Masters in Social Work

(Semester Scheme)

2014-15

~~2013-14~~

SYLLABUS

School of Studies in Sociology

Vikram University

Ujjain

MSW Course Semester-I
Year 20~~11~~14-20~~13~~15
Course Structure

Semester	Paper	Paper Nomenclature	Marks		
			Internal assessments	Written Papers	Total
Semester I	Paper I	Introduction to Social Work	20	80	100
	Paper II	Sociology for Social Workers	20	80	100
	Paper III	Human Growth and Development	20	80	100
	Paper IV	Social Works Profession: Methods and Strategies	20	80	100
	Paper V	Basics of Social Science Research	20	80	100
				Total A	**500**
	Field Work Project	Observational Group Visit			30
		Concurrent Visit			25
		Bibliography			20
		Case Work			25
				Total B	**100**
				Total A+B	**600**

20.8.14 20.8.14 S. Parameswar 20/8/2014

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Detail Syllabus
SEMESTER I
Paper-I Introduction to Social Work

Unit I:

1. Emergence of Social Work from Charity to Social Work
2. History of Social Work in U K, America
3. History of Social Work in India
4. Social Work and other Social Sciences

Unit II:

1. Social Welfare- Meaning, Need and Importance
2. Concept of Welfare State
3. Terms related to Social Work- Social Policy, Social Reform, Social Security, Social Insurance, Social Legislations, Social Defence.

Unit III

1. Fields of Social Work in India
2. Tribal Community
3. Rural Community Developments
4. Urban Community Developments

Unit IV

1. Labour Welfare
2. Families and Child Welfare
3. Medical and Psychiatric Social Work
4. Welfare of Physically, Mentally and Socially Handicapped

Unit V

1. Social Work for Aged
2. Social Work with Drug Abuse
3. Social Work with Criminals
4. Social Work for Deprived Population.

Suggested Reading:

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SEMESTER I

Paper-II Sociology for Social Workers

Unit I

1. Sociology as part of Social Science.
2. Concept and Meaning: Society, Association, Institution, Community, Status and Role
3. Structural and Functional aspect of Society

Unit II

1. Culture: Meaning, Types and Attributes.
2. Traditions, Customs, Norms, Values and Folkways.
3. Social Control: Meaning and importance.

Unit III

1. Social Institutions: Family, Marriage, Kinship,
2. Religion:
3. Social Groups: Meaning and Types.

Unit IV

1. Composition of Indian Society
2. Social Classification (Rural & Urban)
3. Stratification in India (caste & class)

Unit V

1. Social Change: Concept
2. Theories (Tradition, Modernity, Liberalization, Privatization and Globalization)
3. Dominant Social Movement& Reformers.

Suggested Readings:

J.P. Singh: Sociology, Prentice Hall of India, N. Delhi

S.C. Dube, India Society, National Book Trust

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N. Jayaram, (1989) Sociology: Methods and Theory, Madras: Macmillan.

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SEMESTER I

Paper –III Human Growth & Development

Unit I:

1. Determinants of Human Behaviour : Heredity and Environment,
2. Life span Approach to Human Development,
3. Pre conception, Conception and Post-natal Situations

Unit II:

1. Infancy and Babyhood: Development Tasks, Characteristics and Hazards.
2. Childhood: Development Tasks, Characteristics and Hazards.
3. Puberty: Development Tasks, Characteristics and Hazards.

Unit III:

1. Adolescence: Development Tasks, Characteristics and Hazards.
2. Adulthood: Development Tasks, Characteristics and Hazards.

Unit IV:

1. Middle age: Development Tasks, Characteristics and Hazards.
2. Old age: Development Tasks, Characteristics and Hazards

Unit V:

1. Human Behaviour, Dynamics of Human Behaviour,
2. Basic Human Needs,
3. Different Theories of Human Behaviour.

Suggested Readings:

Hurlock, E.D Development Psychology: A life Span Approach, Tata McGraw Hill, New Delhi.

S. Kumar 20/8/2014

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SEMESTER I

Paper IV *Social Work Profession: Methods and Strategies*

Unit I:

1. Social Work: Meaning, Nature, Scope, Objectives, Values and Principles.
2. Social Work as a Profession: Attributes of a Profession Social Work, Professional Ethic.
3. Integrated Approach to Social Work
4. Professional Organizations – National & International

Unit II:

1. Social Case Work: Nature, Definition, Purpose and Principles
2. Components and Process of Working with Individuals
3. Historical Development & Current Application.

