

**SOLAPUR UNIVERSITY, SOLAPUR**

**Master of Social Work (M.S.W)**

**New Syllabus for M.S.W Part-II**

**(Semester – III & IV)**

**w.e.f July 2014**

**Coordinated by**

**Dr. Indira Choudhary**

**Chairman**

**Ad-hoc BOS**

**Social work.**

**SOLAPUR UNIVERSITY, SOLAPUR**  
**MASTER OF SOCIAL WORK (M.S.W)**  
**MSW-Part- II GROUP A/ B/ D/ E**  
**COURSE STRUCTURE AND SYLLABUS**  
**SEMESTER- III**  
**(To be implemented from July 2014 onwards)**

**MSW-Part-II THEORY PAPERS – SEMESTER – III**

- Group – A: Human Resource Management (HRM)  
 Group – B: Urban and Rural Community Development (URCD)  
 Group – D: Family and Child Welfare (FCW)  
 Group – E: Medical and Psychiatric Social Work (MPSW)  
 Common – 3 Papers for all the Specializations.

Paper No	Group	Title of the paper	Theory Marks	Total Marks
I	Common for all the four Groups	Administration of Human Service Organization	50 Marks	50 Marks
II		Project Management And Skills in Communication	50 Marks	50 Marks
III		Social Policy and Social Legislation - I	50 Marks	50 Marks
		Research Project Report	50 Marks	50 Marks

**Group – A: Human Resource Management (HRM)**

Paper No	Title of the paper	Theory Marks	Total Marks
IV	Human Resource Development and Social Work in Industry-I	50 Marks	50 Marks
V	Personnel Management and Industrial Relations -I	50 Marks	50 Marks
VI	Labour Welfare and Labour Laws - I	50 Marks	50 Marks

**Group – B: Urban and Rural Community Development (URCD)**

Paper No	Title of the paper	Theory Marks	Total Marks
IV	Governance and Rural Community Development	50 Marks	50 Marks
V	Urban and Rural Community Development -I	50 Marks	50 Marks
VI	Social Work and Ecology	50 Marks	50 Marks

**Group – D: Family and Child Welfare (FCW)**

Paper No	Title of the paper	Theory Marks	Total Marks
IV	Child Growth and Child Development	50 Marks	50 Marks
V	Family and Women Development	50 Marks	50 Marks
VI	Social Work Interventions with Children, Youth and Elderly	50 Marks	50 Marks

**Group – E: Medical and Psychiatric Social Work (MPSW)**

Paper No	Title of the paper	Theory Marks	Total Marks
IV	Medical Social Work	50 Marks	50 Marks
V	Preventive and Social Medicine –I	50 Marks	50 Marks
VI	Psychiatry and Mental Health –I	50 Marks	50 Marks

**A: Concurrent fieldwork criteria and marks**

Concurrent fieldwork	Orientation visits	Fieldwork Viva-Voce	Total Marks
50	20	30	100

## B: Research Project Report

Research Project Assessment	Research Project Viva-Voce	Total Marks
30	20	50

Grand total:

**Concurrent fieldwork = 100 marks**

**Research Project Report = 50 marks**

**Theory Papers 6 x 50 marks = 300 marks**

**Total marks = 450 marks**

## Guidelines for Internal Assessment

### A: Orientation visits – (20 Marks)

Number of visits attended	Participation in visits	Presentation of visits	Report writing	Total marks
04	05	05	06	20

### B: Concurrent field work – (50 Marks)

Number of visits attended	Activities conducted	Field work presentation	Professional behavior	Fieldwork diary & journal	Total marks
10	15	10	05	10	50

### C: University Viva-Voce of Concurrent field work – (30 Marks)

Sl. No	Tasks	Marks
1.	Field knowledge	05
2	Work presentation	10
3	Professional development	05
4	Application of social work methods	10
	Total Marks	30

## **D: Research Project Report**

### **(a) University Assessment – (30 Marks)**

<b>Sl. No</b>	<b>Tasks</b>	<b>Marks</b>
1.	Introduction to research theme and problem formulation	10
2.	Review of literature	10
3.	Research methodology /design (Clarity of objective, hypothesis, social work approach, significance of the study, variable design, sample, tools, statistical analysis) and collection of data	10
	Total Marks	30

### **(b) University Viva-voce – (20 Marks)**

<b>Sl. No</b>	<b>Tasks</b>	<b>Marks</b>
1.	Knowledge about research theme and problem formation .	05
2.	Review and research skills.	05
3.	Preparation of research methodology/ design.	10
	Total Marks	20

**Master of Social Work Part – II**  
**Semester III**  
**Common Paper**  
**Paper I**  
**Administration of Human Service Organization**

**Learning Objectives**

To orient students to the concepts and process of administration.

To enable students to grasp the management and administrative practices in NGOs

<b>Module No</b>	<b>Module Title</b>	<b>Content</b>	<b>Teaching-Learning Methodology</b>
1.	Introduction to Administration	<ul style="list-style-type: none"> <li>• Concept, definition, Nature, Scope and types of Administration</li> <li>• Welfare Administration</li> </ul>	Lecture & discussion
2	Process of Administration	<ul style="list-style-type: none"> <li>• Process of Administration, Goal setting, planning, supervision, recording and reporting in administration</li> <li>• Delegation &amp; decentralization</li> <li>• Human resource policy- concept</li> </ul>	Lecture & discussion
3.	NGO management	<ul style="list-style-type: none"> <li>• Growth of organizations as response to social needs</li> <li>• Concept &amp; definitions of NGO management</li> <li>• Structure and functions of non government organization</li> </ul>	Lecture & discussion
4.	Leadership	<ul style="list-style-type: none"> <li>• Definition, functions and qualities of leader.</li> <li>• Leadership skills</li> <li>• Developing leadership skills</li> <li>• Crisis management skills</li> <li>• Leader as a change agent</li> <li>• Team building</li> </ul>	Lecture & discussion
5.	Time Management	<ul style="list-style-type: none"> <li>• Concept &amp; importance of time management</li> </ul>	Lecture & discussion

		<ul style="list-style-type: none"> <li>• Planning time and resources</li> <li>• Need for planning time</li> <li>• Types of planning</li> <li>• Strategies for planning time</li> <li>• Setting goals and objectives</li> <li>• Planning to achieve goals</li> <li>• Scheduling</li> <li>• Delegating</li> </ul>	
--	--	---	--

• **References:**

Bechkard, R. 1969	Organizational development: Strategies and models, Reading: Addiron Wisley
Chandra, Snehlata, 2001	Non-governmental organizations: Structure, Relevance and Functions, New Delhi: Kamishaka Publishers
Connors, Tract Dainer,1993	The Non-Profit Management Handbook: Operating policies and procedures, New York: John Wiley and Sons Inc. Edwin, Flippo Principles of management
Kramer, R., 1981	Voluntary organizations and the welfare state, Berkeley: University of California Press
PRIA, 1990	Manual on financial management and accounts keeping for voluntary organizations, New Delhi: Society for Participatory Research in Asia
Denver, J.C., 1979	Office administration, Plymouth: MacDonald and Evans
Drucker, P., 1990	Managing the Non-profit organizations, NY: Karper Collins Kandaswamy, 1986 Governance and financial management in Non-profit organizations – A reference manual, New Delhi: Caritas India
Leigh, Andrew, 1996	20 ways to manage and better, Hyderabad: University Press

Mohanty, M. and Singh, A.K., 2002	Volunteerism and government: Policy, programs and assistance, New Delhi: VANI
Shapiro, Janet, 2003	Strategic planning, CIVICUS, <a href="http://www.civicus.org">www.civicus.org</a>
Soriano, F.I., 1995	Conducting needs assessment, New Delhi: Sage Publications
Slugter, G.P., 1998	Improving organizational performance, New Delhi: Sage Publications
Thomas, A. et al, 1998	Finding out fast: Investigative skills of policy and development, New Delhi: Sage
Weiner, M., 1982	1982 Human service management, Illinois: The Dorsey Press



**Master of Social Work Part – II**  
**Semester III**  
**Common Paper**  
**Paper II**

**Project Management And Skills in Communication**

**Learning Objectives:**

- To understand the concept of Project Formulation
- To gain the clarity about the Project Management
- To Comprehend the meanings & importance of Skills in Communication

<b>Module No</b>	<b>Module Title</b>	<b>Content</b>	<b>Teaching-Learning Methodology</b>
1	Introduction to Project Management	<ul style="list-style-type: none"> <li>• Concept of project management</li> <li>• Significance of project management</li> <li>• Scope of project management</li> <li>• Approaches in project Management</li> <li>• Natural resource management</li> </ul>	Lecture & Experiential sharing
2	Process of Project Management	<ul style="list-style-type: none"> <li>• Stages and Constraints in Project Management</li> <li>• Principles of Project management</li> </ul>	Lecture & brain storming session
3.	Goals of Project Formulation	<ul style="list-style-type: none"> <li>• Concept and process of goal setting</li> <li>• Components of a project</li> <li>• Preparation of project budget</li> <li>• Time schedule in project</li> <li>• Cost plan of the project</li> </ul>	Lecture & discussion

4.	Communication	<ul style="list-style-type: none"> <li>• Meaning &amp; Definition of communication</li> <li>• Objectives &amp; Functions of Communication</li> <li>• Elements of communication</li> <li>• Importance of communication</li> <li>• Communication Process</li> </ul>	Games / Lecture cum Demonstration
5.	Types of Communication	<ul style="list-style-type: none"> <li>• Types of communication</li> <li>• Meaning &amp; Types of Organizational communication</li> <li>• Barriers in Communication</li> <li>• Concept of development communication</li> <li>• Participatory approach in development communication</li> </ul>	Lecture, Group Discussion and Assignment

#### References:

Kathy schwalbe, December 15, 2005	Introduction to Project Management, bob woodburry course technology, united states
Joseph Phillips, 5 August 2013,	<u>Project Management Institute</u> , 2009, , A Guide to the Project Management Body of Knowledge, <u>Project Management Institute</u> , USA
David Olson, 2003	Introduction to Information Systems Project Management A Systems Approach 2nd Edition , The McGraw-Hill Company
<u>Clifford Gray</u> , <u>Erik Larson</u> , 30 July 2010	Project Management: The Managerial Process, Tata Mcgraw-Hill Education; 4 edition
<u>William J. Seiler</u> , <u>Melissa L. Beall</u> , January 14, 2010,	Communication: Making Connections (8th Edition)
Agarwal.N.P & Mishra.B.K,2007	Social and Quantitative aspects of Project Management,RBSA Publishers,Jaipur
Vasant Desai, Second Edition 2004	Project Management,Himalaya Publishing House, Mumbai.

Mittal A.C. & Sharma B.S, 2006,	Project Management, Vista International Publishing House, Delhi.
<u>Larry Barker, Deborah Gaut,</u> Oct 29, 2001	Communication (8th Edition), Pearson; 8 edition
<u>Lea P. Stewart,</u> 2005	Communication and Human Behavior (5th Edition) Pearson; 5 edition

**Master of Social Work Part – II**  
**Semester III**  
**Common Paper**  
**Paper III**

**Social Policy and Legislation-I**

**Learning Objectives:**

- To understand the concept of Social Policy and Social Legislation.
- To gain the role clarity of Social Policy and Social Legislation in Social Work.
- To critically understand Social Policy and Social Legislation.

<b>Module No.</b>	<b>Module Title</b>	<b>Content</b>	<b>Teaching Learning Methodology</b>
1	Social Policy & Constitution	<ul style="list-style-type: none"> <li>• Concept and nature of social policy, Principles and values of social policies, Different approaches to social policies, Determinates and sources of social policy, Relationship between social policy and social development, Values (i.e. the Directive Principle of State Policy, Fundamental Right &amp; Human Right ) Components of social policy</li> </ul>	Lecture and discussion
2	Policies.	<ul style="list-style-type: none"> <li>• Policies. Evolution of social policy in India in a historical perspective.</li> <li>• Process of social policy formulation. Different sectoral policies &amp; Their implementation e. g. policies concerning education, health, social welfare, Women, children, welfare of backward classes, urban &amp; rural development, tribal development &amp; poverty alleviation.</li> <li>• Models of Social Policy and their applicability in Indian Situation</li> </ul>	Lecture and discussion
3	Introduction to	<ul style="list-style-type: none"> <li>• Concept and definition of social legislation</li> </ul>	Visit to various

	social legislation	<ul style="list-style-type: none"> <li>• Nature of social legislation</li> <li>• Social legislation as an instrument of social control and social justice</li> </ul>	Courts
4	Legal practices in social work	<ul style="list-style-type: none"> <li>• Public Interest Litigation</li> <li>• Writ petition</li> <li>• Right to information Act 2005</li> <li>• First Information Report</li> <li>• Bailable and non-bailable offences</li> <li>• Important sections in IPC relating to women and children</li> <li>• Legal Aid System</li> <li>• Education Act 2009</li> <li>• Protection of children from sexual offences act 2012.</li> <li>• The Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act, 2013</li> </ul>	Lecture/ Visit to various institutions and assignments
5	Social legislations and social work practice	<ul style="list-style-type: none"> <li>• Important provisions and relevance of legislative provisions for social workers -</li> <li>• Hindu Succession Act, 1956</li> <li>• Domestic Violence Act, 2006</li> <li>• Hindu Adoption and Maintenance Act, 1956</li> <li>• Maternity Benefit Act, 1961</li> <li>• Medical Termination of</li> <li>• Pregnancy Act, 1971</li> <li>• Dowry Prohibition Act, 1961</li> <li>• Juvenile Justice (Care and Protection) Act, 2000</li> <li>• Labour laws pertaining to child labour</li> </ul>	Lecture/ Assignment followed by presentation

## References:

<b>Sr. No.</b>	<b>Author</b>	<b>Books and Publication</b>
1	A.K.Bhartiya and D.K.Singh	Social Policy in India. New Royal Book Company ,Lucknow
2	Kohli A.S.	Human rights and social work
3	David C. Marsh	Introducing Social Policy, Routledge and Kegan paul
4	P.N. Sharma and C. Shastri	Social Planning, Print House Lucknow
5	Jose Kananaikil	Seventh Plan and Development of Weaker Sections. Indian Social Institute, New Delhi
6.	Gangarde	Social Legislation Volume I and II
7.	Basu D D	Indian Constitution
8	Professional Publication	Various Bare Acts

**Master of Social Work Part – II**  
**Semester III**  
**Common Paper**  
**Paper VII**

**Research Project Report**

**Learning Objectives:**

- To get exposure to the field of research
- To understand the basic concepts of social work research
- To understand the importance of research in the fields of social work
- 

Module No.	Module Name	Contents	Teaching Methodology
1	Introduction to Research Project	<ul style="list-style-type: none"> <li>• Submission of title &amp; Confirmation</li> <li>• Submission of synopsis</li> <li>• Submission of draft chapters:               <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Review of literature</li> <li>3. Research Methodology</li> </ol> </li> <li>• Preparation of research tools for data collection</li> <li>• Finalization of tools</li> </ul>	Reading assignments/ Seminar/ Presentations/ Discussions

**Assignments:**

- Review based article
- Presentation on synopsis

**References:**

Anderson J. et al (1970)	Thesis and Assignment Writing, Wiley Eastern Ltd., New Delhi.
Anol Bhattacharjee (2012) 2 <sup>nd</sup> edition.	Social Science Research: Principles, Methods and Practices, University of South Florida.
Blalock H.M. (1972)	Social Statistics, McGraw Hill, New York.
Chapekar, R. (2004)	A Textbook of Social Research, Dominant Publishers and

	Distributors, New Delhi.
Denzin, Norman, K. & Lincoln, Y.S. (Eds.) (2000)	Handbook of Qualitative research (2 <sup>nd</sup> eds.) Sage Publication, New Delhi.
Field, Andy (2000)	Discovering Statistics Using SPSS for windows: Advanced Techniques for Beginning, Sage Publications, New Delhi.
Ghosh, B.N. (1982)	Scientific Methods in Social Research, Sterling Publishers, New Delhi.
Goode, W.J. and Hatt, P.K. (1952)	Methods in social research, McGraw Hill, Kogakusha, Tokyo.
Goode, W.J., and Hatt, P.K. (1952)	Methods in Social Research, McGraw Hills, New York.
Guthrie, G. (2010)	Basic Research Methods-An entry to social science research, Sage Publications, India.
Kerlinger, F.N. (1964)	Foundations of Behavioral Research, Surjeet Publications, New Delhi.
Lal das, D.K. (2000)	Practice of Social Research-Social Work Perspective, Rawat Publications, New Delhi.
Lal das, D.K. (2005)	Designs of Social Research, Rawat Publications, New Delhi.
Mukherji, Partha N. (eds) (2000)	Methodology in Social Research: Dilemma and Perspective, Saga Publications, New Delhi.
Padgett, Deborah, K. (1988)	Qualitative Methods in Social work Research, Saga Publications, New Delhi.
Rubin A and Babbre K. (1993)	Research methods for social work, Brooks Cole Publishing co, California.
Rubin, A. & Babbie E. (1989)	Research Methodology for Social Work, Belmof, California, Wadsworth.
Sharma, R.D. (1989)	Research Methods in Social Sciences, National Book Organization, New Delhi.
Sinha, S.C., Dhiman, A.K. (2002)	Research Methodology, Vol.1, Ess Ess Publications, New Delhi.
Stouffer, S.A. (1962)	Social Research to Test Ideas, Free Press of Blencoe. New York.
Thakur, D. (2009)	Research Methodology in Social Sciences, Deep & Deep Publications, New Delhi.
Young, P.V. (1949)	Scientific Social Surveys and Research, Prentice-Hall, New York.



# **General Guidelines for Writing Chapters in Research Project Report**

## **Title**

Clear, abstract (should not be in sentence form)

Not more than 13 to 15 words

## **Preliminary pages**

Title page without sign

Title page with sign of Head and Supervisor

Dedication by researcher (not advised by UGC/APA or any professional body)

Declaration by researcher

Certificate by supervisor

Acknowledgement by researcher (all teachers and any)

Subject index with page no's

Table index with page no's

Abbreviations (if any)

## **Chapter-I- Introduction**

Introduction about subject

Theoretical background/ theories of subject under investigation

Important concepts/ constructs

Definitions/ scope/ importance of matter/ contexts

Relevance to social work/ why one wants to investigate

5000 to 7000 words

## **Chapter-II- Review of Literature**

Minimum 20 and above reviews are must

Research abstracts from national journals/ book reviews

Abstracts available on internet, describe precisely (Author, year, title of book or article, Place: Publisher, pages)

Summary of review and scope for study/ gaps

3000 to 5000 words

## **Chapter-III- Methodology**

Rationale and context of the theme should be explained in detail

1. Introduction (general)
2. Statement of research problem (explain problem/research question)

3. Significance of study (based on review)
4. Research gap (based on review)
5. Operational definitions (meaning of each terminology used by researcher in his/her study context and how to measure it)
6. Scope of study (geographical and conceptual understanding)
7. Research design (type of study)
8. Objectives (4 to 6)
9. Hypotheses (2 to 5)
10. Universe and sampling (take <30 for critical population, <80 for general population and 40 and above for intervention research)
11. Sources of data collection (primary and secondary)
12. Pilot study (for feasibility testing)
13. Main study (time of actual data collection)
14. Tools of data collection (interview schedule, scale, questionnaire)
15. Methods of data collection (interview, FGD, mailed questionnaire)
16. Variable design (define variables)
17. Approach of study (social work approach/ perspective)
18. Data processing and data analysis (statistical design- variables with tests, if sample >30 use parametric tests and if sample <30 use non-parametric tests)
19. Limitations of study
20. Chapterization scheme (make 5 chapters as given)  
300 - 500 words

#### **Chapter-IV- Data presentation and Interpretation**

1. Use MS-Excel/SPSS to generate tables, present them in tabular form with uni-variate or bi-variate or further analysis.
2. Objective and hypothesis wise presentation of tables
3. Charts/ diagrams can be used
4. Interpret the values, trends, possible reasons for the observed trends
5. Word limit- up to the researcher

#### **Chapter-V- Conclusions, Inferences and Suggestions/ Intervention**

1. Explain major findings
2. Draw inferences from findings/ tests used
3. Give suggestions/ suggest interventions/ possible social work contribution
4. Word limit- up to the researcher

## **Appendices**

References

Bibliography

Interview schedule/ questionnaire/ scale/ observation checklist/ FGD checklist

Internet resources

## **About Report size**

Hard bound

Minimum 50 pages and more

Font- New Times Roman

Font size- 12

Space between lines- 1.5

---

**Master of Social Work Part – II**  
**Semester III**  
**Paper IV**  
**Human Resource Management. (Group – A)**

**Human Resource Development and Social Work in Industry-I**

**Learning Objectives :**

- To enable students to conceptualize the management and development aspects of human resources in the context of industry
- To conceptualize the role of social work in industry
- To understand the context of therapies in industry

<b>Module No.</b>	<b>Module Name</b>	<b>Content</b>	<b>Teaching-Learning Methodology</b>
1.	Introduction to Human Resource Management and Human Resource Development	<ul style="list-style-type: none"> <li>• Concept, definition, scope, Objectives &amp; principles of Human Resource Management and Human Resource Development</li> <li>• Distinguish between Human Resource Management and Human Resource Development</li> <li>• Approaches to the study of management</li> </ul>	Lecture / Discussion/ Presentation
2.	Training and Development	<ul style="list-style-type: none"> <li>• Definition, Meaning, Nature, Need, Concept, Types, Importance scope and Objectives of Training and Development</li> <li>• Management Development and Executive Development</li> </ul>	Lecture/ Discussion
3.	HRD sub systems	<ul style="list-style-type: none"> <li>• Total Quality Management</li> <li>• Bench Marking</li> <li>• International Organization of Standards</li> <li>• Decentralization</li> <li>• Empowerment</li> </ul>	Lecture/ Discussion

4	Human relations	<ul style="list-style-type: none"> <li>• Meaning and definitions of</li> <li>• Human relations</li> <li>• Philosophy of Human</li> <li>• Relations</li> <li>• Human needs</li> <li>• Employee Morale</li> <li>• Fatigue, strain, and stress</li> <li>• stress management</li> </ul>	Lecture/ Discussion
5	Counseling	<ul style="list-style-type: none"> <li>• Counseling in Industry</li> <li>• Need, Scope, Applications of Social work Methods in industry</li> </ul>	Lecture/ Discussion

## References

A.M.Sharma	Personnel and Human Resource Management
M.M.Desai	Social work in industries
Ray Baijy	Practical counseling skills
Anjaki Ghanekar	Human Resource Management
K.Ashwathappa	Human Resource and Personnel Management.

**Master of Social Work Part – II**  
**Semester III**  
**Paper - V**  
**Human Resource Management. (Group – A)**

**Personnel Management & Industrial Relations – I**

<b>Module No.</b>	<b>Module title</b>	<b>Contents</b>	<b>Teaching Learning Methodology</b>
1.	Introduction to Personnel Management	<ul style="list-style-type: none"> <li>Nature, Concept, Definition, Scope &amp; Principles of Personnel Management, Historical Growth, Functions of Personnel Department</li> </ul>	Lectures / Discussion
2	Human Resource Planning	<ul style="list-style-type: none"> <li>Concept, Objectives, Process &amp; Forecasting of Human Resource. Recruitment, Sources &amp; Process, Selection, Placement &amp; Induction. Promotion &amp; Transfer, Job Analysis, Job Description and Job Specification.</li> </ul>	Lectures / Discussion
3.	Wage & Salary Administration	<ul style="list-style-type: none"> <li>Meaning, Concept, Department of Wage System, Methods of Wage Payments. Concept of Minimum Wages. Wage Regulations, Wage Policy for Industrial Development.</li> </ul>	Lectures / Discussion
4.	Industrial Relations	<ul style="list-style-type: none"> <li>Definition, Concepts, Objectives, Scope &amp; Factors of Good Industrial Relations. Development &amp; Determinants of Industrial Relations, Perspectives of Industrial Relations, International Labour Organization (ILO), Indian Labour Conference (ILC).</li> </ul>	Lectures / Discussion
5.	Labour Management Cooperation in India	<ul style="list-style-type: none"> <li>Concept &amp; Importance of Works Committees, Joint Management Councils. Workers Participation in Management.</li> </ul>	Lectures / Discussion

		<ul style="list-style-type: none"> <li>• Collective Bargaining Industrial Disputes / Conflicts, Causes and Results Scenario. Employee Grievance Redressal System.</li> </ul>	
--	--	--	--

**References :**

R. S. Davar	Personnel Management & Industrial Relations.
M. N. Rudrabasavaraj	Dynamics of Personnel Administration
K. K. Ahuja	Advanced Personnel Management.
G. A. Cole	Personnel Management (Theory & Practice).
C. B. Mamoria	Personnel Management.
A. M. Sharma	Industrial Relations & Legal Framework

**Master of Social Work Part – II**  
**Semester III**  
**Paper - VI**  
**Human Resource Management. (Group – A)**

**Labour Welfare & Labour Laws : I**

<b>Module No</b>	<b>Module Title</b>	<b>Contents</b>	<b>Teaching Learning Methodology</b>
1.	Introduction of Labour Welfare	<ul style="list-style-type: none"> <li>• Definition, Nature, Concept, Objectives, Scope, Philosophy &amp; Principles of Labour Welfare,</li> <li>• History of Labour Welfare, Agencies of Labour Welfare,</li> <li>• National Policy in Labour Welfare,</li> <li>• Problems concerning industrial Labour / Worker in India : Absenteeism,</li> <li>• Migratory Character, Indebtedness, 16 hours work duties, Gambling etc.</li> </ul>	Lectures / Discussion
2.	Types of Labour Welfare	<ul style="list-style-type: none"> <li>• Intramural, Extramural Labour Welfare Facilities, Statutory &amp; Non-Statutory Welfare Measures,</li> <li>• Voluntary Labour Welfare Measures, Mutual Labour Welfare Facilities.</li> <li>• Functions, Role of Welfare Officer &amp; Duties &amp; Position in the Management.</li> </ul>	Lectures / Discussion
3.	Welfare	<ul style="list-style-type: none"> <li>• History of Labour Laws</li> <li>• The Factories Act, 1948</li> </ul>	Lectures /



	Legislation	<ul style="list-style-type: none"> <li>• The Contract Labour (Regulation &amp; Abolition)</li> <li>• The Shops &amp; Establishment Act, 1948</li> </ul>	Discussion
4.	Industrial Relations	<ul style="list-style-type: none"> <li>• The Industrial Disputes Act, 1947</li> <li>• The Industrial Employment (Standing Orders) Act, 1946</li> <li>• The Trade Union Act, 1926</li> <li>• The Bombay Industrial Relations Act, 1946</li> </ul>	Lectures / Discussion
5.	Other Labour Laws	<ul style="list-style-type: none"> <li>• The Apprentices Act, 1961</li> <li>• The Maharashtra Recognition of Trade Unions and Prevention of U. L. P. Act, 1971</li> <li>• The Mines Act, 1952</li> </ul>	Lectures / Discussion

### References :

Punekar & