KANNUR UNIVERSITY

(Abstract)

MSW (Master of Social Work) Programme – under Credit Based Semester System in affiliated colleges – Revised Scheme, Syllabus and Model Question Papers Implemented with effect from 2014 admission- Orders issued.

ACADEMIC BRANCH

U.O. No. Acad/C1/11922/2014	Dated, Civil Station P.O. : 25/09/2014

Read:- 1. U.O. No. Acad/C1/11460/2013 dated 12/03/2014.
2. Minutes of the meeting of the Board of Studies in Social Works (Cd) held on 19.08.2014.
3. Letter dated 05/09/2014, from the chairperson, Board of Studies in Social works (Cd)

ORDER

1. As per the paper read (1) above, the Revised Regulations for P. G. programmes under Credit Based Semester System (CBSS) for affiliated colleges have been implemented in this University with effect from 2014 admission.

2. As per the paper read (2) above, the meeting of the Board of Studies in Social works (Cd) approved the Scheme, Syllabus and Model Question Papers for MSW programme with effect from 2014 admission.

3. The Chairperson, Board of Studies in Social works (Cd) vide paper under reference (3) above, has forwarded the Scheme, Syllabus and Model Question Papers for MSW for implementation with effect from 2014 admission.

4. The Vice-Chancellor after considering the matter in detail and in exercise of the powers of the Academic Council conferred under section 11(1) of Kannur University Act 1996 and all other enabling provisions read together with has accorded sanction to implement Scheme, Syllabus and Model Question Papers for MSW (Master of Social Work) Programme under Credit Based Semester System (CBSS) offered in affiliated colleges with effect from 2014 admission subject to report to the Academic Council.

5. Orders are, therefore, issued accordingly.

6. The implemented Scheme, Syllabus and Model Question Papers are appended
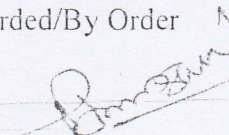
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Forwarded/By Order

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J-14-10-14

KANNUR UNIVERSITY

SYLLABUS

OF

MASTER OF SOCIAL WORK
(M.S.W.) PROGRAMME

(U.O.No.Acad/C1/11922/2014 dt.25-09-2014)

UNDER CREDIT BASED SEMESTER SYSTEM (CBSS) FOR AFFILIATED COLLEGES & EXTENSION CENTRES (KUCBSS-PG-2014)

Prepared by

BOARD OF STUDIES IN SOCIALWORK (COMBINED)

KANNUR UNIVERSITY

REGULATIONS FOR MSW DEGREE PROGRAMME

EFFECTIVE FROM 2014 ADMISSION ONWARDS

The Regulations of PG Programme of Kannur University (KUCBSS-PG-2014) will be applicable to this course. Following are the additional information with regard to MSW programme under Credit Based Semester System for Affiliated Colleges.

1. **Title of the Programme**

This Degree shall be called MASTER OF SOCIAL WORK (MSW).

2. **Duration of the Programme**

The duration of MSW Programme shall be of 2 years consisting of 4 Semesters.

Each Semester shall be six months inclusive of examinations. There shall be at least 90 instructional days and a minimum of 450 instructional hours in a semester.

3. **Eligibility for Admission**

(The admission to all PG programmes shall be as per the rules and regulations of the University.)

I. A Degree in any Subject recognized by Kannur University.

II. Those who have obtained degree or are appearing for the final year degree examination are eligible to apply.

4. **Programme Structure**

   The MSW programme shall include

   4.1 **Programme Core Courses (C)** – Courses that a MSW student must successfully complete to receive the degree.

   In the third semester the student can opt for a specialized stream that he/she has to continue for the fourth semester.

4.2 **Elective Courses (E)** - There shall be 3 Elective courses spread over first three semesters of the MSW course.

4.3 **Concurrent Field Work & Viva (P)** – Field practicum is compulsory for all the 4 semesters, each semester field work is for 5 credits (100 marks). The field work guidelines for each semester are detailed later.

4.4 **Project/ Dissertation (Pr)**- In the third semester, a student has to undertake a project under the supervision of a teacher in order to submit a dissertation on the project work as specified.

4.5 **Block Field Work –** It is a compulsory requirement for the successful completion of the programme and is carried out immediately after the fourth semester examination.

4.6 **General Viva-Voce –** Shall be conducted at the end of the programme.

CGPA (Cumulative Grade Point Average): A student shall accumulate a minimum of 100 credits for MSW programme.

Semester	No. of Courses	Total Credits	Marks
First	4 Core + 1 Elective + Field Work	24	400
Second	4 Core + 1 Elective + Field Work	24	400
Third	4 Core + 1 Elective + Field Work	24	400
Fourth	4 Core + Field Work + Dissertation (PR) + Block Field Work	28	600
TOTAL	16 Core + 3 Elective + 5 FW(P) + 1 PR	100	1800

	SEM I				SEM II				SEM III				SEM IV			
	No Of Papers	Credits	Hours	Marks	No Of Papers	Credits	Hours	Marks	No Of Papers	Credits	Hours	Marks	No Of Papers	Credits	Hours	Marks
Core Papers	4	12	--	200	4	12	--	200	4	12	--	200	4	12	--	200
Electives	1	4		50	1	4	--	50	1	4		50	--	--	--	--
Practical	2	8	342	150	2	8	282	150	2	8	392	150	2	9	367	200
Projects	--	--	--	--	--	--	--	--	--	--	--	--	2	7	200	200
Total		24	192	400		24	282	400		24	192	400		28	567	600

	No of Papers	Total Credits	Total Marks
Total Core Papers	16	48	800
Total Electives	3	12	150
Total Projects	2	7	200
Total Practicals	7	33	650
Total		100	1800
Total Practical (Field Work) Hours			Grand Total

Concurrent Field Work = 12 x 4 x 4 x 4 Semesters = 768 Hrs Field Action Project = 90 Hours Rural Camp = 10 days X 15 Hours = 150 hours Study Tour = 10 days X 20 = 200 hours Block Field Work = 25 working days X 7 hours per day = 175Hrs	**1383 Hours**

5. Specialisation in MSW Programme

A student who registers for MSW programme can choose to specialize in any one of the core specialization courses offered by the department in the third semester. The following are the specializations provided by the departments in the Colleges affiliated to the University.

Specialisation 1 : Medical and Psychiatric Social Work (MPSW)

Specialisation 2 : Rural and Urban Community Development (RUCD)

Specialisation 3 : Human Resource Management (HRM)

Specialisation 4 : Family and Child welfare (FCW)

6. Framework for Fieldwork

Semester	Nature of Field Work	No. of Days/Hours	Credits	Total Hours
First	1. Rural Camp	10	3	150
	2. Observation Visits	Minimum 7	5	192
	3. Community Field Work and Viva	12 Hours per Week		
Second	Agency (Concurrent/ Consolidated field work) and Viva	12 Hours	5	192

		per Week		
	Field Action Project		3	90
Third	1.Concurrent/Consolidated field Work and Viva	12 Hours per Week	5	192
	2. Study Tour	10 days	3	200
Fourth	1.Concurrent/Consolidated field Work	12 Hours per Week	4	192
	2. Block Placement/Internship and Viva	25 Working Days	5	175

7. Attendance

A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each Semester or whose shortage of attendance has been condoned by the University for genuine reasons. If a student fails to secure the required attendance or condonation by the university, shall repeat the semester along with the subsequent batch after obtaining the re-admission.

Attendance	% of Marks for Attendance
90% and above	100
85-89%	80
80-84%	60
75-79%	40
Less than 75%	20

8. DISSERTATION

A dissertation is to be undertaken by all students. The Dissertation entails field work, report, presentation and viva voce. The class hours allotted for dissertation may be clustered into a single slot so that students can do their work at a center /location for a continuous period of time.

8.1 Dissertation work shall be carried out under the supervision of a teacher in the parent department concerned or prescribed by the department coordinator.

8.2 The project report shall be prepared according to the guidelines approved by the university. Three typed copies of the project report shall be submitted to the Head of the Department, two weeks before the commencement of the ESE of the final semester. (One copy to the University for external valuation and to be kept in the University library thereafter, one copy to be kept in the Department and one personal copy for the student).

8.3 The external evaluation of the Dissertation shall be carried out at the end of the programme. The title and the credit with marks awarded for the Dissertation should be entered in the grade/mark sheet approved by the university.

8.4 Every student has to do the Dissertation independently. No group projects are accepted. The project should be unique with respect to title, project content and project layout. No two project report of any student should be identical, in any case, as this may lead to the cancellation of the project report by the university.

EVALUATION OF PROJECT WORK:

1. The ESE of the project work shall be conducted by two external examiners.
2. Evaluation of the Project Report shall be done under Mark System.
3. The evaluation of the project will be done at THREE stages:

 i) Continuous Assessment (CA) (Supervising teacher/s will assess the project and award internal Marks out of 100)

 ii) The copy of the project will be sending to the university along with the fourth semester answer books and will be evaluated at University. (External Examiners appointed by the university will assess the project at University and award External Marks out of 50)

 iii) There will be a Dissertation Viva for the project work done by the students towards the end of IV semester. (The Dissertation viva will be done by External Examiners appointed by the university and marks will be awarded out of 50.)

4. Marks secured for the project will be awarded to candidates, combining the internal, University Evaluation Marks and Marks of the Dissertation Viva.

5. A Student shall be declared to pass in the Project report course if she/he secures minimum 40% marks of the aggregate and 40% separately for external. The student should get a minimum

of 40% marks for pass in the project. In an instance of inability of obtaining a minimum of 40% marks, the Project work may be redone and the report may be resubmitted along with subsequent exams through parent department.

6. The criteria for evaluation and awarding marks would be the following

Internal(Viva) 20% of total	
Components	**% of Internal Marks**
Punctuality	20
Use of Data	20
Scheme/Organization of Report	40
Viva-voce	20

External(80% of Total)	
Components	**% of External Marks**
Relevance of the Topic	5
Statement of Objectives	10
Methodology/Reference/Bibliography	15
Presentation of Facts / Figures / Language style/Diagrams etc	20
Quality of Analysis/Use of Statistical tools	15
Findings and recommendations	10
Viva-Voce	50

7. External Examiners will be appointed by the University from the list of IV semester Board of Examiners in consultation with the Chairperson of the Board.

KANNUR UNIVERSITY

M. S. W PROGRAMME

FIELD WORK CURRICULAM

INTRODUCTION

Field practicum in MSW course is designed to provide a variety of opportunities to develop and enhance professional practice skills. The purpose of fieldwork is to merge theoretical knowledge with practical application. Learning is aided through observation, analysis of social realities and experience of participation in designing and providing social work intervention.

Fieldwork is compulsory in all the four semesters. Field work is carried out either as concurrent (2/3 days in the field/ agency in a week) or consolidated (fieldwork days combined together for a certain period- 25 days/ 30 days) according to the convenience of the field/agency in which the students are placed.

In the first two semesters the purpose of field work is to give an overall exposure to the existing social situations/problems, interventions at Government/ Non-government levels and scope for professional intervention. Third and fourth semester field work focuses on the area of specialization chosen by the student and in-depth understanding/ intervention in the particular area.

Field Work and Block Placement assessment will be fully internal and the Department will be the final authority in awarding the grades.

The broad objectives of Field Practicum are as follows:

1. Develop the ability to observe and analyse social realities.
2. To understand the characteristics of social systems and their dynamics based on the theoretical understanding obtained from the courses in the semester.
3. To understand and appreciate the culture, norms and values of the varied sections of people in the community.
4. To give the students a broad view of interventions by various GOs /NGOs/individuals in the issues of the society.
5. To understand, learn, observe and evaluate the problems and interventions.
6. To develop the ability to recognize the need for newer programmes, initiate and participate in them.
7. To gain clarity and imbibe values which sustain positive attitudes and ethics of professional social work practice.
8. To develop the capacity to integrate knowledge and practice-theory by participating in the intervention.
9. To demonstrate oral, written and presentation skills of communication in a community as well as among various intervention groups.
10. To enhance writing skills to document practice properly. Recordings to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

To achieve these objectives, the students are exposed to actual situation in various ways and with varying intensity of involvement in different semesters through different programmes.

MSW FIRST SEMSTER

First semester field work is divided into three major parts, namely:

No.	Activity	No. of Hours/Days	Credits
1	Observation Visits	Minimum 7 agencies	-
2	Rural Camp	10 days	3
3	Community based field work	12 Hours per week	5

Observation Visits

To provide an exposure to and understanding of the services provided in response to people's needs, the students are taken for visit to various Social work related organizations run by Government, NGOs and Individuals.

A minimum of seven visits are carried out to various settings like those listed below:

1. Health setting- Community Health Projects, PHCs, Mental Health Centres
2. Rehabilitation Centres for marginalized groups- Mentally/ Physically challenged, Women/ Destitute children, Elderly
3. Criminal Justice Systems- Jails, Courts, Police stations and Juvenile justice centres
4. Sexual Health Intervention projects
5. Entrepreneurship Development /Training Centers
6. Agencies/ Panchayath successfully implementing community development programmes
7. Agencies addressing environmental issues
8. Other agencies, the Department finds suitable for the Social Work Students.

Rural Camp

Community camp will be the first attempt by the department to help the students to bridge gap between theory and practice, and hence should be carefully incorporated into the curriculum. Care should be taken to organize community camp in such a way as to enhance the insights of the students in the foundational/core courses of social science concepts.

Scope of the camp

- The work undertaken in the camp can range from participating in a reconstruction work, rehabilitation projects, in campaigns, social action projects to research projects. The camp can also be conducted in remote rural areas, urban slums, with populations undergoing traumatic experiences, in spaces for differentially enabled people etc.

- It provides the students with an opportunity to work with diverse populations in terms of ethnicity, socio economic status so as to enable the students to have greater respect for diversity and sensitivity towards inequality and injustice.

- The work undertaken in the community should not be inconsiderate of the environmental balances, gender equality, professional and ethical values of social work.

- The camp would be organized in such a manner as to help the students have maximum experience in community living and hence should be encouraged to live with the community members as much as possible without encroaching upon their cultural specificities.

- The camp also provides the students an opportunity to work and live together as a team and this will be the first in a series of activities undertaken by them in the two year course work.

- Student is considered as adult learner and hence will be having, in consultation with the faculty supervisor, the full responsibility in planning and executing the objectives of the camp and ensuring that those objectives are met.

- Students are expected to submit a detailed record of the camp activities.

Modus Operandi of the camp

A committee consisting of elected representative of first semester students and supervisory teacher together will decide upon the venue of the camp and the work to be undertaken keeping in sight the objectives of the camp. Financial requirements should be met by the students, which can also be raised through community participation in forms of money and kind. The supervisory teachers and camp coordinators can plan daily routine and day leaders of the camp. Care should be taken to see to it that every student in the batch had got an opportunity to share and give leadership in most of the camp activities. Mode of evaluating the camp can be flexible and be finalized by the concerned department council in accordance

with the nature of the camp. **Participation in the camp is compulsory**. Camp will be of ten days duration.

Community field work: The community field work in the 1st semester aims to expose the students to the rural and urban communities of our state. In this process they also get an understanding of the community life, their culture, practices, tradition, needs, problems etc. It provides an opportunity to learn to build rapport with people in community and to improve communication skills, analytical skill, and observation etc. Every student is placed in the community for a period of 10 days.

In the first semester the students will be placed in the nearby community under a development agency (Governmental or Non Governmental).

MSW SECOND SEMSTER

In the second semester the students are placed in small groups or independently in the welfare agencies managed by Government or Non Governmental organisations in the nearby places for the practice of Social Work methods.

Second semester field work is divided into two major parts, namely:

No.	Activity	No. of Hours/Days	Credits
1	Field Action Project	90 Hours	3
2	Concurrent field work & Viva	12 Hours/week (192 hours)	5

Field Action Project:

The fieldwork is done in the agency setting, where the student works within the direction and limits of the agency. The action project shall be, socially relevant aiding for the capacity development of beneficiaries, with the utilization of resources available in the premises and participation of the local community or local organizations in a creative and effective way. The action project is an effort to get hands on experience of the planning, implementing, resource

mobilization and other elements of the doing a programme, which the student of social work has to do in their professional career.

Objectives of the Action Project

1. To plan for social development intervention programme and projects
2. To conceptualize the entire process of accomplishing of an intervention program
3. To learn the communication systems necessary in doing an intervention programme
4. To develop the skill and attitude for working in a team and lead a group
5. To involve practically in the resource mobilization
6. To feel the responsibility of executing an event
7. To learn to document a programme

The action project can be in the form of

- Conducting camps,
- Training programs to children
- Construction of houses or community centers
- Organising sponsorship for education or other development needs
- Rehabilitation of challenged people
- Resource mapping of a community
- Building of Community Based Organizations
- Organizing awareness campaigns
- Making a media production (Documentaries, short films and so on…)

General guidelines in the Implementation of the Action Project

a. The action project shall be done in the second semester of the course.
b. The project shall be done in groups as decided by the department. This is meant to promote the values of gregarious life among the students.
c. Each team/student shall make a proposal to the respective agency supervisor, which shall be finalized in consultation with the faculty in charge of the action project.
d. The action project shall be concurrently documented by the students and submitted to the faculty supervisor

e. The action project can be done either in the campus or the local area of the institute or in the filed work agency of the students or among the students associations.

f. The project product in final form with the process documentation has to be submitted to the concerned supervisor before the start of the second semester examinations.

g. The students by themselves have to mobilize the resources (money, material and personnel) for the programme.

MSW THIRD SEMSTER

In the third semesters, the students are placed in agencies implementing programmes in specialized areas. They are placed in respective streams they opt as Specialisation. The students get an overview of the intervention in different areas, be it community development (urban/rural), hospitals/ rehabilitation centers, industries or agencies working with children, women or youth.

Third semester field work consists of two major parts, namely:

No.	Activity	No. of Hours/Days	Credits	Marks
1	Study Tour	10 days	3	50
2	Concurrent/ Consolidated field work & Viva (Based on specialization)	192 hours	5	100

STUDY TOUR PROCEDURE

A study tour will be arranged in the third semester. Participation in the study tour is compulsory. Study tour can be within Kerala or outside and should be jointly planned with the students keeping in mind the objectives of the tour. Study tour will be of a maximum duration of ten days including the travel.

OBJECTIVES

- Tour will be an opportunity for the students to get exposed to the national scenario in contemporary social work practices and ideology. It helps them to place the social work profession as dynamic and multi dimensional.
- To acquaint the students with the changing trends and concerns in Social work Profession.
- Study tour should provide students with an opportunity to interact with communities and client groups and social conditions that they are not used to in their regular fieldwork practicum.
- The study should become a means for the department to network and forge very fruitful relations with professionals, organizations, activists and client groups.
- Study tour should supplement the theory papers and the fieldwork experience that the students were exposed to during the first two semesters of MSW course.
- The students will have better understanding of skills and strategies currently in use and have an opportunity to analyze them with the help of experts.

Organizing Study Tour

The students in consultation with faculty supervisor should handle the organizing, coordinating work of the study tour. This includes finalizing, the place, organizations and people to be met during the study tour, contacting them, and the logistical arrangements. The department/tour co-ordinator has to avail written permissions from all the agencies well in advance and make the necessary arrangements for the smooth conduct of the programme.

MSW FOURTH SEMSTER

In the fourth semesters, the students are placed in agencies implementing programmes in specialized areas different from the exposure they received in third semester and keeping in view the core papers in specialized areas in this semester. The students are expected to get an in depth understanding of their respective areas of Specialisations.

Fourth semester field work consists of:

No.	Activity	No. of Hours/Days	Credits	Marks
1	Concurrent/ Consolidated field work	192 hours	4	100
2	Block placement & Viva (After End Semester Examination)	175 hours	5	100

BLOCK PLACEMENT

Block placement is the culmination of practice training and the students are given preference to select their own agency, based on their area of interest within the framework of the specialization area. This is undertaken, in the final semester, after the completion of the course. The students need to undergo an internship of one month block placement in selected agencies inside/ outside the state. This is to equip the students to the actual working situation, where they will soon be placed after the completion of MSW course. This empowers them to accept the challenges and get an in depth view of work situations and develop professional skills / attitudes to address the problems in the field.

FIELD WORK SUPERVISION:

The students placed in different settings are supervised at two levels.

Agency level:- Wherever possible the agencies are requested to assign a field work supervisor to the student. The students shall report to the supervisor regularly during field work days, plan an activity chart with their consultation and looks to him/her guidance/ facilitation for all activities related to the agency and field.

Faculty Supervisor: The students are placed with a faculty supervisor in the department who facilitates guidance and advices the students with regard to all his field activities. Regular field work reports are to be submitted to the F.S based on which F.W supervisory conferences are held every week on proposed days. One hour is set apart for this consultative work.

Field Work Supervision Visit:- In addition to this the faculty supervisor visits the students in their field work agency, holds discussion with agency Field Work supervisor and gets updated on the progress made by the student in the field. A proper supervisory visit diary should be maintained by the Head of the Department or Teacher in charge of the Department.

Field Work Assessment Criteria:-

The student placed in a field work agency / community for the field work practicum is assessed regularly on the basis of the following criteria. The teacher shall maintain a register or record of the report submission, their grade, field work attendance and other activities in the Field work placement.

(a) Quality of Work: The integration of theory into actual practice.

(b) Application of Principles, skills, tools and techniques

(c) Procedural aspects of reports (submission regularity, punctuality etc…

(d) Quality of reports.

(e) Field Work. Supervisory Conference

(f) Feedback from the field work agency/ Field supervisor

(g) Seminar on Field Work

(h) Field work Viva

KANNUR UNIVERSITY

MSW DEGREE PROGRAMME UNDER CREDIT BASED SEMESTER SYSTEM (CBSS-PG), 2014

PROGRAMME STRUCTURE AND SCHEME OF EXAMINATION

SEMESTER ONE

SEM	COURSE CODE	TITLE OF THE COURSE	EXAM DURATION (HOURS)	HOURS /WEEK	TOTAL HOURS	CREDIT	MARKS		
							INTERNAL	EXTERNAL	TOTAL
FIRST SEME STER	MSW1C01	Fundamentals of social work Profession	3	5	90	3	10	40	50
	MSW1C02	Society And Social Analysis	3	3	90	3	10	40	50
	MSW1C03	Developmental Psychology	3	3	90	3	10	40	50
	MSW1C04	Work with Individuals and Families (Social Case work)	3	5	90	3	10	40	50
	MSW1E01	**Elective 1** Communication and Field Work practice	3	3	90	4	10	40	50
	MSW1P01	Concurrent Field Work and Viva		12	192	5			100
	MSW1P02	Rural Camp	Ten Days		150	3			50
		Sub Total				24			400

SEMESTER TWO

SEM	COURSE CODE	TITLE OF THE COURSE	EXAM DURATION (HOURS)	HOURS /WEEK	TOTAL HOURS	CREDIT	MARKS		
							INTERNAL	EXTERNAL	TOTAL
SECOND SEMESTER	MSW2C05	Working with Groups (Social Group Work)	3	5	90	3	10	40	50
	MSW2C06	Community Organization and Social Action	3	5	90	3	10	40	50
	MSW2C07	Social Welfare Administration	3	5	90	3	10	40	50
	MSW2C08	Abnormal Psychology	3	3	90	3	10	40	50
	MSW2E02	**Elective 2** Contemporary Social Work Practice	3	5	90	4	10	40	50
	MSW2P03	Field Action Project			90	3			50
	MSW2P04	Concurrent Field Work And Viva		12	192	5			100
Sub Total						**24**			**400**

20

SEMESTER THREE

SEM	COURSE CODE	TITLE OF THE COURSE	EXAM (HOURS)	HOURS /WEEK	TOTAL HOURS	CREDIT	MARKS		
							INTERNAL	EXTERNAL	TOTAL
THIRD SEMESTER	MSW3C09	Social Legislation	3	5	90	3	10	40	50
	MSW3C10	Social Work Research and Statistics	3	5	90	3	10	40	50
	MSW3E03	Elective 3 Counseling Skills and Techniques	3	5	90	4	10	40	50
Sub Total						**10**			**150**

SPECIALISATION:1 Optional (A) : Medical and Psychiatric Social Work (MPSW)									
MSW3C11 (MP)	Hospital Administration	3	5	90	3	10	40	50	
MSW3C12 (MP)	Medical Information for Medical & Psychiatric Social Workers	3	5	90	3	10	40	50	
Sub Total					6			100	

SPECIALISATION:2 Optional (B) : Rural and Urban Community development (RUCD)									
MSW3C11 (CD)	Gandhian Philosophy of Community Development	3	5	90	-do-	-do-	-do-	-do-	
MSW3C12 (CD)	Developmental Economics	3	5	90	-do-	-do-	-do-	-do-	

SPECIALISATION:3 Optional (C) : Human Resource Management (HRM)									
MSW3C11 (HR)	Human Resource Information system	3	5	90	-do-	-do-	-do-	-do-	
MSW3C12 (HR)	Industrial Relations and Labour Welfare	3	5	90	-do-	-do-	-do-	-do-	

		SPECIALISATION:4 Optional (D) : Family and Child Welfare (FCW)							
	MSW3C11 (FCW)	Family Welfare	3	5	90	-do-	-do-	-do-	-do-
	MSW3C12 (FCW)	Child Welfare	3	5	90	-do-	-do-	-do-	-do-
	MSW3P05	Concurrent Field Work And Viva			192	5			100
	MSW3P06	Study Tour	10 Days		200	3			50
Grand Total						24			400

SEMESTER FOUR

SEM	COURSE CODE	TITLE OF THE COURSE	EXAM (HOURS)	HOURS /WEEK	TOTAL HOURS	CREDIT	MARKS		
							INTERNAL	EXTERNAL	TOTAL
FOURTH SEM	MSW4C13	Human Resource Management and Human Resource Development	3	3	90	3	10	40	50
	MSW4C14	Project Planning and Implementation	3	5	90	3	10	40	50

SPECIALISATION: 1

		Optional (A) : Medical and Psychiatric Social Work (MPSW)							
	MSW4C15(MP)	Social Work in Medical and Psychiatric Setting	3	3	90	3	10	40	50
FOURTH SEM	MSW4C16(MP)	Therapeutic Information for Social Workers	3	3	90	3	10	40	50

SPECIALISATION: 2

							MARKS		
		Optional (B) : Rural and Urban Community development (RUCD)							
FOURTH SEM	MSW4C15(CD)	Rural and Urban Community Development	3	3	90	- do-	- do-	- do-	- do-
	MSW4C16(CD)	Development Communication and Education for Development	3	3	90	- do-	- do-	- do-	- do-

SPECIALISATION: 3

SEM	COURSE CODE	TITLE OF THE COURSE	EXAM (HOURS)	HOURS /WEEK	TOTAL HOURS	CREDIT	MARKS		
							INTERNAL	EXTERNAL	TOTAL
		Optional (C) : Human Resource Management (HRM)							
FOURTH SEM	MSW4C15 (HR)	Labor Legislations and Labor Law Applications	3	3	90	- do-	- do-	- do-	- do-
	MSW4C16 (HR)	Organizational Behaviour, Development and Change	3	3	90	- do-	- do-	- do-	- do-

SPECIALISATION: 4

SEM	COURSE CODE	TITLE OF THE COURSE	EXAM (HOURS)	HOURS /WEEK	TOTAL HOURS	CREDIT	MARKS		
							INTERNAL	EXTERNAL	TOTAL
		Optional (D) : Family and Child Welfare (FCW)							
FOURTH SEM	MSW4C15 (FCW)	Women's Development	3	3	90	- do-	- do-	- do-	- do-
	MSW4C16 (FCW)	Population Dynamics and Family Planning	3	3	90	- do-	- do-	- do-	- do-

SEM	Code	Title							
SEM	MSW4P05	Concurrent Field Work		12	192	4			100
FOU RTH SEM	MSW4PR1	Dissertation			200	5	100	50	150
	MSW4P06	Block Field Work And Viva			175	5			100
	MSW4PR2	Dissertation Viva-Voce (External)				2			50
		Sub Total				**28**			**600**
		TOTAL				100			1800

MSW1C01 - FUNDAMENTALS OF SOCIAL WORK PROFESSION

Module-1

Social Work: The Concept, meaning, Definitions**,** Objectives and Functions. Definition and Meaning of the Concepts Social welfare, Social service, Social development, Social change, Human rights, Social exclusion (Marginalization, Exploitation, Oppression), Empowerment, Remedial Social Work, Development oriented Social Work, Social Activism and Social Work in Human Rights Perspective

Module-2

History and Development of Social Work in India and Abroad: The Concepts Charity, Philanthropy, Social situations, (Poverty, Problems Of Immigrants, Orphan Hood, Squalor ,War Victims Etc). Role of Social reform movements in the Development of Social Work Profession in India.
Development of Social Work Education In India : Evolution of social work education, American Marathi Mission, Nagpada Neighbourhood Houase, Mumbai, Sir Dorabji Graduate School Social Work, Mumbai.

Module-3

The Concept, meaning, Definitions**,** Objectives and Functions of Methods and Fields of Social Work: Social Case Work, Social Group Work, Social Action, Community Organization, Social Research and Social Welfare Administration, Family & Child welfare, Medical and Psychiatric Social Work, Criminology and Correctional Work, HRD and HRM, and URCD .

Module-4

Knowledge base in Social Work, Development of knowledge in Social Work, Values and Principles in Social Work Practice: Religious, Political and Utilitarian values, Code of professional ethics, Generic principles of social work.

Module-5

 Ideological Influences of social reform movements, Advent of Missionary (Serampore Missionaries And Catholic Missionaries 1785 Onwards), Gandhian, Ambedkar thoughts, Sree Narayana, Vivekananda Ideologies, Marxist perspectives, Feminist perspective, Subaltern perspectives (Dalit and Adivasi) and Post – modernism influence.

Bibliography

Recommended Readings :

1. Batra, Nitin (2004) Dynamics of Social Work in India, Jaipur : Raj Publishing House.
2. Bhattacharya, Integrated Approach to Social Work in India, Jaipur : Raj Publishing House

3. Bradford, W. Sheafor, Charles, R. Horejsi, Gloria A. - Fourth Edition (1997) Techniques and Guidelines for Social Work, London : Allyn and Bacon, A Viacom Company
4. Dasgupta, Sugata (1964) Towards a Philosophy of Social Work in India, New Delhi Popular Book Services.
5. Desai, Murali (2002) Ideologies and Social Work (Historical and Contemporary Analysis), Jaipur : Rawat Publication.
6. Diwakar, V. D. (1991) Social Reform Movement in India, Mumbai : Popular Prakashan
7. Dubois, Brenda, Krogsrud, Karla, Micky - Third Edition (1999) Social Work – An Empowering Profession, London : Allyn and Bacon
8. Feibleman, J.K. (1986) Understanding Philosophy - A Popular History of Ideas, New York : Souvenir Press
9. Fink, Arthur E., Wilson, Everett E. - Third Edition (1959) The Fields of Social Work, New York : Henry Holt and Company.
10. Friedlander, Walter A. (1977) Concepts and Methods of Social Work, New Delhi : Prentice Hall of India Pvt. Ltd.
11. Nair, T. Krishnan (1981) Social Work Education and Social Work Practice in India, Madras : Association of School of Social Work in India
12. Rameshwari, Devi and Ravi Prakash (2000) Social Work Practice, Jaipur : Mangal Deep Publications
13. Roy, Bailey and Phil, Lee (1982) Theory and Practice in Social Work, London : Oxford Pub. Ltd.
14. Singh, R.R. (1985) Field Work in Social Work Education, A Perspective for Human Service Profession, New Delhi : Concept Publishing Company
15. Wadia, A. R. (Ed.) (1961) History and Philosophy of Social Work in India, Bombay : II Allied Publisher Private Ltd.

MSW1C02 - SOCIETY AND SOCIAL ANALYSIS

Module-1
Sociology and primary concepts in Sociology: Sociology: Definition, Origin and development, significance of sociology in social work. Society: definition, characteristics, Individual in a society.

Module-2
Individual and society: Society as system of social relationship, Human Behaviour and the Factors Influencing Human Behaviour and Socialization. Socialization: definition and theories . Agencies of socialization: Heredity- concept, mechanism and influence of heredity on human behavior, Environment – concept and influence of social, physical and family environment, The self and the self concept. The mechanism of heredity and environment in the process of socialization.

Social Process: definitions. **Social interactions**: Definition, types. Competition, conflict, Assimilation, Accommodation, Cooperation. **Social stratification**: definition, theories, types, caste and race. **Social change**: definition, theories, factors of social change, social progress and regress.

Module-3
Culture: definition, culture and Civilization. **Associations**: definition, characteristics, types. **Institutions:** definition, Characteristics, and types, Family, Marriage, Education, Political, Religious, economic. **Community:** definition, Characteristics, types.

Module-4
Social disorganization: Definition, Meaning, nature and factors responsible for social disorganization. deviant behavior. **Social control**: definition, agencies of social control. Social Problems: **social problems:** Marital conflict, family violence, divorce, dowry deaths, suicide, child abuse, juvenile delinquency, child labor, , commercial sex work and human trafficking, Addictions Drug peddling, beggary, un-employment, squatter settlement and slums. Caste conflicts.

Module-5
Definition, Nature and Scope of Economics
i.   Factors of production – Land, Labour, Capital Organisation.
ii.   Economic System – Capitalism, Socialism, Communism
iii.   Mixed economy – Public Sector, Private Sector a critique of the systems.
iv.   Supply and demand, effort at reversing adverse cycles. Microcredits and management.
v.   Theories of population.
vi.   Poverty – basic concepts, Unemployment – Basic Concepts.

Bibliography

Recommended Readings :

1.   Adinarayan, S. P. (1964) Social Psychology, New Delhi : Allied Publishers Pvt. Ltd.
2.   Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi : Commonwealth Publishers
3.   Bhatnagar, Ved (1998) Challenges to India's Integrity : Terrorism, Casteism, Communalism, New Delhi : Rawat Publication.
4.   Desai, A. R. (1978, Reprinted 1994) Rural Sociology in India, Bombay : Popular Prakashan
5.   Flippo, Osella and Katy, Gardner (2003) Contrivations to Indian Sociology , Migration Modernity and Social Transformation in South Asia, New Delhi : Sage Publication
6.   Gandhi P. Jagadish (1982) Indian Economy – some issues, Institute of Social Sciences and Research, Vellore
7.   Madan, G.R. 2002 (revised edition) Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd.
8.   Mohanty, Manoranjan (2004) Class, Caste, Gender – Readings in Indian Government and Politics, New Delhi : Sage Publication
9.   Puniyani, Ram (2003) Communal Politics : Facts Versus Myths, New Delhi : Sage Publication.
10.   Shah, Ghanshyam (2001) Dalit Identity and Politics: Cultural Subordination and Dalit Challenge, New Delhi : Sage Publication.
11.   Singh, Yogendra : Ideology and Theory in Indian Sociology, New Delhi : Rawat Publication
12.   Vidya Bhusan & Sachdeva, D. R. (2000) An Introduction to Sociology, Allahabad : Kitab Mahal

SEMESTER-1

MSW1C03- DEVELOPMENTAL PSYCHOLOGY

Module: 1

Nature of human development: Meaning, Principles and Goal of human development and developmental Changes. Stages of life span, Developmental Tasks. Influence of Heredity and Environment in Human Development. Genetic Counseling, Genetic Engineering, Genetic Testing.

Module: 2

Prenatal Development and Birth: Characteristics of prenatal period – How life begins, Maturation, Ovulation, Fertilization, Importance of conception, Heredity endowment, Sex, Periods of prenatal development, Hazards of pre natal development, Kinds of Birth, Birth Complications, Effects of premature birth.

Module : 3

Infancy, Babyhood, Early and Late Childhood, Puberty and adolescents: Emotional, moral social and personality development. Hazards of different stages of life span.

Module: 4

Adulthood, Middle age, Old age - Vocational, marital and social adjustments

Module:5

Psychological Processes of Human Behaviour in growth and development : Needs, Drives and Motives, Emotions, Perception, Intelligence, Learning and motivation. Social and cognitive aspects of Human Behaviour in growth and development: Social perception, attitudes, prejudices, biases, stereotyping, Propaganda, rumors and the social affects.

Theoretical perspectives in growth and development

Perspective 1 : Psychoanalysis
Perspective 2 : Learning
Perspective 3 : Cognitive
Perspective 4 : Evolutionary/ Socio biological
Perspective 5 : Contextual

REFERENCES:

1. Hurlock Elizabeth, Developmental Psychology – A life span approach.
2. Diane E. Papalia ,Sally Wendkos Olds and Ruth Duskin Felman   :   Human Development,Tata McGraw- Hill Edition-2004
   Laura E. Berk   : Development Through the Lifespan, Dorling Kindersely (India) Pvt. Ltd, Licensees of Pearson Education in South Asia 2007

MSW1C04 - WORK WITH INDIVIDUALS AND FAMILIES

Module- I
Social Casework as a Method of Social Work: Concept, Meaning and Definitions. History and Development of Social Casework in U.K. U.S.A and India. The Scope of Casework in Practice: Working with individuals and families in primary and secondary settings, Social casework & Counseling –similarities and differences, Limitations of the method, Case work practice in Indian Context

Module-II
Models of Casework Practice: Social diagnostic (Richmond), Supportive and modificatory (Hamilton), Crisis intervention (Lydia Rappaport), Classified treatment method (Floence Hollies), Competence based appraoch (Elleen Grabrill) and Problem solving (Perlman), Components of casework (Perlman's model) : Person- client, significant others and collaterals, Problem- need, impaired social functioning, Place- agency, objectives, functions, policies and resources, Process- casework intervention.

Module- III
Principles of Social Casework Practice:
i. Begin where the client is.
ii. Individualization
iii. Purposeful expression of feelings
iv. Controlled emotional involvement
v. Acceptance
vi. Non-judgmental attitude
vii. Client self determination
viii. Confidentiality

Module- IV
Tools of Working with Individuals and Families
i. Intake-record/sheet and the intake interview (client engagement)
ii. Casework interview
iii. Home visit- collateral contacts.
iv. Recording and its types – narrative, process, problem oriented record keeping
v. Case worker –client relationship
vi. Knowledge of resources (networking)
vii. Communication - verbal, non-verbal, eye contact, body language.
viii. Case presentation as tool of professional development.

The process of intervention with client system and target system
i.   Study
ii.   Continuous assessment and analysis
iii.   Psycho-social diagnosis
iv.   Intervention
v.   Follow-up
vi.   Termination
vii.   Case presentation based on field work practice

Module- V
Essentials of Working with Individuals and Families
i.   Skills for working with individuals and families
ii.   Techniques for working with individuals and families
iii.   Qualities in the caseworker

Bibliography
Recommended Readings :
1. Aptekar, Herbert (1955) The Dynamics of Casework and Counseling, New York : Houghton Mifflin Co.
2. Babara, J. G. (1991) Beyond Case Work, London
3. Biestek, Felix (1968) The Casework Relationship, London : Unwin University Book
4. Fisher, Joe (1978) Effective Case Work Practice – An electric approach, New York : Mac- Graw Hill
5. Garrett, Annett (1972) Interviewing – Its Principles and Methods, Family Service Association of America, New York
6. Government of India (1987) Encyclopedia in Social Work, New Delhi : Publication Division (Social Welfare Ministry)
7. Hamilton, Gordon (1970) The New York School of Social Work : Theory and Practice of Social Case Work, New York and London: Columbia University Press
8. Holis, Florence and Woods, Mary E. (1981) Casework – A Psychosoical Therapy, New York : Fandom House.
9. Kadushin, Alfred (1990) The Social Work Interview, New York : Colulmbia University Press
10. Keats, Daphne (2002) Interviewing – A Practical Guide for Students and Professionals, New Delhi : Viva Books Pvt.Ltd.
11. Lishman, Joyce (1994) Communication in Social Work, New York : Palgrave MacMillan
12. Mathew Grace (1992) An Introduction to Social Case Work, Bombay : Tata Institute of Social Sciences
13. Nelson Jones, Richard, (1984) Practical Counselling and Helping Skills, London : Harper and Row
14. Nursten, Jean (1974) Process of Case Work, Pitman Pubhishing Corporation
15. O'Hagan, Kieran, Kingsley, Jessica (2003) Competence in Social Work Practice – A Practical Guide for Professionals, London
16. Perlman, Helen Harris (1964) Social Case Work – A Problem Solving Process, London : University of Chicago Press

17. Rameshwari Devi, Ravi Prakash (2004) Social Work Methods, Practics and Perspectives(Models of Casework Practice), Vol. II, Ch.3, Jaipur : Mangal Deep Publication
18. Richmond, Mary (1970) Social Diagnosis, New York : Free Press
19. Sena, Fine & Glass, Paul H. (1966) The First Helping Interview Engaging the Client & Building Trust, New York : Sage Publications
20. Sheafor, Bradford, Horejsi, Charles, Horejsi, Gloria, (1997) Techniques and Guidelines for Social Work Practice, London : Allyn and Bacon
21. Thompson, Neil (2006 2nd Ed.) People Skills, New York : Palgrave Macmillan
22. Timms, Noel (1966) Social Case Work, London : Routledge & Kegan Paul

MSW1E01 - COMMUNICATION AND FIELD WORK PRACTICE

Module-1

Definition, concept, meaning, objectives, characteristics and functions of communication. Communication process, various models of communication, Barriers in communication, and removal of communication barriers. Relationship of Media and Development. Concept, meaning and importance of Development communication.

Module-2
Organizational Communication.

Organizational Communication: Meaning and importance, types of organizational communication. Concept and various types of Mass media. Role of Mass media: audio, visual, print media in developing societies. Role of alternative media and its importance.

Module-3
Folk Media, Advocacy and Networking.

Concept and meaning of folk Media. Various folk Medias and its role in development.
Advocacy and Networking: Concept of advocacy as a tool; Strategy for advocacy; Elements of Advocacy, People-centred Advocacy, Bureaucracy and Advocacy, Media and Advocacy. Meaning and importance of Networking Campaigning; Lobbying; Use of media and public opinion building in advocacy; and Coalition and Network building; Linking up protest movements with development work. Advocacy in Indian context,.

Module-4
Rethinking Communication:

Communication as transmission, Communication as representation, Communication as cultural reproduction. Gender and media. Concept of gender. Impact of the media on women, and children. Right to information Act. Its importance and process.

Module-5
Field Work Practice:

Meaning and importance of Field Work Training in social work. Orientation, training and field work supervision in Social Work Education. Programs in Field work Training– Study Tour, Rural Social Work, Summer Training and Field Work Evaluation.

References:

1) Kumar, K: Mass Communication in India. (Jai Publishing House. Mumbai (1981)
2) Gandhi, V.P: Media and Communication Today, Vol.1, 2 and 3 (Kanishka Publishers. New Delhi.(1995)
3) Melkote, Srinivas R.: Communication for development in the Third World Sage. Delhi (1991.)
4) Goffman Erwing: Gender Advertisements Macmillan. (1979)
5) Mody, Bella: Designing Messages for Development Communication. Sage. New Delhi (1991)
6) M.V.Rodricks: Development Communications
7) Subedhar I.S: Field Work Training in Social Work. Rawat. New Delhi (2001)

MSW2C05 - WORKING WITH GROUPS

Module- I
The concept meaning, and definitions of groups, the importance of groups in human life cycle . Definition of social group work, Characteristics of social group work, History and development of group work as a method of social work . Values and distinctive principles of Group Work, Social group work in different fields . Types of groups in social group work practice- open and closed groups; social treatment groups (Re-socialization, groups, therapeutic groups, T-groups); task oriented groups (forum, committees and work team); developmental groups (self help groups and support groups)

Module- II
Group Work Process : Steps in understanding group process : - Analysis of group interaction, Leadership and its development in group process, Communication in group. Bales' categories of interaction process analysis. Steps in group formation, Different Stages in group development :- pre-group stage, orientation stage, problem solving stage, termination stage - (Forming, Storming, Norming, Performing and Adjourning). Role of social worker in different stages of group development.

Module- III.
The Program Planning in group work, Importance of program Planning, Principles of Program Planning and implementation. Skills of Group Worker for : group development, program planning, and implementation.

Module- IV
Individuals behavior in groups –group norms, group conformity vs. deviation. Group dynamics in social group work: - group bond, sub-groups, group conflict, confrontation, apathy and group control. Use of Techniques and Tools in Group Work : - Use of relationship, Conflict resolution, Verbal and non-verbal communication, Purposeful creation of environment, Fishbowl technique.

Module- V
Recording in Group Work : - Importance of recording in group work, Principles of recording, Types of recording- narrative, process and summary, Techniques of recording –observation, sociogram, interaction diagrams. Evaluation of Group Work : - Importance of continuous evaluation in group work, Types of evaluation, Methods of evaluation.