Unit III:

1. Tools of Social Case Work: Interviewing, Home Visit, Relationship, Observation, Listening etc.
2. Models: Psychosocial Model, Problem Solving, Functional Model, Crisis Intervention & Family Therapy in the Indian context
3. Application of Social Case Work: History Taking, Interviewing and Recording
4. Role of Social Case Worker: Enabler, Facilitator, Guide & Resource Mobilizer in various setting & its limitations (Children, women, physical & Mentally Challenged)

Unit IV:

1. Social Group Work: Nature and Definition
2. Purpose and Principles of Working with Groups.
3. Group Dynamics, Types of Group
4. Group Formations, Group Cohesiveness.
5. Historical Development & Current application

Unit V:

1. Determination, Phases of Group Work and Recording.
2. Role of Group Worker: Enabler, Guide, Facilitator and Therapist
3. Application of Social Work with Groups in various settings and its limitations (Hospital, School & Family Welfare etc)

Suggested Reading

Hamilton, Gerden - The Theory and practice of Social case Work
Trecker, H.B: Social Group Work Principles and Practice, New York Association press
Grace Mathew, An Introduction to Social Case Work
Encyclopaedia of Social Work, Ministry of Social Welfare, Government of India.

S. Dasgupta 20/8/2014

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SEMESTER I

Paper V Basics of Social Science Research

Unit I:

1. Social Research: Meaning and objectives.
2. Steps in social research.
3. Need and importance of social Research.

Unit II:

1. Scientific method: Definition and characteristics.
2. Social Survey: Definition, Meaning and objectives.
3. Process and importance of social survey.

Unit III:

1. Difference between social Research and Social Survey.
2. Hypothesis: Meaning, Definition, Characteristics.
3. Dimensions, Sources and Importance of Hypothesis.

Unit IV:

1. Sampling: Meaning, Definitions, Importance and types.
2. Merits and demerits of Sampling Method.
3. Essential concepts of sampling and Characteristics of good and Representative sampling.

Unit V:

1. Sources of Data Collection: Primary and Secondary.
2. Techniques of Data Collection: Observation, Questionnaire, Schedule and interview.
3. Tabulation: Meaning , definition characteristics.

बहहमेजमक त्मंकपदहरू

रविन्द्रनाथ मुकर्जी : सामाजिक शोध एवं सांख्यिकी, विवेक प्रकाशन, नई दिल्ली ।

पी.एन. त्रिवेदी : रिसर्च मैथोलाजी, कालेज बुक डिपो जयपुर ।

डॉ. डी.एस. बघेल : सामाजिक अनुसंधान। साहित्य भवन पब्लिशर्स एण्ड डिस्ट्रीब्युटर्स।

गोपालजी प्रसाद : व्यवहार परक विज्ञानों में शोधरीतिविधान के मूल तत्व। भारती भवन पीण्ड डी

राम आहूजा : सामाजिक अनुसंधान। रावत पब्लिकेशन जयपुर।

S. Dareswar 20/8/2014

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Scheme MSW (Semester-II)

Year ~~2011-13~~ 2014-15

Course Structure

Semester	Paper	Paper Nomenclature	Marks		
			Internal assessments	Written Papers	Total
Semester II	Paper I	Social Policy and Planning	20	80	100
	Paper II	Social Problems	20	80	100
	Paper III	Therapeutic Process and Counselling	20	80	100
	Paper IV	Social Works Profession: Training and Development	20	80	100
	Paper V	Social Work Research	20	80	100
				Total A	**500**
	Field Work Project	Concurrent Visit			25
		Case story			25
		Group Work			25
		Small Scale Survey			25
				Total B	**100**
				Total A+B	**600**

S. Parveen 20/8/2014

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SEMESTER II

Paper I Social Policy and Planning

Unit I

1. Social Policy – Meaning, Scope and Concept
2. Need, Component and Process of Social Policy
3. Basic Elements of Social Policy

