- 2.1 Public Health Care
- 2.2 Private Health Care
- 2.3 Approaches to Health

UNIT-III PSYCHIATRIC SOCIAL WORK

- 3.1 Psychiatric Social Work: Meaning, Concept and Fields
- 3.2 Historical Development of Psychiatric Social Work in USA, UK and India
- 3.3 Mental Health: Concept, Well-being and Illness

UNIT-IV MENTAL DISORDERS AND THEIR MANAGEMENT

- 4.1 Mental Disorders
- 4.2 Management of Mental Illness
- 4.3 Role of Social Worker in Mental Health Settings

SUGGESTED READINGS

1. Practising Health for All - Morkey David, Rohde Jon and Williams, G.
2. Community Health: An Epidemiological Approach - Smith, Bryan C.
3. Social Work Practice in the Health Field - Banlatt, Harriet M.
4. Social Aspects of Illness - Codey, Carel H.
5. Research in the Service of Mental Health - Segal, J. (Ed.)
6. Research in Community and Mental Health - Simmons, R. G. (ed.)
7. Social Dimensions of Mental Health - WHO, Geneva.
8. Mental Health and Mental Illness - Roberts N.

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SWM-204 (D)

CORRECTIONAL SOCIAL WORK-I

UNIT-I INTRODUCTION TO CORRECTIONAL SOCIAL WORK

- 1.1 Correctional Social Work: Meaning, Concept and Scope
- 1.2 Social Work Practice in Correctional Settings
- 1.3 Role of Correctional Social Worker in Various Settings

UNIT-II CRIMINOLOGY

- 2.1 Crime: Meaning, Concept and Types
- 2.2 Theories of Crime
- 2.3 Criminal Procedure Code and IPC: Conceptual Understanding

UNIT-III CORRECTIONAL LAWS AND PROCEDURES

- 3.1 Probation, Parole and After Care
- 3.2 Correctional Institutions: Protective, Observation and Special Homes
- 3.3 transfer of Prisoners Act, 1950

UNIT-IV RELATED LEGISLATIONS

- 4.1 Juvenile Justice (Care and Protection of Children) Act, 2015
- 4.2 Immoral Traffic Prevention Act, 2006
- 4.3 Mental Health Act, 1987

Further Readings:

1. Joyce, P. (2013). Criminal Justice: An Introduction, London and New York: Routledge.
2. Juvenile Justice (Care and Protection of Children) Act, 2015
3. Transfer of Prisoners Act, 1950
4. **Corrections and the Criminal Justice System** by Kevin I. Minor; Rick Ruddell; Betsy A. Matthews; David C.

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SWM-301

SOCIAL POLICY AND WELFARE STATE

UNIT-I INTRODUCTION TO SOCIAL POLICY

- 1.1 Social Policy: Meaning, Concept and Principles
- 1.2 Sources of Social Policy: Constitution, Ideology & Social Practices
- 1.3 Social Policy, Social Development and Models of Social Policy

UNIT-II PROCESS OF SOCIAL POLICY

- 2.1 Process of Social Policy Formulation : structures and Process
- 2.2 Monitoring and Evaluation of Social Policy
- 2.3 Major challenges of Implementation

UNIT-III SOCIAL PLANNING

- 3.1 Social Planning: Concept, Need and Models
- 3.2 Process of Social Planning in India
- 3.3 Decentralised Planning, Levels of Social Planning

UNIT-IV WELFARE STATE AND GOVERNANCE

- 4.1 State and Welfare State: Concept and Meaning
- 4.2 Governance: Executive, Legislative and Directions, Bureaucracy
- 4.3 Determinants of Governance and Goal Governance

SUGGESTED READINGS

1. Social Policy : An Introduction – Titmuss, R.M.
2. Social Theory and Social Policy – Pinker, R.A.
3. Social Policy in the third World – Macpherson, Stewart.
4. Social Policy in India – Kulkarni, P.D.
5. Human Service Organisations – Hasenfed, Y. And English, R. (ed.)
6. Social Welfare Administration – Patti, R.
7. Social Work Administration – Skidamore
8. Social Administration – Slavin, S. (Ed.)