Bibliography

Recommended Reading :
1.   Bhatt R.M. (1960) Records of Group Work Practice in India, Baroda University : Baroda

2.   Delhi School of Social Work (1958) Field Work Records in Group Work and Community organization, London : Tavistock Publication
3.   Doel, Mark & Sawda, Catherine (2003) The Essentials of Group Worker, London : Jessica Kingsley Pub.
4.   Douglas, Tom (1976): Group Process in Social Work - a Theoretical Synthesis, New York : John Wiley & Sons
5.   Dougles Tom (1978) Basic Group Work, London : Tavistock Publication
6.   Barhard (1975) The Use of Groups in Social Work Practice, USA : Routlede & Kegan Paul Ltd
7.   Klein Josphine (1967) The Study of Groups, London :Routledge and Kegan Paul Ltd
8.   Konopka Gisela (1954) Group Work in Institution, New York : Associate Press
9.   Konopka Gisela (1983 3rd Ed.), Social Group Work a Helping Process, New Jersey : Prentice Hall
10.   Northen, Helen (1969) Social Work with Groups, New York : Columbia University Press
11.   Northen, Helene, Roberts (1976) Theory of Social Work with Groups, New York : Columbia University Press
12.   Phillips, Helen (1962) Essentials of Social Group Work Skills, New York : Associate Press
13.   Reid E. Kenneth (1996) Social Work Practice with Groups - A Clinical Perspective, , USA : Brook/Cole Publishing Company
14.   Ryland and Wilson (1949) Social Group Work Practice, USA : Houghton Mifflin Co.
15.   Trecker, Herleigh (1955) Group Work-Foundations & Frontiers, New York : Whiteside &
16.   William Marrow & Co
17.   Trecker, Herleigh (1970) Social Group Work-Principles and Practices, New York : Associate Press

MSW2C06 COMMUNITY ORGANIZATION AND SOCIAL ACTION

Module-1.

Concept of community:- Sociological, cultural and social work perspective of community - geographical and functional community. Functions of community. Deconstructing concept of communities: Dalit, Feminist and Racial connotations of communities, community and identity. The process of community integration and disintegration.

Module- 2.

The Concepts, Meaning and Definitions of community organization : a critique, community mobilization, community participation, outreach, working with groups; Virtual community, community welfare, community development, community centres and services. Principles of community organization. Processes in community organization- steps and processes. Approaches and Models: directive vs. non-directive, external agent and internal resource; and Rothman's Models of community organization.

Module- 3.

The Role of community organization practitioner in community centers (the guide, enabler, expert and social therapist) and in Rothman's models. Strategies and techniques in community organization. Skills required in community organization practice: interaction skills, information gathering and assimilation skills, observation skills, analytical skills, skills in listening and responding skills; organizing skills, resource mobilization (external and internal) skills, conflict resolution skills, Planning, monitoring an evaluation in community work. Recording:- community profiling, recording (administrative and process records; data banks, monitoring report, evaluation reports) and documentation of the community organization processes.(documentation of the best practices, case studies)

Module- 4.

Understanding community power structure, Powerlessness and empowerment, Cycle of empowerment, Challenges in participation. 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.

Module- 5. Social Action

Social work and social action, History of social action in India, Radical or emancipator social work; Rights based approach, Different forms of protest, various contributions to the theory of social action (Lees, Saul Alinsky, Paulo Friere, Mahatma Gandhi (Sarvodaya) and Sri Narayana Guru) Strategies for social action from various social movements.

Bibliography

Recommended Readings :
1. Alinsky Saul (1971) Rules for Radicals : A Practice Primer for Realistic Radicals, Vintage Books
2. Beher A and Samuel J (2006) Social Watch in India: Citizens Report on Governance and Development, Pune : NCAS
3. Boon Andrew and Book Andy (1999) Advocacy, USA : Cavendish Publications
4. Chambers Robert (2005) Ideas for Development, Earth Scan, London
5. Cox Fred (1987), Community organization, Michigan : F.E. Peacock Publishers
6. Dhama, O. P & Bhatnager, O.P. (1994) Education and Communication for Development New Delhi : Oxford & IBG Pub. Co. Pvt; Ltd.
7. Dunham Arthur (1962) Community Welfare Organization: Principles and Practice, New York : Thomas Crowell
8. Friedlander, W.A. (1978) Concepts and Methods in Social Work, Eaglewood Cliffs, New Delhi : Bentice Hall International Inc.
9. Gangrade, K.D (1971) Community Organization in India, Mumbai : popular Prakashan
10. Goel, S L & Kumar, Ram (2001) Disaster Management, New Delhi : Deep and Deep Publications
11. IIED (1998) PLA Notes 31: Participatory Monitoring and Evaluation, International Institute of Education and Development
12. Indu Prakash (1994) Disaster Management: Societal Vulnerability to Natural Calamities, New Delhi : Rashtra Prahari Prakashan
13. Khinduka, S. K & Coughlin, Bernard (1965) Social Work in India , New Delhi : Kitab Mahal
14. Milson Fred (1973) An Introduction to Community Work, Rutledge & Kegan Paul, New Delhi : London OXFORD & IBH Publishing Co. Pvt. Ltd,
15. NCAS (2000) Fearless Minds: Rights Based Approach to Organizing and Advocacy, Pune : National Centre for Advocacy
16. PRIA, (1995) Participatory Evaluation : Issues and Concerns, New Delhi : PRIA,
17. Rao, MSA (1979) Social Movements in India, New Delhi : Vol. 1 and 2, Manohar,
18. Ross, Murray & Lappin, Ben (1967) Community Organization; Theory, Principles, and Practice, New York : Harper & Row
19. Rothman Jack, Erlich John &Tropman John (1987) 'Strategies of Community Intervention' Strategies for Community Organization, Micro Practice, Michigan : , F.E. Peacock Publishers
20. Sanoff, Henry (2000) Community Participation Methods in Design and Planning, London : John Wiley and Sons
21. Shrivasta, S. K (1988) Social Movements for development, Allahabad : Chugh Publications
22. Siddique, H.Y. (1984) Social Work and Social Action, New Delhi : Harnam Publications

23.   Somesh Kumar (2002) Methods for Community Participation: A complete guide for practitioners, New Delhi : Sage Publication (Vistaar)
24.   UNDP (2001) The Monitoring and Evaluation Framework, UNDP, Toronto : , University of Toronto Press
25.   Vohra Gautam (1990) Altering structures: Innovative Experiments at the grassroots,Mumbai : Tata Institute of Social Sciences
26.   Warren Roland (1970) Studying Your Community, New York: A Free Press

Recommended Journals
1.   Community Development Journal: An Alternative Forum, UK, Oxford University Press
2.   Social Action, A Quarterly Review of Social Trends and Social Action Trust, New Delhi

MSW2C07 SOCIAL WELFARE ADMINISTRATION

Module--I

Administration, organization, management, business administration, public administration, social administration and social welfare administration. Nature and scope of Social Welfare Administration in Social Work.

Module—II

Administrative arrangements and constitutional base for social welfare/ policy in India. Functional areas of Ministries (Central and State), Boards (Central Social Welfare Board) and other National Institutions.

Module--III

Procedure for Registration of Human Service Organizations under societies Registration Act, Trust Act, Memorandum of Association. Constitution and Bye-laws. Functions of Governing Board. Provisions in Income Tax Act. Overview of administrative set-up (process).POSDCORB. Planning, Organizing, Staffing, Directing, Controlling, Reporting and Budgeting.

Module--IV

Importance of office management in Welfare Organisations. Communication system in the office, office procedures. Records Management and filing system. Office automation. Application of computers in office.

Module—V

Policy issues related to Nutrition and Food Security, Education, Health, Children, Women, Backward Classes, Senior Citizens, Unorganized sector workers.

References:

1. Bose.A.B, (2001), Social Planning in India, Bangkok, United Nations.
2. Chowdry, Paul, (1993), Hand Book on Social Welfare in India, Delhi, Atmaram.
3. Friedlander, W (1995), Introduction to Social Welfare, New Jersy, Prentic Hall.
4. Goel S.L & Jain RK, (2001), Social Welfare Administration, New Delhi Vol:I & II.
5. Skidmore. A (1996) Social work Administration: Dynamic Management and Human Relations, New Jersy, Prentice-Hall.

MSW2C08 ABNORMAL PSYCHOLOGY

Module—1

Concept of Normality and Abnormality. Historical development of the concept abnormality –   Organic / Psychosocial and socio – cultural view points on Abnormal Behaviour. Causes of   Abnormal Behaviour.

Module—2

Neuroses: Anxiety, Phobia, Dissociative and Conversion Disorders, Obsession and   Compulsion, Somatoform Disorders.

Module- 3

Psychosis: Schizophrenia, Manic Depressive Psychosis (MDP), Organic Brain Syndromes.

Module- -4

Concept and factors of Adjustment and maladjustment . Stress and frustration, Conflicts. Coping and Defense mechanisms. Depression and suicide, Alcoholism and drug abuse, Mental retardation,   Behaviour disorders of Childhood, Sexual deviations.

Module—5

Mental Health: Nature of mental health, factors of mental health, Promotion of mental health.

References:

1. Coleman   :   Abnormal psychology and modern life.
2. Joselyne Irene   :   Psycho – social problems of children
3. T.E. Shanmugham   :   Abnormal psychology
                                          TATA Mc Grow Hill Publishing Co. Ltd. New
                                           Delhi

4. Page J D   :   Abnormal psychology
5. Kaplan Freedman and Sadock: Comprehensive Text Book of Psychiatry.
6. Sarason and Sarason   :   Abnormal psychology
7. Callson and Butcher   :   Abnormal psychology

MSW2E02 CONTEMPORARY SOCIAL WORK PRACTICE

MODULE 1

International Social Work: Concept of International Social Work. Theories and concepts basic to international social work . Approaches to international social work – global perspective, human rights perspective, ecological perspective, social development perspective. International relief and development. International social welfare organizations and Global Regulatory Bodies, their functions, Development Perspectives : IFSW (International Federation of Social Workers), IASSW (International Association of Schools of Social Work), ICSW (International Council for Social Welfare), United National Summit For Social Development, United Nations Millennium Development Goals and targets, United Nations Convention on the Rights of the Child, ECOSOC

MODULE 2

Basics of Social Policy: The basic concepts of policy, public policy, social policy, policy analysis and policy advocacy: Significance of social policy in the context of welfare State and Social Justice. The frameworks of social policy formulation.

MODULE 3

Process of Social Policy Development: *The cycle of policy process*:1 Identification of underlying problems(agenda setting) 2 determine alternative for policy choices(issue filtration) 3 forecasting and evaluating alternatives 4 making a choice 5 policy implementation 6 policy monitoring 7 policy outcome 8 policy evaluation and renewal 9. Problem restricting (success & termination).

MODULE 4

Practice Models and Emerging Areas of Social Work Practice :- Social Work practice today-Micro, mezzo and macro practices, Evidence based practice and culturally competent practice in Social Work. Overview of practice Models: Systems Theory, Ecological perspective, Problem Solving model, Task Centered model, Cognitive Behaviour model, strengths Perspective, Crisis Intervention model, case management model, advocacy model, empowerment model, feminist social work practice

MODULE 4

Scope, Trends and Practice of Social Work in the areas of : Development Induced Displacement, Disaster management, Disability, Palliative Care, Life Style Diseases, Oldage/Elderly, HIV/AIDS, Mental Health Promotion & Rehabilitation, Life Skills & Family Life Education

*References***:**

1. Alcock, P;May,M; Lingson, R.K(eds.)(1998) *The student's companion to social policy*.MA: Blackwell
2. Barusch, A. (2006). Foundations of social policy: Social justice in human perspective (2nd ed.). Belmont, CA: Thomson Brooks/Cole.
3. David Cox, Manohar Pawar. (2006). *International Social Work – Issues, Strategies and Programmes.*, Vistaar Publications
4. Di Nitto, Diana M and C.Aaron McNeece .(2008).*Social Work –Issues and Opportunities in a Challenging profession*, Chicago : Lyceum Books,INC,
5. Flynn,J.P.(1992) *Social agency policy: Analysis and perspectives for community practice*. Chicago : Nelson Hall publishers
6. Jansson, B.S. (2008) *Becoming an effective policy advocate: From policy practice to social justice*(5th ed.): California : Wadsworth Publishing Company, Belmont
7. Lynne M. Healy. (2008). *International Social Work – Professional Action in an Independent World*, (Second Edition) Oxford University Press

MSW3C09 SOCIAL LEGISLATION

Module- 1

Social Legislation: Meaning and scope. Indian Constitution and Social Legislations. Fundamental rights and directive principles of State policy. Social Legislations as an instrument for social control, social change and social justice. Social defense.

Module- 2

Indian Penal Code, Criminal Procedure Code. Courts, Prisons, correction homes etc. Laws relating to probation and parole. Legal Aid: Meaning, organization. Uses. Public Interest Litigation. Women's commission (National & State). Consumer courts and Family courts. Consumer Act: Objectives and Activities. Human Rights commission, rights of the Child. Laws related to atrocities against women and children.

Module- 3

Personal Laws: Laws relating to marriage, divorce, dowry, widow remarriage, child marriage and inheritance. Laws relating to children. Adoption, guardianship and maintenance.

Module- 4

Laws relating to immoral traffic, sexual offences, prostitution, untouchability, corruption. Laws relating to beggary, juvenile Delinquency, mentally sick. Laws relating to disability. Laws relating to atrocities against SC/ST and social security: social justice

Module- 5

Legislation on social security measures: Workmen's Compensation Act 1923, ESI Act 1948. Medical Termination of pregnancy Act 1971, The Pre – Natal Diagnostic Technique (Regulation and Prevention of Misuse) Act 1994. Protection of Children from Sexual Offences Act, 2012, JJ Act, RTI, RTE, MNREGA, Maintenance and Welfare of Parents and Senior Citizens Act, 2007, Issues relating to transgender Persons – Constitutional Safeguards.

References:

1. Gangrade KD: Social Legislation in India Vol .I & II

2. India Government: Constitution of India

3. Kulkarni PD: Social Policy and social development in India

SEMESTER-3

MSW3C10 SOCIAL WORK RESEARCH AND STATISTICS

Social Research and Social Work Research

1. Scientific Method, Social Research: Meaning and characteristics of scientific method, Goals of research, Basic elements of social research- concepts, constructs, variables, Levels of measurements –nominal, ordinal, interval and ratio, hypothesis, theoretical frame work for research, operational definitions.

2. Social Work Research : Use of research in social work : intervention research and practice based research, Types of social work research – need assessment studies, situational analysis, monitoring and evaluation, impact assessment, policy research, Steps in Social Work Research: identification of problem; need assessment; selection of social work research design; baseline study; intervention; assessment of intervention effects/impact. , Ethics in Social Work Research

3. Research Designs in Social Work Research : Scientific Social Surveys, Experimental study design, logic of experimentation, causation and control, randomization and matching internal validity, Types of experimental design (pre-experiment, true experiment, quasi experiment, external validity), Qualitative and quantitative research designs- grounded theory, case study, ethnography and phenomenology, Other research approaches supportive to social work research: Action research; Participatory research

4 . **Methods of data collection:** Scales and Scaling techniques, reliability, Validity, Interview schedule, Guides, Questionnaires, Projective technique, Content analysis, Sociometry, Participatory Research.

5 Statistical applications and Report Writing

A---Data Processing, Classification and Analyses Plan and Use of Statistics
i Quantification of qualitative data, Coding, master sheet, tabulation plan
ii Univariate, bivariate, trivariate and multivariate analyses of data
iii Measures of central tendency (mean, median, mode) and dispersion
iv Inferential Analyses: measures of association, tests of significance (chi square, t-test,) analysis of variance (ANOVA)
v Statistical Package for Social Sciences (SPSS) – introduction, basic steps, defining data, data entry, data transformation, data analysis, graphical (diagrammatic) presentation, statistical application using SPSS.

B---**Report**:**ing Research** Structure of reports for differing readership, planning outline of report, editing for accuracy and neatness, standard formats for referencing, footnotes and bibliographies, preparing research abstract. Dissemination of research findings

.

Biblibraphy
G – VI Social Work Research & Statistics
Recommended Readings :
1. Ahuja, Ram (2001) Research Methods, Jaipur : Rawat
2. Alston, M. Bocoles, W. (Indian Edition 2003) Research for Social Workers-An Introduction to Methods, Jaipur : Rawat
3. Baker, Therese L. (1994) Doing Social Research, Singapore : McGraw Hill
4. Goode, W.J., Hatt, P.K. (1981) Methods in Social Research, Singapore: McGraw Hill
5. Grinell, Richard M. (Jr.) (1988) Social Work Research and Evaluation, Illinois F. E. Peacock Pub. Inc.
6. Jacob, K. K. (1965) Methods & Fields of Social Work in India, Bombay: Asia Publishing
7. Kothari, C. R. (2004 2nd edition reprint) Research Methodology: Methods & Techniques, New Delhi, New Age International
8. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Himalaya, Bombay
9. Laldas, D. K. (2000) Practice of Social Research, Jaipur: Rawat
10. Mikkelsen, Britha (2005) Methods for Development Work and Research- A New Guide for Practitioners, New Delhi : Sage
11. Ramchandran, P. (1968) Social Work Research and Statistics, Bombay : Allied Publishers
12. Rubin, Allen & Babbie Earl (4th Ed. 2001) Research Methods for Social Work, USA : Wadsworth, West, Brooks/Cole and Schirmer
13. Sarantakos, Sotirios (2005) Social Research, New York : Palgrave Macmillan
14. Sharma, B. A. V., Prasad, R. D. & Satyanarayana, C. (2002) Research Methods in Social Sciences, New Delhi: Sterling
15. Sharma, K. R. (2002) Research Methodology, Jaipur : National Publishing House
16. Wilkinson, T.S. & Bhandarkar, P. L. (1984) Methodology and Techniques of Social Research, Bombay: Himalaya
17. Young, Pauline (Asian students edition 1960) Scientific Social Surveys and Research, Japan: Asia Publishing House
18. Chaudhary, C. M. (1991) Research Methodology, Jaipur : RBSA Publishers

MSW3E03 COUNSELING SKILLS AND TECHNIQUES

Module--1

Counseling: Definition, meaning, goal, principles, scope and process, report maintaining, differences between counseling and guidance, qualities and skills of counselor.

Module—II

Counselling process, steps in Counselling process   Counselling Process Recording, strategies and skills in counselling process, interview techniques. Counselor counselee relationship: factors influencing the relationship, principles and techniques of counselling: observation, listening, non – verbal Behaviour, communication, questioning, silence, transference. Group counselling, referral services. Research in counselling ,. Legal and Ethical aspects of counselling. .

Module--III

Counselling in different setting

a.   Family counselling: premarital, Marital, sex education, family planning counselling, abortion counselling, HIV/AIDS counselling etc.
b.   Educational counselling: scholastic backwardness, emotional disturbances, problems of the adolescences, sex education etc.
c.   Vocational counselling: career guidance, jib adjustment, placement counselling etc.
d.   Industrial counselling: Absenteeism, accident proneness, occupational stress, inter – personal conflicts etc.
e.   De – addiction counselling.

Module--IV

Counselling in different Contexts

Crisis, Sudden illness, loss of employment, marital brake down, accident, death and dying, bereavement, disaster counselling. Counselling Practices in India: an overview.

UNIT V

Transactional Analysis, SWOT Analysis, Gestalt Therapy, Johary window, Mirror Reflection Techniques, NLP, Behaviour Modification techniques.

REFERENCES

1.   Theories of counseling and psycho therapy, NY: Haper & Row.

2.   Indu D(1983) The basic essential of counseling, New Delhi:-Sterling.

3.   Richard Nelson, Jones (1996) practical counseling and helping skill. London,

   casual

4.   Ricky-L-George Teal(1989)-Theory methods and process of counseling and

   psychotherapy, University of Missouri.

5.   Meharaj Uddit (1997) Diny Addiction. Sri.Nagar

MEDICAL &PSYCHIATRIC SOCIAL WORK (MPSW)

MSW3C11 HOSPITAL ADMINISTRATION

Module-I
Hospital: Definitions, meaning, functions, history, growth and classification of hospitals in India. Hospital Administration: Concept, Definition, general principles, importance, functions and ethics.
Hospital Management: Concept, Meaning and Significance. Managerial Functions in a Hospital: Management Process, Managerial Skills, Levels of Management, Application of managerial functions in Hospital.

Module-II
Organization of Hospital Departments: Roles of departments and managers in Outpatient services, Inpatient Services, Nursing Services, Laboratory services, Radiological services, Causality and emergency services, human recourse management (HRM) department. Concept of patient Care, Patent centric management in Hospital and Hospital Ward Management

Module- III
Patient safety and risk management: Clinical issues for managers, Patient safety, medication safety, adverse drug event, safety of surgery and invasive procedures, pre operative / Procedure planning, intra- operative and post operative safety. Occupational hazards, health care associated infections, environmental safety, privileging and credentialing medical professionals. Errors: Medical, Diagnostic, Sentinel event, Hazard, National safety goals.

Module- IV
Medical Ethics: Definition, Principles, rules and core concepts. Indian Medical Council, Doctor Patient Relationship, Professional Secrets and Privileged Communication – Birth, Death, Abortion, MTP, Helsinki Declaration on Medical Research, ICMR Guidelines of medical Research, Death, Dying and Incurable ill Patient. Euthanasia – ethical frame work on decision making.

Module- V
Hospital Information System – Genesis, scope, basic management cycles in hospitals, categories of information system in hospitals, sources of health information, uses of health and hospital data, managing information system, and need of information in hospital. Medical Records, Utility & functions of Medical Records in Health care delivery System. Organizations & management of Medical Records Department. Role of Hospital managers & MRD personnel in Medical record keeping. Reports & returns in Medical Record System. Procedures of Medical Auditing & its importance. Government Regulations & requirements.

REFERENCES:

1. A.G. Chandorkar, Hospital Administration & Planning , Paras Medical Publisher.
2. Anand, KK, 1996, Hospital Management : A New perspective , New Delhi, Vikas publishing House Pvt.,.
3. B.M. Sakharkar, Principles of Hospital Administration & Planning Japyee Brothers.
4. B.M.Sakharkar, Principles of Hospital Administration & Planning —, Jaypee Brothers
5. C.M. Francis & D'Souza. Hospital Administration & Management
6. Desai,VA ,1985, Hospital Administration I,Miraj,Wanless Hospital
7. Francis, CM, 1995, Hospital Administration, 2nd edition ,New Delhi , Jaypee Brothers.
8. G.D. Mogli, Medical Records, Jaypee Brothers
9. G.P. Mogli, Medical Records, Organisation & Management , Jaypee Brothers, New Delhi.
10. Goel & Kumar, Management of Hospitals, Deep & Deep
11. Goel, SL 1981, Health Care Administration: A text Book, New Delhi,Sterling Publishing House Pvt Ltd.
12. Goyal, RC, 1994, Hand Book of Hospital Personal Management, New Delhi, Prentice,Hall of India
13. Haywood, SC 1974, Managing the Health Service, London,George Allen & Unwin Ltd.,
14. Kunders & Gopinath. Hospitals Planning, Design & Management
15. Manisha Saxena, Hospital management, CBS Publishers and Distributers, New Delhi
16. Sridhr Bhat, Total Quality Management, Mimalaya Publications, Mumbai;l.
17. Syed Amin Tabish, Hospital Administration —Hospital and Health Services Administration: Principles and Practice, , Oxford University Press, 2001, Mc Graw Hill, New Delhi, 1988.

FAMILY AND CHILD WELFARE (FCW)

MSW3C11 FAMILY WELFARE

Module 1

The concept of family and family welfare – its relationship with the concept of child welfare and social welfare- Theoretical framework to study family. Family a social institution: structure, function and relationships with in the family – Impact of social change and changing family pattern in India – Emerging trends; problems and needs. Family in rural, urban and tribal communities – Alternate family patterns like single parent families, female headed households and adoptive families

Module 2

Family life cycle and developmental tasks at various stages – socialisation of the child – adolescent/youth and the family – mate selection – marital interaction- problems and needs of the aged. Family dynamics – meaning and patterns of interaction among members.

Module 3

Family disorganisation: types of problems and their cause- conflict and adjustments, economically destitute families, families in crisis, marital conflicts, abuse of women and children. Changing patterns of marriage and its consequences.

Module 4

Family interventions: Family therapy, pre-marriage and marriage counselling, divorce counselling, group therapy and crisis intervention. Family life education, sex education, population education. Use of social work methods in helping families

Module 5

Family welfare services in India – Family welfare under the five year plans: policies and programmes. Family laws in India: laws relating to marriage, divorce, property rights, maintenance, guardianship, adoption etc among various communities. Family courts: structure and functions.

References:
1. Goode, William   : The family. Prentice Hall of India, New Delhi
2. Ashish Bose   : From Population to People
3. Ruth Nanda   : The Family – H's function and Destiny
4. Pauline Bose   : Family Stress Management
5. Yelien Young husband: Social Work with Families

6. Evelyn Mills Duralt   : Family Development

SEMESTER-3
HUMAN RESOURCE MANAGEMENT (HRM)
MSW3C11 HUMAN RESOURCE INFORMATION SYSTEM

Module- I

Introduction to HRIS: HRIS in organization, role and benefits of HRIS, HRIS in decision making, HRIS in organization, role and benefits of HRIS, HRIS in decision making. Strategic advantages of HRIS. Systems approach of functioning in an organization. Computers and Computer Based Information Systems / Introduction to Computer Based Information Systems – TPS/MIS/EIS/ES/DSS/OA; Management Concepts and CBIS

Module- II

Management Information Systems; Functional Applications

Module-III

HRIS Life Cycle/HR responsibility in each phase of HRIS development; Pre implementation stage of HRIS: HRIS Planning, HRIS Expectation, Productivity Through HRIS, HRIS Cost-benefit Value Analysis, Getting Management Support for HRIS, Limitations of Computerization of HRIS

Module- IV

Implementation of HRIS: Tools in HRIS Development; Human Resources Information Systems in large and small organizations

Module- V

Packaged Human Resources Information Systems / Business Process Re-engineering, Enterprise Resource Planning Systems; Emerging Trends in HRIS, Networking, Internet, Intranet, Technology Implications, etc.

References

1. Rampton Dlenn,Tumbullian,and Doran J Allen: Human Resources
2. Management Systems(2nd edition)
3. Walker Alfred, Handbook of Human Resources Information Systems. Managing Human Resources, 2nd ed.Gomez Luis R.-Mejia,Balkin David B.and Cardy Robert L(Prentice Hall), 1998   Sharma A.M. Aspects of Labour Welfare and Social Security, Himalaya Publishing House, 1999.
4. Wayne Cascio F. : Managing Human Resources – Productivity, Quality of Work Life, Profits, McGraw-Hill Inc. 1993.
5. John Bernardin H. & Russell E.A. Joyace, Human Resource Management – An Experimental Approach, McGraw-Hill Inc. 1993.
6. Environmental Management- N.K. Uberoi
7. Environmental Management- H.M. Saxena
8. Environmental Management- G.N. Pandey

9. Environmental Management- S. Vigneswaran
10. Environmental Impact Assessment: Dr Sunny Joseph, SAFP, Ernakulam
11. How Environmental Provision Affect Developing Countries – Aparna Sawhaey
12. Revisiting the limits to growth: An energy white paper by Mathew R. Simmons
13. The Limits to growth: Donella H. Meadows et al.
14. ISO Protocol documents.

RURAL AND URBAN COMMUNITY DEVELOPMENT (RUCD)

MSW3C11 GANDHIAN PHILOSOPHY OF COMMUNITY DEVELOPMENT

Module--1

Theories of Trusteeship, Panchayat Raj, Swadeshi and Sarvodaya. Social changes through non-violence.

Module--2

Indian social problems and Gandhian solution. Caste system – Untouchability, Women's problems. Illiteracy, alcoholism. Population explosion. Health and hygiene. Seven social evils.

Module--3

Salient features of Gandhian Economics. Ethical basis of economics. Purity of means. Simplicity of life co-operation. Bread labour. Self-reliance. Classless society. Gandhiji's views on industrialization. Machinery and production. Problems and prospects of large-scale industries. Appropriate technology, indigenous technology.

Module--4

Gandhian critique of development models. Capitalism, socialism, communism, mixed economy. Economic development Vs integral development. Problems of modern economic growth. Energy and ecological crisis, rural – urban imbalance etc.

Module--5

Gandhian approach to rural development. Agriculture and industry. Local source of energy and raw materials. Charka, a symbol of self-reliance. Village industries. Rural housing, rural sanitation. 18 constructive programmes. Gandhian movements. Sarvodaya, Bhoodan and Gramdan.

REFERENCES

Mahadeva Prasad; Social Philosophy of Mahatma Gandhi

1. Ganguly P.M.; Gandhi's Social Philosophy
2. Unnithan T.K.; Gandhi and Social Change
3. Arunachalam K.; Gandhian Approach to Social Work
4. Gandhi M.K.; Social Service, Work and Reform
5. Kumarappa J. C.; Gandhian Economic Thought

SEMESTER III

RURAL AND URBAN COMMUNITY DEVELOPMENT (RUCD)

MSW3C12 DEVELOPMENTAL ECONOMICS

Module--1

Development: Meaning and concepts. Common characteristics of development. Obstacles to development. Indian economy: structure, current economic scene. Economic Policy of 1991, Kerala economy: salient features.

Module--2

Concept of poverty: Measurement of poverty. Magnitude of poverty in India. Determinants of rural poverty: economic, social, political, cultural and religious factors that perpetuate poverty. Victims of poverty in India: women, children and other weaker sections.

Module--3

Agricultural: basics characteristics, production and cropping pattern causes of low productively and measures to increase productivity. Rural credit and inputs. Land reforms in rural India/ Kerala. Farm mechanization and its effects, Animal husbandry and allied occupations.

Module--4

The role of small scale and cottage industries in development. Khadi and village industries. Micro- enterprises development. Rural unemployment – agricultural laborer and minimum wages.

Module--5

Planning for economic development in India. Priorities of the Five-Year Plans. Impact of Five Year Plans on the different sectors of the economy. Features of the current Five Year Plans.