Unit II

1. Approaches of Planning
2. Concept of Developed and Developing countries.
3. Planning for various Economic Systems.

Unit III

1. Indian Planning Process
2. Planning Commission & Five Year Plans
3. Panchayati Raj

Unit IV

1. Voluntary Sector in India – Role & Importance.
2. Social Administration – Concept and Principles.
3. Social Administration at Central Level, State level and local level

Unit V Plans and Programmes of

1. Health
2. Education
3. Women and Child

Suggested Reading:

Gour Ajay Singh,Social Administration, Vivek Publications
Five Years Plans, Government of India
Madan,G.R, Chang and Development , Vivek Publications, Jaipur
Encyclopaedia of Social Work, Ministry of Social Welfare, Government of India.

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SEMESTER II

Paper II Social Problems

Unit I

1. Social Problems: Meaning, Definition, Approaches and Treatment
2. Social Problems in India: Poverty, Illiteracy, Unemployment, Malnutrition
3. Problem of ST & SC, Other Backward Communities, Destitute, Aged, Widows, Orphans

Unit II:

1. Problem of Child Labour, Street children, School dropouts, Drug abuse
2. Problem of Small, Marginal Farmers and landless agricultural labourers
3. Problem of Juvenile Delinquent, Immoral Trafficking among Women and Young girls. Prostitution and Commercial Exploitation of women.

Unit III:

1. Social Issues and the Environment
2. Water Conversation, Rain Water Harvesting, Watershed Management

Unit IV:

1. Air Pollution, Water Pollution, and Soil Pollution: Causes, Effects and Control measures
2. Marine Pollution, Noise Pollution, Thermal Pollution, Nuclear Hazards: Causes, Effects and Control measures

Unit V:

1. Resettlement and Rehabilitation of People: Its problems and concerns
2. Disaster Management: Floods, Earthquakes, Cyclones, and Landslides.

Suggested Reading:

Jayaram, N.: 1989. Sociology: Methods and Theory, Madras: MacMillian.

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SEMESTER II

Paper III *Therapeutic Process and Counselling*

Unit I:

1. Perception, Learning,
2. Memory, Emotion,
3. Motivation

Unit II:

1. Personality: Definition, Types, Structure and Factors influencing Personality Development
2. Psycho-Sexual Development, Psycho-Social Development.

Unit III:

1. Defence Mechanisms,
2. Counselling: Philosophy, Principles, Goals, Process.
3. Types of Counselling – Development, Preventive, Facilitative, Crises.
4. Techniques of Counselling

Unit IV:

1. Intelligence: Definition, Structure and Measurement.
2. Mental Retardation: Definition, Types, Causes, Problems

Unit V:

1. Abnormal Psychology: Concept of Normal and Abnormal Behaviour.
2. Etiological factors of Mental Illness
3. Types of Mental Disorders and Classification.

Suggested Reading:

Coleman : Abormal Psychology and Modern life
Rao . N.S: Counselling and Guidance , Tata Mc Grew Hill

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SEMESTER II

Paper IV Social Work Personal: Training and Development

Unit I

1. Community: Basic Concepts, Definitions, Types.
2. Community Analyses: Structure and Functions
3. Community Organizations: Definition & Principles
4. Community Organization as a method, Community Development & Its Scope

Unit II

1. Strategies & Model of Community Work
2. Role of Community Worker as Guide, Enabler, Therapist Researcher,
3. Analyst, Project leader, Organizer & Activist in different setting (Health, Education, Correctional, Rural, Urban) and its limitations.
4. Recording and current trend in Community Work

Unit III

1. Social Action: Concept, Purpose & Techniques.
2. Social Action in Community Organization
3. Social Welfare Administrations: Meaning, Definition and Principles

Unit IV

1. Programme Management
2. Project Formulation, Evaluation & Documentation.
3. Relation: Meaning, Importance, Tools of Publicity

Unit V

1. Annual Plan, Annual Report,
2. Press release, Case Story, Donation appeal,
3. Adult Learning: Principles, Tools of Adult learning.

Suggested Readings:

Murry, G. Ross: Community Organisation
Gangrade K.D: Community Organisation in India
Siddiqui H.P: Working With Communities
Sachdeva: Social Welfare Administration in India
Goel & Jain: Social Welfare Administration, Vol I & II

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SEMESTER II

Paper V Social Work Research

Syllabus

Unit I Interdisciplinary Approach to Research-Meaning, Definition, Characteristics, Process, Problems, Merits and Demerits. Need and Importance in Social Work.

Unit II Research Design: Meaning, Definitions and Characteristics.
Design of Social Research: Descriptive, Diagnostic, Exploratory and Experimental.
Steps and Subject Matter of Research Design.

Unit III Case Study Method: Meaning, definition and Characteristics Types, Assumption, Procedure, Tools & Techniques, Importance and limitations.

Content Analysis: Definition, Characteristics, Steps, Utility and limitation.

Unit IV Diagrammatic Presentation of Data,
Measures of Central Tendency: Mean, Median, and Mode.
Importance of Statistics in Social Research and Social Work Research

Unit V Testing of Hypothesis
Report writing- Objective, Characteristics, Content, Problems and Suggestions

Suggested Readings:

Young, P.V., Scientific Social Survey and Research, PHI, N Delhi
D. N. Elhans, Fundamental of Statistics, Pustak Mahal, New Delhi

20.8.14 S. Dawar 20/8/2014

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Scheme MSW (Semester-III)
Year ~~2011-13~~ 2014-15
Course Structure

Semester	Paper	Paper Nomenclature	Marks		
			Internal assessments	Written Papers	Total
Semester III	Paper I	Issues of Development	20	80	100
	Paper II	Organizational Management	20	80	100
	Paper III	Guidance and Counselling	20	80	100
	Paper IV*	Specialization **A, B, C, D**	20	80	100
				Total A	**400**
	Field Work	OGV			30
		Job Oriented Project			35
		Synopsis Presentation			35
				Total B	**100**
				Grand Total A+B	**500**

* Note: In Paper IV students have to choose one paper out of 4 Specializations A, B, C and D. They have to continue with the same specialization in Semester IV.

Specialization:

A-- Human Resource Management
B-- Rural and Tribal Development
C-- Medical Social Work
D-- Women Welfare

S. Parvez
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SEMESTER III

Compulsory Paper

Paper I Issues of Development

Unit I

1. Development: Meaning, Concept and Approaches.
2. Related terms: Growth, Progress, Change and Transformation.
3. Agencies of Development.

Unit II

1. Human Development: Concept and HDI Report.
2. Methodology and Indices (HDI, HPI, GDI, GEN, GEM)
3. Status of Human Development in India.

Unit III

1. Social Development: Concept and Approaches. Sustainable development.
2. Indicators of social development.
3. Status of Health and Education in India.

Unit IV

1. Economical Development: Concept, Approaches and Measurements.
2. Political Development: Concept, Approaches and Measurements.
3. People's Participation in Development.

Unit V

1. Social Issue and Development.
2. Role of five year plan in Indian social and economic development.
3. Socio - cultural Repercussion of Globalization. Social Implications of Info-tech Revolution.

Suggested Readings:

Gore, M.S Social Development: Rawat Publications.
Tyler, C., Indian: Roots of Democracy
Tarlok Singh: India's Development Experience, Deep and Deep Pubilcation.
Jhinan M.L: Vikas Ka Arth Shastra Avam Ayojan, Konark Publication ltd.
Imbergen, Jan: Development of Planning, London.

S. Parmar
20/8/2014

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SEMESTER III

Compulsory Paper

Paper II Organisational Management

Unit I

1. Organisation–Meaning, Definition and Forms.
2. Organisation as a structure and Process.
3. Designing of Organisation structure.
4. Organizational Behaviour

Unit II Organisation under

1. Company Act,
2. Co-operative Society Act,
3. Indian Trust Act, Indian Trade Union Act.
4. Society Registration Act.

Unit III

1. Social Responsibility of Organisation.
2. Organisation climate.
3. Authority and Responsibility, Delegation of Authority.
4. Communication.

Unit IV

1. Planning, Objectives and Forecasting.
2. Decision making, Policies and strategies
3. Leadership.
4. Motivation.

Unit V

1. Management an Introduction
2. Nature of Management.
3. Function of Management.
4. Social Responsibility of Management.

Suggested Readings:

Sharma and Chaturvedi, Organisation and Management, Mahavir Prakashan, Delhi.

Terry and Franklin, Principles of Management, AITBS, New Delhi

Robins, Organizational Behaviour, New Delhi, PHI

Chattopadhyaya, S and Preekh Udai, Managing Organisational Change, Oxford Mumbai

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SEMESTER III

Compulsory Paper

Paper III Guidance and Counselling

Unit I

1. Guidance: Concept, Nature, Functions, Principles and Scope
2. Guidance for Personal Adjustment.
3. Guidance for Vocation.

Unit II

1. Guidance in Community setting.
2. Techniques of Guidance, Problems of Guidance
3. Relationship and Difference between Guidance and Counselling.

Unit III

1. Information Generation: Need and Procedure.
2. Cumulative Records.
3. Psychological Tests: Aptitude and Attitude, Interest and Values.

Unit IV

1. Counselling: Nature, Scope, Goals and Objectives.
2. Functions and Process.
3. Approaches to Counselling.

Unit V

1. Counsellor – Personal Qualities and Profession Skills.
2. Evaluation of Counselling.
3. Counselling in Indian Context and Problems of Counselling.

Suggested Readings:

Rai Amarnath Asthana Madhu, Guidance and Counselling, Concept , Areas and Approaches, Motilal Banarasidas, New Delhi,
Anastasi , Psychological Testing, Macmillan Co, New York
Jones, A.J. Principles of Guidance, Indian Ed Bombay, Tata McGraw Hill Publishing Company Ltd.
Kochhar, S.K, Guidance and Counselling in Colleges and University, New Delhi Sterling Publisher Pvt. Ltd.

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SEMESTER III

Specialization (A)

Paper IV Human Resource Management

Unit I Human Resource Management

1. Meaning, Importance and Functions of HRM,
2. Role of HR Manager, Characteristics and Qualities of HR Manager.

Unit II Human Resource Planning

1. Meaning, Importance and Factors affecting Human Resource Planning,
2. Human Resource Planning Process, Human Resource Planning at different levels.

Unit III Human Problems at Work Place

1. Stress- Nature, Type, Individual and organizational consequences of stress,
2. Absenteeism-types, causes, consequences of absenteeism.
3. Gender discrimination and sexual Harassment at the work place.

Unit IV Management of Behavioural Problems

1. Counselling techniques to handle-job stress, dual career and Family adjustment problems, absenteeism,
2. Interpersonal relationship problem at the work place and the home affecting work performance.

Unit V Comparative HRD experiences

1. HRD Overview in Government and Public Systems
2. HRD for Health and Family Welfare,
3. HRD in Service Industry

Suggested Readings:

Luthan F, 1996, Organizational Behavior. New York: McGraw Hill

Beard Well I and Holden L. Human Resource Management; a contemporary perspective

Parweek U and Rao T.V. 1999, Designing and Managing Human Resource Systems. Anmol Publishers

Moorhad G and Griffin R W. Organizational Behaviour: Managing people and organizations.

Bohalander, Managing Human resources, 12th Edn., Thomson Learning Books

A. M. Shaikh, Human Resource Development & Management, S. Chand Co.

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SEMESTER III

Specialization (B)

Paper IV *Rural and Tribal Community*

Unit I

1. Concept of Community: Community as a Social system, types & characteristics of Community,
2. Rural, Urban, Tribal, Rural-Urban Continuum.
3. Structure of Community: Family, Kinship, Caste Class, Religion

Unit II

1. Rural Power Structure and Concept of Rural Leaderships,
2. Rural Migration,
3. Rural Local Administration, 73rd Amendment under Panchayati Raj.

Unit III Tribal and Scheduled tribe

1. Distribution of Tribes in India: Geographical, Linguistic and Economic
2. Tribal Social Organisation
3. Tribal of Madhya Pradesh

Unit VI Tribal Problems:

1. Rural Social Problems
2. Community Development Programmes in India. Various Programmes related to rural health.
3. Tribal Development in India Policies and Programmes, Barriers to Social Development in Rural and tribal Society.

Unit V

1. Peoples Participation in Community Development
2. Assessment of Problem of Community
3. Project Planning and Evaluation
4. Importance of Communication in Community.

Suggested Readings:

Clinard, B. Marshal: Slums and Community Development New York, the Free Press 1957

Madam, GR, Indian Development Villages, Laknow print House India, 1983

Desai A. R.: Peasant Struggles in India Bombay, Oxford University Press 1979

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SEMESTER III

Specialization (C)

Paper IV Medical Social Work

Unit-I Health and Health Care Services

1. Meaning of Health, Mother and Child Health Services
2. Social, Preventive and Community Medicine
3. Health Education: Meaning, Objectives, Principles and methods of Health Education

Unit-II Common Diseases.

1. Communicable diseases, Symptoms Preventions and Management of T.B Leprosy, Malaria, STD and AIDS.
2. Non Communicable diseases, Symptoms Preventions and Management of Disables, Asthma, Cancer, Hypertension and Cardiac Diseases
3. Epilepsy –Causes, Types and Treatment, Social Factors in Epilepsy.

Unit-III Health Planning

1. Immunization Programme
2. Family Planning- Meaning, Types and Relevance in Indian Context
3. National Health Policy for Indian. Health Programmes specific to India.

Unit-IV Community Health

1. Community Health: Meaning and Various Programmes.
2. Role of the Medical Social Workers in Community Health Programmes
3. Role of Voluntary Organizations in Primary Health Care.

Unit-V Health Programmes

1. School Health Programme
2. Need and Organization of Health Programmes in school: Anganwady, Balwady, Mid-day meals.
3. Primary Health Care, WHO.

Suggested Readings:-

ParkK: Text Book of Preventive and Social Medicine
Smith BC. Community Health
Gesudian CAK: Primary Health Care
Pathak SH: Medical Social Work
Mechanie D: Medical Sociology
Upham F: Dynamic Approach to Illness
Lok Sabha Secretariat: National Health Policy

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SEMESTER III

Specialization (D)

Paper IV Women Welfare

Unit I

1. Atrocities against women: Dowry Death, Wife Battering, Murder Female Feticide and infanticide and sati.
2. Theory of Violence: Theoretical proposition and approach.
3. Changing situation of women in Indian Society.

Unit II

1. Problems of women with reference to religious communities in India.
2. Problem of unmarried mothers, Destitute.
3. Violence against women: Rape Sex Delinquency, Prostitution and Commercial Exploitation of women.

Unit III

1. Women's Health status in India Factors affecting the Health status of Women.
2. Family Planning Programme & Methods in India

Unit IV

1. Policies relating to women's Welfare
2. Programme relating to Women's Welfare

Unit V

1. Constitutional Provision and legislation measures for women
2. Democratization and women leadership.
3. Intervention of national and international voluntary agencies in area of women welfare.

Suggested Readings:-

Gajender Gadger,Diabled in India, Somiya Publication, New Delhi.
Visuvardhan, S.J, Deviant Children:Visuthaby Publications, Madras.
Sumitra Gupta, Social Welfare in India,Chaugh Publications, Allahabad.

20.8.14 S. Parveen 20/8/2014

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Course Structure

Scheme MSW (Semester-IV)

Year ~~2011-13~~

2014-15

Semester	Paper	Paper Nomenclature	Marks		Total
			Internal assessments	External/Written Papers	
Semester IV	Paper I	Basics of Communication Skills	20	80	100
	Paper II	Basics of Computer Application	20	80	100
	Paper III *	Specialization A, B, C, D	20	80	100
	Paper IV**	Dissertation	20	80	100
				Total A	**400**
	Field Work	i. Organization Profile			50
		ii. Community Profile			
		iii. Social Case Work			
		Comprehensive Viva			50
				Total B	**100**
				Total A+B	**500**

* Note: In paper III, students have to choose one paper out of 4 Specializations A, B, C and D. They have to continue with the same specialization in paper III Semester IV.

** Dissertation is compulsory for every student. Dissertation has to be chosen by the students in consultation with the teacher. The topic will be from the specialization which the student has opted.

Specialization:

A-- **Labour Welfare Legislation**
B-- **Urban Community Development**
C-- **Psychiatric Social Work**
D-- **Child Welfare**

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SEMESTER IV

Compulsory Paper

Paper I Basics of Communication Skills

Unit I

1. Communication: Definition, Nature and Process.
2. Elements of Communication and Feedback.
3. Principles of Effective Communication.

Unit II

1. Dimension and Directions of Communication.
2. Means of Communication, Verbal Communication.
3. SWOT Analysis.

Unit III

1. Non-Verbal Communication
2. Body Language, Para-language, Sign Language.
3. Visual and Audio Communication.
4. Barriers in Communication.

Unit IV

1. Written Formal Communication: Concept and types.
2. Advantages, Disadvantages, Important and Need.
3. Essentials of Effective letter writing.

Unit V

1. Modern Forms of Communication
2. Fax, E-mail and Video Conferencing.

Suggested Reading:

Rao, N & Das ,Communication Skills, Himalaya Publication House, Mumbai.
Murphy, Herta and Peck, Carles, "Effective Communication" Tata Mc Hill, New Delhi.
Kitty O Locker, "Bussiness and Administrative Communication" THM, New Delhi.

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SEMESTER IV

Compulsory Paper

Paper II *Basics of Computer Application*

Unit I Introduction to Computer:

1. Types of Computer, Hardware, Storage device, Software and their types.
2. Causes and Utility of Computer in Social Science.

Unit II Operating System: DOS, Windows

1. Meaning of Operating System, Dos Commands, Internal DOS Commands and External Dos Commands.
2. Components of Windows.
3. Basic Tasks of Window.

Unit III Internet and E-mail.

1. Internet: History of internet, Essential Components of internet, Uses of internet, Internet service provider.
2. E-mail- Uses and Advantages of e-mail.

Unit IV Microsoft office I: Word, Excel

1. Introduction to MS word, Editing a Document, Previewing Documents, Printing Documents,
2. Creating Worksheets in Excel, Entering Data in Excel, Managing Worksheet.

Unit V Microsoft office II: Power Point.

1. Utility of Power point
2. Customising Power Point, Preparing Slide Practical.

Suggested Readings:

Computer Today, McGraw Hills
Devendra Singh, Dynamic Computer Course, Fusion Books
Computer Fundamentals, P.K Sinha, BPB Publication, New Delhi

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SEMESTER IV

Specialization (A)

Paper IV Labour Welfare Legislation

Unit I Introduction to labour legislation

1. Philosophy of Labour Laws
2. Labour Laws, Industrial Relations and Human Resource
3. Labour Laws: Concept, Origin, Objectives and Classification
4. Indian Constitution and Labour Legislations
5. Labour Policy, Emerging Issues and Future Trends

Unit II Laws on Working Conditions

1. The Factories Act, 1948
2. Contract Labour (Prohibition and Regulation Act, 1986)
3. Child Labour (Prohibition and Regulation Act, 1986)

Unit III Industrial Relations laws

1. Trade Union Act, 1926
2. Industrial Disputes Act, 1947
3. Industrial Employment (Standing Orders) Act, 1946

Unit IV Wages and labour laws

1. Minimum wages Act, 1948
2. Payment of Wages Act, 1936
3. Payment of Bonus Act, 1965
4. Equal Remuneration Act, 1976

Unit V Laws for Labour welfare and Social Security

1. Social Security Legislation: An Overview
2. The Workmen's Compensation Act, 1923
3. The Employees' State Insurance Act, 1948
4. The Maternity Benefit Act, 1961
5. The Payment of Gratuity Act, 1972

Suggested Readings:

Beatsen (ed.), Ancient's Law of Contract (27th ed. 1998)

P.S.Atiya, Introduction to the Law of Contract 1992 reprint (Claredon Law Series)

Avtar Singh, Law of Contract (2000) Eastern, Lucknow

G.C. Cheshire, and H.S.Fifoot and M.P. Furmston, Law of Contract (1992) ELBS with Butterworths

M. Krishnan Nair, Law of Contracts, (1998)

G.H. Treitel, Law of Contract, Sweet & Maxwell (1997 Reprint)

20.8.14 S. Dasgupta 20/8/2014

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SEMESTER IV

Specialization (B)

Paper IV Urban Community Development

Unit I

1. Urban Community: Concept and Characteristic.
2. Types of city.
3. Origin and Development of Cities. Hurdles in development of modern cities of India.

Unit II

1. Urbanization, Modernization
2. Westernization
3. Industrialization and Growth of Slums.
4. Urban Problems in India.

Unit III

1. Community Disorganization, Family Disorganization
2. Urban migration and types.
3. Issues related to urban development – concept of Town planning, Urban Settlement, obstacles in planned settlement.

Unit IV

1. Philosophy and Principle of Cooperative Movement.
2. Historical development of Cooperative movement.
3. Role of Cooperative movement as a strategy with Urban and rural poor.
4. Problems of Cooperative movement in India.

Unit V

1. Local governance , main functions of local governance, local governance of cities. Main provisions of 74th constitution amendment Act 1993.
2. Urban Local self governance in Madhya Pradesh. Problems of Urban local governance.
3. Finances and Problems of Municipal Administration

Suggested Readings:

Ross, Marruy, G, Community Organisation Theory, Principles and Practice, New York: Harper 1955
Anderson, N: The Urban Community
Subhash Chandra: Social Partcipation in Urban Neight hoods, National Publishing House New Delhi 1977.
Desai, A.R and Pillai S.D: A profile of an India University of Bombay, 1972.

20/8/14 20.8.14 S. Paresh

20/8/14 20.8.14

SEMESTER IV

Specialization (C)

Paper IV Psychiatric Social Work

Unit I Concept of Mental Health

1. Meaning and Characteristics of Mental Health.
2. Concept of normal and abnormal behaviour with particular reference to social work.
3. Role of the Psychiatric Social Worker in hospital settings.

Unit II Abnormal behaviour

1. Meaning and cause of abnormal behaviour.
2. Preventions- Primary, Secondary, Territory.
3. Mental Retardation, Definition, Types Causes, Problem associated with mantel retardation.

Unit III Diseases

1. Neurosis and Psychosomatic Disorders- Treatments and Outcome.
2. Schizophrenia, Paranoia, MDP, Cause, Treatments and Outcome.
3. Sexual deviations - Causes, Types and Treatments.

Unit IV Social Evils

1. Delinquency and Crime
2. Alcoholism and Drug Abuse
3. Behaviour disorders of Childhood, Autism, Hyperactive, Unsocialized relation, Aggressive disorder.

Unit V Therapies and Counselling

1. Psychotherapy, Transactional analysis
2. Family Therapy and Group Therapy
3. Counselling - Family, Marital, Education, Vocational-Qualities and Skills required

Suggested Readings:

James C Colman: Abnormal Psychology and Modern life.
Kaplan: Comprehensive Textbook of Psychiatric
ICD-10 Classification of Mental and Behavioural Disorders, World Health Organisations.
Bagg C, Hand Book of Psychiatry for Social Worker and Health visitors By
Jayawas S.R.: Guidance and Counselling
Verma R.: Psychiatric Social Work in India
Rao N.S.: Counselling and Guidance

S. Parmar 20/8/2014

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SEMESTER IV

Specialization (D)

Paper IV Child Welfare

Unit I

1. Developmental tasks during stages of development.
2. Role of Social Institution and organization like family, group, School in the development of children and preparation for different roles.

Unit II

1. Material and Child health services: care for the under five, Immunization.
2. Disabilities of Child: Physical, Mental retardation visual disability, hearing and speech problems.

Unit III

1. Child Labour: Legislation measure and Causes & Consequences.
2. Adoption: Legislation and other measures child marriage: Legislation and other measure
3. Child Marriage: Legislative and other measures.
4. Child abuse and neglect: child beggars, orphans, destitute child prostitution.

Unit IV

1. Family change disintegration and consequences:
2. Juvenile delinquency, Street children, School dropout, strategies of social intervention dealing with children in critical situations.

Unit V

1. Child welfare services: Institution and non-institutional
2. Role of national and inter national organisation in child welfare services.
3. Rights of the Child, Constitutional provision and National Policy for Children, Major Policy measures.

Suggested Readings:

Girish Kumar: Samaj Karya Prikaria(Varanasi:Kalyan TathaSodha Sansthan)
Raja Ram Shastri, Samaj Karya, Laknow, Hindi Granth Academy
PD Kulkarni and MC Nanavati, NGOs in Changing Senario, Uppal Publishing House, New Delhi.

20/8/14 20.8.14 S. Dawar 20/8/2014

Thakur 20/8/14 20.8.14