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N.A. Khan

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SWM-302

SOCIAL STATISTICS AND COMPUTER APPLICATION

UNIT-I SOCIAL STATISTICS

- 1.1 Social Statistics: Meaning and Concept
- 1.2 Use of Social Statistics in Social Research
- 1.3 Functions and Limitation of Social Statistics

UNIT-II COMPUTER AND STATISTICS

- 2.1 Introduction to Computer with its applications in Social Sciences
- 2.2 Use of SPSS in Social Research
- 2.3 Coding of Data and Preparing Master Chart

UNIT-III DESCRIPTIVE STATISTICS

- 3.1 Statistical Measures
- 3.2 Measurement of Central Tendency: Mean, Median and Mode
- 3.3 Mean Deviation

UNIT-IV INFRENTIAL STATISTICS

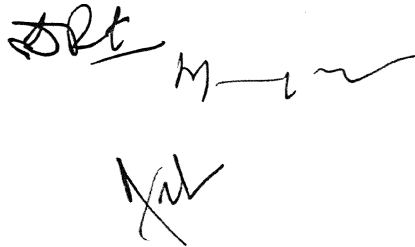
- 4.1 Classification and Tabulation: Uni-variate and Bi-variate Tables
- 4.2 Chi-Square test
- 4.3 Pearson's Correlation

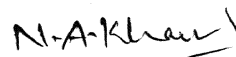
SUGGESTED READINGS

1. Statistical Methods – Gupta, S.P.
2. Statistical Methods for Social Workers – Mac Millan, W.
3. Sampling Techniques – Cochran, W.E.

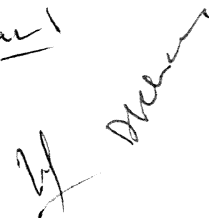














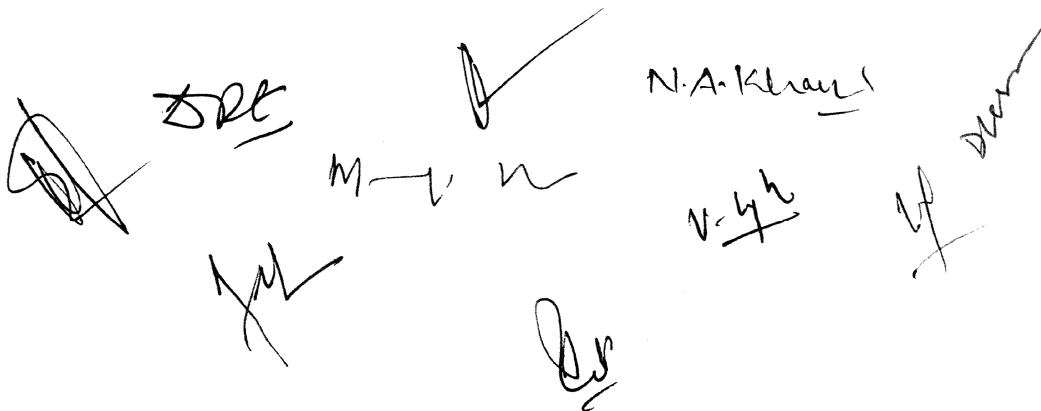
SWM-303

SOCIAL WORK ADMINISTRATION

- UNIT-I SOCIAL WELFARE: CONCEPTUAL FRAMEWORK**
- 1.1 Social Welfare: Meaning and Scope: Social Services and Social Welfare Services
 - 1.2 Social Welfare Administration: Meaning, Scope and Objectives
 - 1.3 Social Work Administration
- UNIT-II SOCIAL WELFARE MANAGEMENT**
- 2.1 Social Welfare Management: Concept and Objectives
 - 2.2 Human Service Organisation: Characteristics and Need
 - 2.3 Functions of Management: POSDCORB
- UNIT-III PROJECT FORMULATION AND EVALUATION**
- 3.1 Project Formulation: Concept and Process
 - 3.2 Project Appraisal: Social, Technical and Financial
 - 3.3 Monitoring and Evaluation
- UNIT-IV SKILLS AND TECHNIQUES**
- 4.1 Problem Analysis and Cost Benefit Analysis
 - 4.2 Budget Preparation and Budget Analysis
 - 4.3 Fund Raising: Concept, Methods and Challenges

SUGGESTED READINGS

1. Social Welfare Administration – Patti. R.
2. Social Work Administration – Skidamore
3. Social Administration – Slavin, S. (Ed.)
4. Management : Theory and Practice – Dale, E.
5. Organizational Behaviour – Davis, K.
6. Essentials of Management – Koontz, H. And Others

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SWM-304 (A)

HUMAN RESOURCE MANAGEMENT AND EMPLOYEE RELATIONS

UNIT-I HUMAN RESOURCE MANAGEMENT

- 1.1 Personnel Management to HRD. HRD & HCM: Concept, Meaning and Principles
- 1.2 Functions of Human Resource Management
- 1.3 Management by Objective (MBO)

UNIT-II ACTION AREAS AND ISSUES of HRM

- 2.1 Recruitment, Selection, Induction
- 2.2 Training, Development and Performance Appraisal
- 2.4 H.R. Manual: Components and Service Conditions

UNIT-III EMPLOYEE RELATIONS

- 3.1 Employee Relations and Industrial Relations: Concept, Nature and Scope
- 3.2 Factors Influencing Employee Relations
- 3.4 Corporate Social Responsibility and Employee Relations