References:

1. A.N Agarwal: Indian Economy

2. Choudhary: The Indian Economy

3. Bardhan P.:   The Political Economy of Development in India

4. Dandekar & Rath :   Poverty in India

5. Varghese K.V.:   Economic Problems of Modern India

MEDICAL &PSYCHIATRIC SOCIAL WORK (MPSW)

MSW3C12 MEDICAL INFORMATION FOR MEDICAL & PSYCHIATRIC SOCIAL WORKERS

Module-1
The basic concepts in health: Health Definition and Meaning. The concept of Positive Health, Changing concepts of health, Dimensions of Health, Determinants of Health, Ecology of health, Right to health, Responsibility for health. Indicators of health and various health service philosophies. Population medicine, Preventive medicine, social medicine, community medicine, hygiene, public health, Community health,

Module- II

The concept of Disease: Definition and Meaning. Concept of Causation, Natural history of disease: The pre pathogenic phase, pathogenic phase, Agent factors, Host factors, Environmental factors, Risk factors, Risk Groups, Spectrum of disease, iceberg of disease. The Concept of disease control: disease elimination, Disease eradication, monitoring and surveillance, sentinel surveillance, evaluation of control. Concept of Prevention: Levels of prevention.

Module- III
Basics of Anatomy and Physiology of the human body
a)   Respiratory System
b)   Digestive System
c)   Nervous System
d)   Cardio Vascular System
e)   Skeleto-Muscular - System
f)   Geneto- Urinery System
g)   Reproductive System (male and female)
h)   Endocrine System (in brief)

Module- II. Common Communicable and Infectious diseases
Etiology, prevention, presentation, investigations and treatment of   Tuberculosis , Leprosy, Sexually Transmitted Diseases (bacterial and viral) HIV,AIDS, Hepatitis, Poliomyelitis, Amoebiosis, Diarrhea and Dysentery and Worm infection, Rabies, Pellagra Jaundice (conceptual + alcohol + neonatal). Etiology, prevention, presentation, investigations and treatment of Infectious Diseases of Childhood :
a)   Chicken Pox, Mumps, Rubella, Roseola, Dyptheria, Tetanus, Meningitis,Encephalitis
b)   Respiratory infections – common cold, influenza, pneumonia
c)   Skin infections.
d)   Nutrition and Health - Protein calorie malnutrition, Kwashiorkar, Merasmus, Vitamin
a)   A and D deficiency diseases/conditions/Arithmia

Module-IV. Diseases of Cardio Vascular System
 Myocardial infarction, Ischemic Heart disease, Hypertension, Stroke/paralysis, Diabetes, Congenital heart disease, Coma.

Module- V Genetic disorders and **Degenerative Diseases**
Epilepsy, Asthma, Mental deficiency, Minimal brain damage: Social work intervention for management of genetic disorders. Importance of genetic counselling. Pre-Natal and neo-natal conditions, trauma at birth leading to: Spasticity, Retarded intellectual development and other traumatic neuropathies.
Degenerative Diseases and Gereatric Medicine : Management of Arthritis, Parkinson's disease, Cataract, Glaucoma , Retinal detachment, Senile dementia, Alzheimer's diseases

Bibliography

Recommended Readings :
1.   Anderson Clifford R. (1977) Your guide to health.- Oriental Watchman, Pune : Publishing House
2.   Christopher Haslett, Edwon Chilvere, Nicholas Boon, Nicki Colledge (2003) Churchill Living Stone

General References :
1.   Alison Freeland (1990) Journey to Motherhood, New York : Prentice Hall Press
2.   Arya, Subhash (1990) Infant & Child Care, New Delhi : Vikas Publishing House Pvt, Ltd.
3.   Darvey, David (1986) A new life – Hamlyn
4.   Davidson Stanley, Passmore R., Brock J. F., Truswell A. S. (1959) Human Nutrition &
5.   Dietetics, Churchill Living stone
6.   Davidson Stanley, Passmore R., Brock J. F., Truswell A. S. (1979) Human Nutrition &
7.   Dietetics, London : Edinburgh, Churchill Living stone
8.   Fait Hollis F. (1961) Health & Fitness for modern Living, Boston : Allyn and Bacon, Inc.
9.   Gupte, Suraj (1991) Speaking of child care, New Delhi : Sterling Publishers Pvt, Ltd.
10.   Harris R. J. C. (1970) What we know about cancer, London : George Allen & Unwin Ltd.
11.   ICSSR (1981) Health for All, New Delhi
12.   Kakar,D. N. Kakar, S. N. (2002) Combating AIDS in the 21st Century, Sterling Publishers Pvt. Ltd.
13.   King Ambrose, Claude Nicol (1978) Venereal diseases, London : Bailliere Tindall
14.   King Maurice, King F., Martodipoero S. (1979) Primary Child Care, Oxford University Press
15.   Lalitha D'Souza, N. S. Deodhar, Mukund Uplekar, M. P. Dandare(1996) Doctor's Manual, Mumbai : FRCH
16.   Langford, Louise M. (1960) : Guidance of the young child kanas State University New York : John Wiley & Sons, Inc.
17.   Mehta, P. J. Dr. Golwalla, A. F. (2003) Practical Medicine, Mumbai : The National Book Depot.
18.   Parthasarthy C. (1998) Mother & Child Care, HARAMAND, B. Swarajyalaxmi New Delhi   Har-Anand Publication Pvt. Ltd
19.   Radhika Ram Subban (2000) Shireen J. Jejeebhoy Women's Reproductive Health In India, Jaipur : Rawat Publication
20.   Rao D. B. (2000) AIDS & Home care, Discovery, Publishing House

HUMAN RESOURCE MANAGEMENT (HRM)

MSW3C12 INDUSTRIAL RELATIONS AND LABOUR WELFARE

Module- I

Industrial Relations: IR Concept, philosophy, evolution, principles, key elements, scope, nature and importance of I. R. in industrial development in India. Role of Government, Trade- Unions and Employees in developing harmonious relationships in industries, I R and policies related to employers and employees.

India's industrial relations policy, bipartite and tripartite approach; Indian Labour Conference, Role of Standing Orders. Industrial Relations at Plant and Shop Floor Level: Discipline, domestic enquiry, and grievance settlement procedure.

Module- II

Trade Unionism: Emergence, history, growth of trade unions in India. Indian and International Labour Movements. Trade Union theories: aims, objectives, functions, structure and administration of trade unions. Trade Union as an Organisation Structure, Size, Affiliation, Membership, Finance, Leadership, Trade Union recognition and registration.Industrial Discipline, disciplinary action & enquiry procedures: Meaning, principles, goals, tools of industrial discipline, causes of indiscipline, principles and procedure of disciplinary action, drafting disciplinary action letters, Show - Cause Notice, Charge - sheet, domestic enquiry, principle of natural Justice, code of discipline and its implementation. Grievance handling procedures and practices in Industries: Meaning, goals, principles, process, methods, model grievance handling procedures

Module- III

Industrial Disputes: Meaning, nature, scope and etiology of Industrial Disputes and Industrial conflicts. Strikes, Lock-outs, Closure, Go-slow and other forms and types of Industrial Disputes; Prevention & Dispute Settlement Mechanisms;Voluntary measures & Statutory Machinery for settlement of industrial disputes in India. Role of personnel and I.R manager and other plant level officers in promoting I.R. Mechanisms of IR: Negotiation and Collective bargaining, productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship

– process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations. Workers Participation in Management: Meaning, objectives, need, principles, various forms & levels, critical evaluation of WPM/ participative management schemes in India. Industrial conflict: Concepts of industrial peace and Industrial conflict; causes and consequences of industrial conflict; strikes and lockouts; mediation, conciliation, arbitration and adjudication; statutory and non-statutory machinery for prevention and settlement of disputes.

Module- IV

International Labour Organization: History, aims, objectives, structure, functions and achievements; ILO, World Trade Organisation and Indian Labour Force. Impact of Globalization, Liberalization and Privatisation on Indian Industrial Relations.Emerging Trends in Industrial Relations : Globalization and Liberalization and its impact : Employer federations in India; International labour Organisation and its impact.

Module- V

Labour Welfare: Concept, philosophy, need objectives principles scope and limitations of labour welfare. Statutory and non-statutory welfare provisions: Health, education, family planning, housing, canteen, crèche, transport, safety, insurance, additional health facilities and better conditions of work; Industrial Counseling-Pre-retirement, Quality of work life.Social security : Concept and Scope of Social security, social assistance and social insurance; Social security measures in India Problems concerned with job dissatisfaction, indiscipline, disablement, indebtedness, alcoholism, substance addiction absenteeism, and family problems etc. use of social work services in the treatment of such problems. Counselling, recreation, sports, co-operative and credit society. Social security: concept & scope of social security, social assistance and social insurance. Social security measures in India. Labour Welfare Officer: Need, role, and functions of Labour Welfare Officer.Scope for Social Work in Industry; Contemporary Issues in Industrial Relations; Industrial Relations in the emerging scenario; The Future Trends

Reference

1. Agnihotri, V. - Industrial Relations I India (Delhi : Atma Ram and Sons)
2. Mamoria, C.B. & Mamoria Satish. - Industrial Labour, Social Security and Industrial peace in India. (Kitab Mahal, Allahabad)
3. Mamoria, C.B. - Dynamics of Industrial Relations in India (Mumbai. Himalaya)
4. Giri, V.V. - Labour Problems in Indian Industry (Mumbai. Asia Publishing House)
5. Vaid, K.N. - Labour Welfare in India (New Delhi. Sri Ram Center for IR)
6. Punekar, S.D. & others - Labour Welfare, Trade Unionism and IR (Mumbai. Himalaya)
7. Sarma, A.M. - Aspects of Labour Welfare and Social security (Mumbai. Himalaya)

FAMILY AND CHILD WELFARE (FCW)

MSW3C12 CHILD WELFARE

Module I

Emerging philosophy of child development, UN declaration of the rights of the child- National policy for children. Constitutional provisions for the care , protection and development of children in India

Module2

Developmental needs of children- stages of child's development: Needs and problems at different stages. Family as the basic unit of child's development- physical, emotional, cognitive and social development. Common childhood diseases: Their prevention and treatment. Early detection management of childhood disabilities
Behaviour problems of children: prevention and treatment- role of child guidance clinics

Module 3

Magnitude causes and remedial measures for the major problems of children in India: child labour, street children, juvenile delinquency, child abuse and neglect, physically and mentally disabled children, school dropouts, orphans, Gender discriminations, Female infanticide and foeticide, child marriage etc.

Module 4

Child development programmes in India. A historical overview. Development services for children under five year plans. Institutional and non-institutional services or child development: Scope and limitations. ICDS Programme: adetailed study. Maternal child health services

Module 5

Contributions of national and international organizations in the field of child development: UNICEF, ILO: Indian Council of Child Welfare, NIPCCD, CSWB etc.- NGO's and child development. Legislations to protect the interests of children: Juvenile Justice Act 1986, Infant Food's (Regulation Of Productions, Supply and Distribution) Act 1992, Child Labour (Prohibition and Regulation) Act 1986 etc.

References:

I.   Kumar.R: Child Development in India, Volume I and II.
II.   Elizabeth Hurlock; Developmental Psychology
III.   Bhalla M.A: Studies in child care
IV.   Chaturvedi T.N: Administrstion for child welfare
V.   Gokhale. S.D and Sohni N.K: Child in India
VI.   Kale.S.V: Child psychology and Child
VII.   SuithraGupta.T.A; Social Welfare in India
VIII. Visurathar S.J: Deviant Children

MSW4C13 HUMAN RESOURCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT

Module- I

Management: Principles, Philosophy and Concept of Management : Principles, Functions, Concept of Business Organisations, Outline of different Management functions – Production, Sales, Advertising & Marketing, Finance, Capital Mobilization, Stocks and Shares.

Human Resource Management: : Concept, Work organization, People at Work, Human factor in Management, importance of Human Resource in industry, Hawthorne studies, Human Relations Movement, evolution of HRM in India. Role and importance of HRM as part of general management objectives and Functions.

Role of Personnel/ HR Manager: Essential qualities, core competencies, role, Functions and importance of Personnel Managers/ H R managers in industrial organizations. Changing role and emerging challenges before HR managers in the context of SHRM.

Module-II

Human Resource Planning: Concept and process, as part of Enterprise Resource Planning. Recruitment – concept, methods, modern technology & recruitment, job description, job specification, job classification, job analysis. Selection – process, methods used, assessment centre, induction and placement

Recruitment: Theories, process methods and problems: Selection –procedures, steps and selection policy .Psychological testing – Purposes, Nature, type of testing. Interview – Types, technique, Guideline for effective Interview. Placement,, Orientation, Induction. Promotion: Purposes, type, Promotion programme and procedure Demotion –Causes .Transfer- purposes, policy and procedures. Separation. Retirement and superannuation Voluntary Retirement. Retention: Need & objectives, concept, methods. And exit interviews

Wage and Salary Administration: Definition, types, theories, wage determination, wage policy, wage structure, wage differentials, wage survey, wage standardization, wage regulation, wage boards in India, allowances, bonus and profit sharing.

Executive compensation and benefits: Models of compensation, benefits, flexible pay, variable pay, performance linked incentive programme personal taxation.

HR & IT: Office automation, Human Resource Audit, Human Resource Information System – People Soft, SAP, Enterprise Resource Planning.

Module-III

Training and Development: Need, importance and objectives, principles and theories of training, training policy, methods and techniques of training, Training Need Analysis, training evaluation.

Performance Appraisal System: Concept, techniques, Approach and Importance Performance Management System, employee development, Personnel records.

Module-IV

Application of MIS and computers in HR system: Meaning, scope, available software its applications and limitations of computers and software in HR system.
Modern Management Practices: JIT, 5S, TPM, TQM, Quality Control, Kaizen, ISO, PCMM, BPR, BPO, Balance Score Card; Current trends in HR

Corporate Social Responsibility: Definition, concepts, overview of corporate social responsibility, corporate community participation & Role and skills of Social worker in CSR.

Module- V

Human Resource Development : Definition, Importance of good HR practices; contribution of HR instruments, Processes, Outcomes for Organizational Effectiveness. The HRD Function : The tasks structure and functions of the HRD department; Qualities and competency requirements of HRD managers. HRD and Systems Concepts : Elements of a good HRD system; Various HRD sub-systems. HR and IT – office automation – HR Audit and HRIS, People soft, SAP, ERP.

Reference

1. **Armstrong, Mechael Baron, Angela** (2006) Handbook of Strategic HRM, Mumbai : Jaico Publishing House
2. **Bhagoliwel, T. N.** (1990) Personnel Management and IR, Agra : Sahitya Bhavan Hospital
3. **Botton, Trevor** (2001) An Introduction to Human Resource Management, New Delhi **:** Infinity Books
4. **Flippo, Edwin B**. (1971) Principles of Personnel Management Ed. 4, Tokyo : McGraw Hill Publication
5. **Pattanayak, B. and Verma, Harish C**. (1998) : Human Resource Management, New Delhi : Wheeler Publication
6. **Rao, P. Subba** (1999) Essentials of Human Resource Management & I. R; Mumbai : Himalaya Pub.
7. **Saiyadain, Mirza S.** (1988) Human Resource Management; New Delhi : Tata McGraw – Hill Publication Com. Ltd.
8. **Sehgal, Seema** (2006) Handbook on Competency Mapping, New Delhi : Sage Publication
9. **General References :**
10. **Akhilesh, K. B. and Nagaraj, D. R. Edu.** (1990) Human Resource Management 2000, New Delhi : Wiley Eastern Ltd.
11. **Aswathappa, K (**2001) Human Resource Management, Text & Cases, New Delhi : Tata McGraw-Hill Edition
12. **Batia, S. K**. (2006) Human Resource Management, New Delhi : Deep & Deep Publication

13. **Cursen Ron** (1980) Personnel Management; New York : Hadder and Stoughton

14. **Dale, B. G. etc**. (2001) Managing Quality and Human Resources, New Delhi : Infinity Books
15. **Ghosh, Subratesh** (1980) Personnel Management Text & Cares; New Delhi : Oxford and IBH Pub.
16. **Gokhale, Shyamkant** (1981) Personnel Management & Org. Behavior; Poona : Susheel Prakashan
17. **Gupta, R. M**. Ed. Etc (1976) Personnel Management in India; Personnel Management Mumbai : Asia Publication House
18. **Jucius, Michel** (1997) Personnel Management; Mumbai : Oxford University Press
19. **Kumar, Prem and Ghosh, Asit, K. Ed** (1991) Personnel Management and IR, New Delhi : Anmol Publications
20. **Mamoria, C. B**. (1994) Personnel Management Ed. 12, Mumbai : Himalaya Pub. House
21. **Monappa, Arun and Saiyadain, Mirza, S.** (1999) Personnel Management; New Delhi : Tata McGraw Hill
22. **Moorthy, M. V**. (1992) Human Resource Management, Banglore : R & M Associates
23. **Pattanayak, Biswajeet** (2002) Human Resource Management, New Delhi : Prentice- Hall of India
24. **Sarma, A. M**. (1998) Personnel & Human Resource Management; Mumbai : Himalaya Publication House
25. **Scott, Walter Dill, etc** Personnel Management Ed. 6 (1977); New Delhi : Tata McGraw Hill Publication
26. **Sigh, M. K. and Bhattacharya, A. Ed**. (1990) Personnel Management, New Delhi : Discovery Publishing House
27. **Tripathi, P. C.** (1978) Personnel Management; Theory & Practice; New Delhi : Sultan Chand & Sons

MSW4C14 PROJECT PLANNING AND IMPLEMENTATION

Module- 1

Project : Definition and Importance. Purpose and elements of project. Steps in Participatory Project Planning. Identifying the project area and target groups. Baseline survey. Need Identification Determining Principles. PRA: Philosophy, scope and techniques.

Module- 2

Determining the goals and objectives of the Project. Preparation of action plan. Milestones. Tone schedule, assessing feasibility. Cost benefit analysis,LFA

Module-3

Project implementation. Resource mobilization. Activity Planning. Net Work analysis. Critical path method. Identification of beneficiaries. Formation of people's groups, peoples' participation.

Module- 4

Administration of the project: Selection of personnel, training, supervision, performance appraisal, public relations. Financial Management of the Project. Preparing the budget, accounting, auditing. Public accountability, shareholders, financial reporting.

Module- 5

Monitoring: Meaning and importance. Developing effective monitoring information system. Project evaluation, Need for evaluation. General Criteria for evaluation. Achievement of targets – utilization of benefits. People's participation, educative value, deviation from original plans. Procedural accuracy, efficiency of supervision. Public relations.\

Module- 6

Indicators of impact – types of evaluation. Study of various projects in Kerala. Workshop on project evaluation.

References:

1. Mathew T.K   :   Project Planning, formulation and Evaluation.
2. Mishra S.N :   Rural Development Planning Design and Method
3. Young, Traveler   :   Planning Projects, New Delhi.
4. Chandra, Prasanna :Project: preparation, appraisal, budgeting and implementation

MEDICAL AND PSYCHIATRIC SOCIAL WORK (MPSW)

MSW4C15 SOCIAL WORK IN MEDICAL AND PSYCHIATRIC SETTING

Module- I
Concept of Medical and psychiatric social work: Psychiatric Social Work: Concept, definition meaning, scope. Evolution of medical and psychiatric social work in UK, USA and in India. Functions of medical and psychiatric social workers.

Module- II
The concept of patient as a person. Social and emotional factors involved in disease. Hospitalization and its implication on patient and the family members. Death and dying, reaction to terminal illnesses. Impact of cultural factors on illnesses, Problems of psychiatric patients during pre hospital, post hospital phase patient, family and community perspective. Family potential for psychiatric treatment

Module- III
Present practice and equipment of medical social work in various settings in Indian Context: General Hospitals, Government, Corporate and private, Specific disease hospitals, Specialized Clinics, community health centers, blood banks, eye banks, health camps. Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged.

Module- IV
Present practice of psychiatric social work in Clinical settings: Mental health Institutions, psychiatric departments in general hospitals, private psychiatric clinics, half way homes, day care centers , sheltered workshops, child guidance clinics, Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges.

Module- V

Practice of medical and psychiatric social work in facilitative settings: Social Work in Schools. Social Work in Industry. Supportive services and networking for practice of medical and psychiatric Social Work. Teamwork in Medical and Psychiatric settings. Skills and techniques used in medical and psychiatric social work practice. Use of methods of Social work in Medical and Psychiatric Setting.

Recommended Readings :

1. Dora, Gold Stien (1954) Expanding Horisons in Medical Social Work, Chicago : The University of Chicago Press

2. Dora, Goldstain (1954) Readings in Theory and Practice in Medical Social Work, Chicago : The University of Chicago Press

3. Park, J. E & Park, K.(1997) Preventive and Social Medicine, Jabalpur : Banaridas Bhanot

4. Varma, Ratna ((1991) Psychiatric Social Work in India, New Delhi : Sage Publication

12. Wikocks C. (1967) Manson's Tropical Deseases Bailliere, Tindall : Cassell Ltd

HUMAN RESOURCE MANAGEMENT (HRM)
MSW4C15 LABOUR LEGISLATION AND LABOUR LAW APPLICATIONS

Module- I

Origin of Law - Sources of Law - Legal Concepts: Rights - wrongs - Liability -Obligations- Duties - Powers - Immunity – Disability – Justice (distributive v/s corrective)

Labour Administration and Judicial Administration; History of Labour Legislation – Labour in the Indian Constitution, Industrial Jurisprudence, industrial Law as distinguished from common law; International abour Code (ILC); Judicial set up and administration of Industrial and labour Judiciary.

Module- II

ILO and Labour Administration; Approaches to Enforcement of Labour Law: Traditional and Modern; Labour Administration at the Central level; Labour Administration at the State level; Office of Labour Commissioner (Central and State)

Adjudication of Industrial Disputes: the role, function and powers of the Labour court/Industrial Tribunal; The Directorate of Factories/ Chief Inspector of Factories; The Employee State Insurance Corporation; Employees' Provident Fund Organisation; The Office of the District Employment Exchange; Directorate of Labour Bureau: Labour statistics

Office of Director General of Employment and Training: Apprentice training; Labour Research and Training; Workers Education; Administration of Welfare Funds; Reforms in Labour Administration

Module-III

Legislations Pertaining to Working Conditions: Factories Act, 1948, Industrial Employment (Standing Orders) Act, 1946, Apprentices Act, 1961, Contract Labour (Regulations and Abolition) Act, 1970, Plantations Labour Act, 1951

Shops and Establishment Legislations: Shops and Establishments Act, 1947, ,1951- Kerala Labour Acts

Module- IV

Wage Legislation and Social Security Legislations: Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of bonus Act, 1965, Workmen's Compensation Act, 1923, Employee's State Insurance Act, 1948, Employee Provident Fund and Miscellaneous Provisions Act, 195 Benefit Act, 1961; Payment of Gratuity Act, 1972; The Maternity Benefit Act 1961,

Module- V

Industrial Relations Legislations

Trade Unions Act, 1926 ; Industrial Disputes Act, 1947; Industrial Employment Standing Order Act 1946, Model standing Order, Trade Union Act 1926,

Module- VI

Environment Protection related legislation – The Environment Protection Act 1986- salient features, definition, occupier, E. P. handling of hazardous substance offences by companies and penalties.

Air Pollution Act 1987: Salient Features, definition, occupier, air pollution, chimney,

Approval fuel, emission, power and functions of central and state board. Offences by companies procedure of penalties; **Water Pollution Act 1974:** Salient features- definition – sewage effluent, trade effluent, out – let system. Power and functions of central and state boards, offences by companies and penalties and procedures.

Reference

1. A.M.Sharma, - Industrial Relations Conceptual and Legal, Framework- Himalaya Publishing House.
2. Tripathi, - Personnel Management and Industrial Relations- Sultan Chand and Sons, 2001.
3. S.C.Srivatsava, Industrial Relations and Labour Laws-Vani Educational Books.
4. Dale Yoder and Paul Stau, - Personnel Management and Industrial Relations, 7th Edition. Prentice Hall of India Pvt. Ltd., New Delhi, 1986

5. N D Kapoor - Elements of Industrial Law, Sultan Chand and Sons, 2001

6. Taxmann -Labour Laws

7. Ajay Garg. Labour Laws- One Should Know

8. Chakrabarti, B. K. (1974) Labour Laws of India, Calcutta : International Law Book Centre

9. Goswami, V. G. (1986) Labour & Industrial Law, Allahabad : Central Law Agency

10. Jain, S. P. & Agrawal, Simmi (1997) Industrial & Labour Law, Delhi : Dhanpat Rai & Co. Pvt; Ltd.

11. Kumar, H. L. (1996) Employers rights under Labour Laws, Delhi : Universal Law Publishing Co. Pvt; Ltd.

12. Malik P. L. (1992) Industrial Law, Lucknow : Eastern Book com.

13. Saiyed, I. A. (2001) Labour Laws, Mumbai : Himalaya Publishing House

14. Sarma, A. M. (1996) Industrial Jurisprudence and Labour Legislation, Mumbai : Himalaya Publishing House

15. Trivedi. P R: Pollution Management in Industries.

16. Trivedi. R K :Hand book on environmental laws guidelines compliance of standards – Volume 1 and 2.

MSW SEMESTER IV

FAMILY AND CHILD WELFARE (FCW)

MSW4C15 WOMEN'S DEVELOPMENT

MODULE I

Status of women

Demographic profile of Indian women in relation to education and employment in rural urban and tribal communities. Changing roles and status of women in India. Socio legal status of women among different religious group. Democratization and women leadership.

MODULE II

Women and Health

Indicators of health and nutritional status of Women in India. Factors contributing to low health and nutrition among women. Policies and programs for improving health and nutrition status of women. Maternity and Child Health Services.

MODULE III

Problems of Women.

Problems of Destitute, widows , unwed mothers, single women, girl child etc. Atrocities against women: Dowry Deaths , Wife battering, Female Feoticide, Sati , etc. Sexual Exploitation against women and Young Girls : Rape, Prostitution, Devadasis. Problems of Working women : Organized and Unorganized Sectors, Gender discrimination in Indian Society.

MODULE IV

Development of Women.

Strategies for women's development in five- year plan : Employment and Training programmes, Functional Literacy, Condensed Course of education FOR Women etc. Hostels for working women and Short stay homes for women and girls. Women's Development corporation in Kerala. Policies and Socio Economic programmes : DWCRA, Mahila Samridhi Yojana, Programmes of CSWB etc. Role of NGO'S in the development of women.

MODULE V

Women and Law

Constitutional Provisions and Legislations to protect the interest of women : Immoral traffic prevention Act 1956, Dowry Prohibition Act 1961, Maternity Benefits Act, Indescent representation of Women (Prohibition Act)1986, Prenatal Diagnostic Techniques (Regulation

and Prevention of Misuse)Act 1984, Equal Remuneration Act etc. National Commission for Women and Kerala Women's- Comission. Structure and functions.

REFERANCES

1. S K GHOSH, Indian Women through the Ages .
2. CHINNAPPA REDDY , Problems and concerns of Indian women.
3. RAM AHUJA, Crime against women.
4. NEERA DESAI, Decade of women's movement In India.
5. USHA RAO, Women in a Developing Society.
6. NARAYANA REDDY, Women in Child Development.
7. MAURYA SD , Women in India.
8. LEELAMA DEVASIA, Women in India- Equality, Social Justice and Development.
9. SREEVASTHAVA T N, Women and The law.
10. USHA TAHOAR, Social Profile of Working Women.

RURAL AND URBAN COMMUNITY DEVELOPMENT (RUCD)

MSW4C15 RURAL & URBAN COMMUNITY DEVELOPMENT

Module 1   **Introduction to Rural and Urban Community Development**

Definitions, concepts and objectives of rural community development, history and `evolutions of rural community development models in India. Concepts of urban, urbanism, urban community development, urbanization.   Principles and Theories of urban development.

Module 2   **Strategies, Approaches and Policies in Rural and Urban Community Development**

Concept of sustainability and sustainable development. Various Approaches to rural development in India. A critical review of India's strategies for Rural development. Rural development policies in India.

National and state polices for urban development. Five year plans and urban development welfare programmes for urban poor. Urban development authorities at national and state levels. Models of urban development in India. Public private partnership (PPP) for urban development (eg.Ahamedbad urban development Project).

Module 4   **Programmes for Rural and Urban Development**

Ongoing programmes of Ministry of Rural Development and Panchyathi Raj of GOI and GOK. Analysis of Mahatma Gandhi National Rural Employment Grantee Scheme (MGNREGS). Programmes of Ministry of Urban Development at national and state levels. Urban housing schemes in Kerala. Programmes of urban cooperative banks in Kerala

Module 5   **Local self government and Cooperatives in Rural and Urban Development**

An Analysis of 73rd and 74th constitution amendment act.

Concept of decentralized governance in India. Administrative set up for Panchyathi Raj Institution (PRI). Structure and functions of rural and urban local self-government institutions in Kerala. Programmes of rural and urban local bodies in Kerala. Role of local self government (LSG)   in local development.

An Analysis of Cooperative Movement and its contribution towards Rural development in India.

Module 6   Civil Society and NGOs in Rural Development

Theory of Voluntarism and voluntary action for empowerment of rural communities. NGOs intervention in Rural development. Local initiatives and leadership in empowering rural communities. Case studies of Corporate Social Responsibility (CSR) and Rural Community Development.

NGOs intervention in urban problems and urban community development Programmes of CAPART, NABARD and CSWB in Rural development.

Role of civil society organizations (Resident associations and citizen clubs) in urban community development.

Intervention of Corporate in urban problems: Case studies of Corporate Social Responsibilities (CSR) for urban community development.

References:

1. Barik, C.K & Sahoo, U.C. (2008). *Panchayati raj institutions and rural development*. Jaipur: Rawat.
2. Bhose, J.S.G.R. (2003). *NGOs and rural development: Theory and practice*. New Delhi: Concept.
3. Johri, P.K. (2005). *Social work for community development*. New Delhi: Anmol.
4. Munjal, S. (1997). *Rural development and cooperation* .Jaipur: Sublime.
5. Sharma, R.K. (1997). *Rural sociology*. New Delhi: Atlantic.
6. Singh. (2009). *Rural development principles, policies and management*. New Delhi: Sage.
7. Sisodia, Y.S. (2007). *Rural development: Macro-micro realities*. Jaipur: Rawat.
8. Tripathy, S.N (1998). *Cooperatives for Rural Development*. New Delhi: Discovery.
9. Das, A.K. (2007). *Urban planning in India*. New Delhi: Rawat.
10. Goel, S.L. & Dhaliwal, S.S. (2004). *Slum improvement through participatory urban based community structures* .New Delhi: Deep & Deep.
11. Jayapalayan.N. (2002). *Urban Sociology*. New Delhi: Atlantic.
12. Nath, V. & Aggrawal S.K. (2007). *Urbanization, urban development and metropolitan cities in India.* New Delhi: Concept.
13. Reddy J.S. (2006). *Indian's urban problems*. New Delhi ISI.

Thudipara J.Z. (2007).*Urban community development* (ed.2). New Delhi: Rawat.

HUMAN RESOURCE MANAGEMENT (HRM)
MSW4C16 ORGANISATIONAL BEHAVIOUR - DEVELOPMENT AND CHANGE

Module- I

Organizational Behaviour: Evolution and concepts, organization behaviour model, OB challenges– Globalization, information technology, learning organizations and diversity, leadership skills and role of a OB manager.

Module- II

The Dynamics of Organizational Behaviour: Managing work teams and conflicts. Interactive Conflicts, intra-personal conflict, interpersonal conflict, inter-group behavior and conflict, organizational conflict, conflict resolution, power and authority. Occupational Stress – meaning, causes, effects, coping strategies for stress.

Module- III

A Micro Perspective of organizational Behaviour: Personality and Attitudes – factors influencing attitude. Influence of attitude on behaviour, Job satisfaction, organizational commitment, human factors engineering and its applications, accidents, safety, Motivation – types, motivating performance through job designs and goal settings, quality of work life and behavioural management.

Module- IV

A Macro perspective of Organisational Behaviour: Communication, decision making – nature, behavioural decision making, creative and group decision making,

Module- V

organizational theory and design – organizational structure, organizational culture, organizational climate, HRD Climate and impact of culture on international organizational behaviour.

Module- VI

Organisational Development: The concept, definition, theory, basis for Organizational Development, scope and practice of organizational development in India and other developed and developing countries.

Organisational Development techniques: Sensitivity training, survey feed back, process consultation, team building and inter group development, cybernetics, Johari Window, Transactional Analysis, Stephen Covey's seven habits, creating a learning organisation,emerging OD approaches and techniques and case studies.

Change Management: Types of change, importance of change, resistance to change, models and process of organisational change - focus on people, focus on task (job enrichment, autonomous work group) and focus on organisation, approaches to managing organisational change, coping with changes.Team: Concept of team, Team effectiveness, significance of team , team building and interactive skills development, team management check list of things to do to achieve good team work.

Reference

1. Luthans, Fred (1995) - Organisational Behaviour McGraw Hill Inc., Singapore
2. Robbins, Stephen P.(1999) - Organisational Behaviour Prentice Hall of India, New Delhi
3. Robbins, Stephen P.(1997) - Essentials of Organisational Behaviour Prentice Hall of India, New Delhi
4. Khanka, S.S. (2000) - Organisational Behaviou, S Chand & Company, New Delhi
5. Ghanekar, Anjali (1998) - Organisational Behaviour Everest Publishing House, New Delhi
6. Prasad, L.M. (1994) - Organisational Behaviour, Sultan Chand & Sons, New Delhi
7. Pareekh, Udai (1998) - Organisational Behaviour Process Rawat Publications, Jaipur.
8. Pareekh, Udai (1993) - Motivating Organisational Roles, Rawat Publications, Jaipur

RURAL AND URBAN COMMUNITY DEVELOPMENT (RUCD)

MSW4C16 DEVELOPMENT COMMUNICATION AND EDUCATION FOR DEVELOPMENT

Module- I

Elements of communication process: interpersonal and group communication skills. Barriers to effective communications. Communication with community: purpose and content.

Module- II

Use of media for development communication. Folk media, puppetry, folk drama, folk dances, street plays etc. Interpersonal media: flash cards, flannel graphs, role play, flip charts, demonstrations etc. Mass media: radio, television, film shows, print, posters etc.

Module- III

Empowerment of community through education: meaning and importance. Types of education: adult education, social education, health education, legal education etc. Formal and informal types of education. Programmes of National Literacy Mission

Module- IV

Key concepts of education from Paulo Freire and Mahatma Gandhi. Paulo Friere: No education is ever neutral – relevance of issues is important for participation – problem-posing approach contrasted with banking approach. Education is must be a mutual learning process. Reflection and action radical transformation. Mahatma Gandhi: philosophy of Nai Talim – the root purpose of education – growth of fearlessness – education must never grow old – education, democracy and peace.

Module-   V

Four levels of awareness for social change: closed consciousness awakening consciousness reforming consciousness – vibrating and transforming consciousness. Strategies for social change: individual contact, campaign, conscientisation, cultural action, negotiation, political organization, pressure group, legal action, violence, conflict management.

References

1. Dahama O.P: Education and Communication for Development
2. Tewari I.P: Communication Technology and Development
3. Berlo, David: The process of Communication
4. Cook, Glenn J: The Art of making people listen to you
5. Taylor, Anita: Communication
6. Rogers, Evertt: Communication of Innovations
7. Praddu & Rao: The mind of Mahatma Gandhi
8. Paulo Friere: Pedagogy of the oppressed
9. Robert Holmes Beek: Social History of Education
10. Kumud: Education: comparative study of Gandhi & Friere

SEMESTER-4

MEDICAL AND PSYCHIATRIC SOCIAL WORK (MPSW)

MSW4C16 THERAPEUTIC INFORMATION FOR SOCIAL WORKERS

Module- I

Psycho Dynamic Therapy : Sigmund Freud: Psycho Dynamic Therapy, Carl Gustav Jung: Analytic Psychotherapy, Erik H. Erikson: Psycho Social Theory of Development, Alfred Adler: Adlerian Therapy, Erich Fromm: Loneliness, Solution to Lonliness, Character Types.

Module- II

Cognitive Therapies: - Albert Ellis : Rational Emotive Behaviour Therapy (REBT), Aaron T Beck: Cognitive Therapy, Donald Meichenbaum : Cognitive Behaviour Modification, George A. Kelly: Personal Construct Counseling and Psychotherapy.

Module- III

Behaviour Therapy: - Ivan Pavlov: Classical Conditioning, B.F. Skinner: Operant Reinforcement theory, William Glasser: Reality Therapy, Arnold A Lazarus: Behavior Therapy.

Module-IV

Humanistic – Existential Therapy :- Viktor Frankl: Logo Therapy, Carl Rogers: Person Centred Counseling and Psychotherapy, Erik Berne: Transactional Analysis, Frederick Perls: Gestalt Therapy.

Module- V

Inter Personal Therapies: Murray Bowen: Multi generational Family Therapy, Group Therapy: Types – Traditional Group Therapies.

References

1. Clifford, Morgen and King, Richard (1975) Introduction to Psychology, New York :McGraw Hill Inc.
2. Colman, James C. & Broen William E. (1972) Abnormal Psychology and Modern life, India : D. B. Taraporevala Sons and Co. Pvt. Ltd.
3. Gardner, Murphy (1964) An Introduction to Psychology, Calcutta : Oxford and IBH Publishing Co
4. Hurlock, Elizabeth (1976) Personality Development, New Delhi :Tata McGraw Hill Publishing Co. Ltd.
5. Mangal, S. K. .(2007) General Psychology, New Delhi : Sterling Publisher Pvt. Ltd.
6. Munn, Norman (1962) Introduction to Psychology, Boston : Houghton Mifflin Company
7. Sherif, Muzafer and Sherif, Carolyn W. (1969) Social Psychology, New York : Harper and Row.

MSW SEMESTER IV

FAMILY AND CHIDL WELFARE (FCW)

MSW4C16 POPULATION DYNAMICS AND FAMILY PLANNING.

MODULE I

Demography – Meaning and Importance, Size and growth of population in India 1901 onwards, Determinations of Population Growth – Fertility , Mortality and Migration, Factors affecting them, Characteristics of India's Population – age, sex, literacy , marital status etc. Basic Demographic Concepts – Life expectancy, Fertility, Mortality rate, Birth Rate, Couple Protection Rate etc.

MODULE II

Global Demographic trends and the Indian Situation, Implications of Populations Growth and the Micro and Macro levels : Economic , social and Developmental. Problems of population Growth in India.

MODULE III

Population policies in India :A historical overview, Population Control Measures, Population Education, Family Planning – The concept and Methods, Contraceptive Methods – Behavioural , Mechanical, Chemical, Temporary , semi permanent and permanent. The ideal contraceptive – Cafeteria Approach, Communication and Motivational Aspects of Family Planning.

MODULE IV

Family Planning in Indian Context.: Problems and Prospects. Administration of Family Planning Programmes at National and State Levels, Governmental and Non Governmental organizations in Family Programmes in India. The role and functions of Trained Social Workers in this field.

REFERANCES

1. AGARVAL SN, India's Population Problems.
2. ASHA BHENDE, Principles of Population Studies.
3. CHANDHRASHEKAR S, Infant Mortality population Growth and Family Planning.
4. HANS RAJ, Population Studies.
5. SAXENA G B, India's Population in Transition.
6. SREENIVASAN AND MUKHERJI, Dynamics of Population and Family Welfare in India.
7. ASHISH BOSE, Population to People.

SEMESTER I

MSW1C01 - FUNDAMENTALS OF SOCIAL WORK PROFESSION

Time: 3 hours   Total marks: 40

PART I

Answer *all* the questions**. Each** question carries **TWO** mark.

1. Social work
2. Social welfare
3. Philanthropy
4. Human rights
5. HRM
6. Empowerment   **[4 × 2 =8]**

PART II
Answer any **four** questions in less than **200 words. Each** question carries **FOUR** marks.

7. What is Marginalization? Brief with meaning and definition.
8. Briefly elucidate the historical development of Social work profession in India.
9. Discuss the problems of immigrants in Indian with examples
10. What are the principles of Social work?
11. Describe the primary methods of Social work
12. Examine the role of a social worker in correctional setting
13. Evaluate the role of Sri Narayana Guru in reviving the existed social order in Kerala

[4 × **4 =16]**

PART III
Answer any **two** questions in less than **800 words. Each** question carries **Eight** marks

14. Critically examine the changing trends in Social work education in India
15. Analyse the situation of Dalits in India and various movements for their emancipation.
16. How the mainstream development does effects the life of marginalized? Substantiate with examples.

[**2 ×8 =16]**

MSW1C02 – SOCIETY AND SOCIAL ANALYSIS

Time: 3 hours   Total marks: 40

PART I

Answer *all* the questions**. Each** question carries **TWO** mark.

1. What is Socialization? What are the agents of Socialization?
2. Define Social Functioning and mention any two agents for Social Functioning?
3. What is Social Stratification?
4. Define Culture? What are the elements of Culture?

[4 × 2 =8]

PART II

Answer any **four** questions in less than **200 words. Each** question carries **FOUR** marks.

5. Explain the Contributions of Auguste Comte in the field of Sociology?
6. Describe the Economic System in India?
7. Unemployment is a great threat for our society. Discuss.
8. Explain the issues of need of rehabilitation of victims of displacement with an example from your own community?
9. Write a short essay on Social Stratification in India.
10. Critically analyse the corruption in administration and public life in India?   **[4× 4 = 16]**

PART III

Answer any **two** questions in less than **800 words. Each** question carries **Eight** marks

11. What are the factors that perpetuate poverty in India? Briefly explain the poverty eradication programmes by Govt of India.
12. Give an account of Social problems in India. Suggest suitable remedial measures.
13. Explain the theories of Social Change.   **[2×8=16]**

First Semester M.S.W. Degree Examination

MSW1C03- DEVELOPMENTAL PSYCHOLOGY

PART- I

Time : 3 Hours   Max. Marks : 40

Answer *all* questions. Each question carries **2** marks.

1.Prenatal Development.

2. Genetic Testing and Genetic Engineering .

3. Early Sensory Capacities.

4. The search for Identity.

(4x2=8)

PART- II

Answer any **four** questions. Each question carries **4** marks. Answer to a question is limited to **200** words.

 5 Types of birth.
 6 Patterns of Genetic Transmission.
 7. Understanding Emotions.
 8. Parenting Style.
 9. The Empty Nest.
10. Antisocial Behavior and juvenile Delinquency.   (4x4= 16)

PART- III

Answer any **two** questions. Each question carries **8** marks. Answer to a question is limited to **800** words.

13.Explain Contextual Perceptive on Human Development.

14**.**Describe Psychosocial Development in Adolescence.

15.Explain models of "Successful" or " Optimal" Aging and   Personal Relationships in Late Life.   (2x8=16)

First Semester MSW Degree Examination

MSW1C04 Work with individuals and Families

Time: 3 hours   Total marks: 40

PART I

Answer *all* the questions**. Each** question carries **TWO** mark.
1. Social Case Work.
2. Principle of Acceptence
3. Narrative Recording.
4. Social Diagnostic Model   **(4 x 2 = 8)**

PART II

Answer any **four** questions in less than **200 words. Each** question carries **FOUR** marks.

5. Define Social Case Work. Explain the contributions of Mary Richmond in the development of Social Case Work as a discipline?
6. Explain any two Principles of Case Work with Suitable examples which you come across in the Field.
7. Discuss the need of record keeping in Case work and distinguish between PORK and SOAP.
8. Case Work interview itself is a treatment. Commend.
9. Distinguish between Social Case work and Counseling.
10. Discuss the crisis Intervention model of Case Work and its application in Suicide case.
                                                           (4 x 4 = 16)

PART III

Answer any **two** questions in less than **800 words. Each** question carries **Eight** marks

11. Define Social Case Work and Explain its Components.
12. Write an Essay on the scope of School Social Work in Kerala and the role of Social Case worker in a School Setting?
13. Define Client Case Work relationship and Explain how you used the skill in your fieldwork practice?
                                                           (2 x 8 = 16)

14. a. Suggest suitable remedial measures.
15. Explain the theories of Social Change.   **[2×8=16]**

First Semester MSW Degree Examination

MSW 1E01 - Communication and Field Work Practices

Time: 3 hours   Total marks: 40

Part I

Answer *all* the questions. **Each** question carries **TWO** mark.

Write short notes on :

1. Meaning of development communication

2. Lobbying

3. Folk media

4. Field work objectives   (**2 x 4 = 8**)

Part II

Answer any **four** questions in less than **200 words. Each** question carries **FOUR** marks.

5. Explain the various communication models in social work settings

6. Discuss the role of mass media and its importance.

7. What are the elements and strategies of advocay in Indian context?

8. Indicate the salient features of Right to Information Act

9. What are components of filed work practices?

10. Discuss the significance of communication in field work practice.

                                                       (**4 x 4 = 16**)

Part-III

Answer any **two** questions in less than **800 words. Each** question carries **Eight** marks

10.Describe the characteristics and functions of communication. What are the main communication barriers in social work field?

11.Write an essay on different types of folk medias and discuss its role in development process.

12. Explain field work practice and add note on your experience in field work practice

                                                       (**8 x 2 = 16**)