UNIT-IV INDUSTRIAL DISPUTES AND CONFLICT RESOLUTION

- 4.1 Industrial Dispute: Meaning, Causes, Effects and Prevention
- 4.3 Collective Bargaining: Concept, Meaning and Issues
- 4.4 The Industrial Dispute Act, 1947

SUGGESTED READINGS

- 1. Industrial Relations : Theory and Practice -- Salamon, Michael
- 2. Management of Union : Flanders, A.
- 3. Management of Trade Unions -- Dayal, I and Sharma, B.R.
- 4. Industrial Relations -- Arun Monoppa.
- 5. Principles and Practice of Job Evaluation -- Morris J. Walker
- 6. Understating Job Evaluation -- Burns Mike
- 7. Human Resource Planning -- Walker, James W.
- 8. Human Resource Accounting -- Flamholtz, Eric G.

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SWM-304 (B)

URBAN AND RURAL COMMUNITY DEVELOPMENT-II

UNIT-I URBAN DEVELOPMENT AUTHORITIES

- 1.1 Urban Development Authorities: Evolution and Composition
- 1.2 Administrative Setup of Urban Development Authorities
- 1.3 Urban Problems: Industrial Pollution, Climate Change and Environmental Problems

UNIT-II URBAN SLUMS

- 2.1 Slums: Concept, Meaning and Characteristics
- 2.3 Problems of Slums
- 2.4 Programmes for Slum Improvement

UNIT-III CONTEMPORARY RURAL DEVELOPMENT

- 3.1 Contemporary Approaches / Strategies: Meaning, Needs and Objectives
- 3.2 Sustainable Rural Livelihood Approaches
- 3.3 Indigenous Community Development Approaches

UNIT-IV RURAL DEVELOPMENT PROGRAMMES

- 4.1 Integrated Rural Development Programme (IRDP)
- 4.2 Integrated Child Development Scheme (ICDS)
- 4.3 National Livelihood Mission (NLM)

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SWM-304 (C)

MEDICAL AND PSYCHIATRIC SOCIAL WORK II

UNIT-I NUTRITION AND HEALTH

- 1.1 Nutrition and Health: Classification of foods
- 1.2 Nutritional Requirement and Balanced Diet
- 1.3 National Nutritional Policy

UNIT-II OCCUPATIONAL HEALTH AND POLLUTION

- 2.1 Occupational Health: Pollution and Health Hazards
- 2.2 Water borne Diseases and their Control
- 2.3 The Water (Prevention and Control of Pollution) Act. 1974

UNIT-III DEVELOPMENTAL DISORDERS

- 3.1 Developmental Disorders: Clinical Description, Causes and Treatment
- 3.2 Attention Deficit / Hyperactive Disorder
- 3.3 Learning Disorder

UNIT-IV OTHER RELATED DISORDERS AND THERAPIES

- 4.1 Substance Related Disorders
- 4.2 Sexual Disorder: Assessment and Causes
- 4.3 Social Learning Therapy

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SRG

M. J. M

N. A. Khan

V. J. S

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SWM-304 (D)

CORRECTIONAL SOCIAL WORK-II

UNIT-I CRIMINAL PSYCHOLOGY

- 1.1 Criminal Psychology: Meaning and Concept
- 1.2 Criminal Behaviour: Psychological Factors
- 1.3 Personality Disorders and Crime

UNIT-II SOCIAL WORK INTERVENTIONS

- 2.1 Social Case Work in Correctional Settings
- 2.2 Social Group Work in Correctional Settings
- 2.3 Group Therapy with Criminal's Family

UNIT-III JUVENILE DELINQUENTS AND HABITUAL OFFENDERS

- 3.1 Juvenile Delinquents and Habitual Offenders: Meaning and Concept
- 3.2 Social Work Intervention with Juvenile Delinquents
- 3.3 Social Work Intervention with Habitual Offenders

UNIT-IV FEMALE CRIMINALS

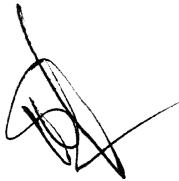




- 4.1 Female Offenders: Meaning and concept
- 4.2 Issues and Concerns of Female Crime
- 4.3 Role of Social Workers in Handling Female Criminals

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SWM-305

Field Work: Major Industrial Training, Survey, Research Project

  
Manoj M
SRE  N. A. Khan
V. G. H.  D. S. S. S.

SWM-401

PRINCIPLES OF MANAGEMENT AND ORGANISATIONAL BEHAVIOUR

UNIT-I MANAGEMENT

- 1.1 Management: Meaning, Concept and Definition
- 1.2 Principles of Management
- 1.3 Strategic Management

UNIT-II ORGANIZATIONAL DEVELOPMENT

- 2.1 Organizational Development: Meaning, Concept and Strategies
- 2.2 Organizational Structure and Functions
- 2.3 Principles of Organization: Hierarchy, Unity of Command and Authority

UNIT-III ORGANIZATIONAL THEORIES

- 3.1 Scientific Management Theory
- 3.2 Classical Theory
- 3.3 Bureaucratic Theory

UNIT-IV ORGANISATIONAL BEHAVIOUR

- 4.1 Organisational Behaviour
- 4.2 Communication and Leadership
- 4.3 Motivation and Morale

SUGGESTED READINGS

1. Management : Theory and Practice – Dale, E.
2. Organizational Behaviour – Davis, K.
3. Essentials of Management – Koontz, H. And Others
4. Organisational behaviour – Lthans, F.
5. Organisation Development – W.L. French and C.H. Bell
6. The H.R.D. Missionary – Rao T.V.
7. International Areas of HRD – C. Grey Johnson.
8. Human Resource Development: The Indian Experience – D.M.



N.A. Khan



SWM-402

MARGINALIZED COMMUNITIES: ISSUES AND INTERVENTIONS

UNIT-I SOCIAL WORK AND MARGINALIZATION

- 1.1 Understanding of Marginalization
- 1.2 Social Work and Marginalized Groups: An Overview
- 1.3 Process of Marginalization

UNIT-II SCHEDULED CASTE AND SCHEDULED TRIBES

- 2.1 Caste System and Casteism in India
- 2.2 Major Problems and Issues of SCs and STs
- 2.3 Constitutional Safeguards to SCs and STs

UNIT-III MINORITIES IN INDIA

- 3.1 Issues and Problems of Minorities in India
- 3.2 Constitutional Safeguards to Minorities
- 3.3 Govt. Initiatives, Committees and Commissions for Minorities in India

UNIT-IV OTHER BACKWARD CLASSES (OBCs)

- 4.1 Other Backward Classes: Concept and Problems
- 4.2 Constitutional Safeguards for OBCs
- 4.3 Govt. Initiatives, Committees and Commissions for OBCs

N.A. Khan

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M. V. M.

S.R.L.

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V. G. K.

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SWM-403

EMERGING AREAS OF WELFARE PRACTICES

UNIT-I WORKING WITH YOUTH

- 1.1 Youth and Global Concerns
- 1.2 Youth Development
- 1.3 Policies and Programmes for Youth

UNIT-II WORKING WITH ELDERLY

- 2.1 Current Status of Elderly
- 2.2 Issues of Elderly Persons
- 2.3 Policies and Programmes for Elderly

UNIT-III PERSONS WITH DISABILITIES

- 3.1 Understanding Disability: concept, Causes and Types
- 3.2 Disability Rights Movements
- 3.3 Policies and Programmes for Persons with Disabilities

UNIT-IV HIV/AIDS AND HIGH RISK POPULATION

- 4.1 HIV/AIDS: Myths, Misconceptions and Causes
- 4.2 Prevention in HIV/AIDS
- 4.3 Persons Living with HIV: Programmes and Intervention

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N.A. Khan

Mangin

V. Singh

D. Kumar

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SWM-404

NGO MANAGEMENT

UNIT-I INTRODUCTION TO NGO

- 1.1 NGO: Concept and Importance
- 1.2 NGOs: Types and Functions
- 1.3 NGO Management and Managerial Skills

UNIT-II FUNCTIONS OF NGOs

- 2.1 Service Delivery
- 2.2 Advocacy
- 2.3 Networking

UNIT-III DYNAMICS IN NGOs

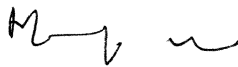
- 3.1 Communication
- 3.2 Motivation and Leadership
- 3.3 Team Building

UNIT-IV IMPORTANT LEGISLATIONS

- 4.1 Societies Registration Act, 1860
- 4.2 Indian Trust Act, 1882
- 4.3 Cooperative Societies Act, 1912



N.A. Khan



H. Gh



SWM-405
Field Work (Block Placement)

~~SA~~
JAL
M. J. Kline
N.A. Kline
V. G. L.
SRE
SL
X
Dunn

SWM-RP-406
Major: Research Project



SM

M → W

ZRT

N.A. Khan

V. G. H.

SP

Dhruv

Summery

S. No.	Semester	Major Courses	Minor Elective (other faculty)	Industrial Training/Survey/Research Project	Total
1.	Sem. I	20	4	+	Min. 52
2.	Sem. II	20		+	Min. 48
3.	Sem. III	20		+	
4.	Sem. IV	20		+	100
Total					

Duration: Six Months: 90 Days=90 (days)/6 (days) =15 weeks

1 credit theory=15 hours of teaching in a semester.

1 credit practical= 30 hours of teaching in a semester

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N.A. Khosla

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V. G. H.

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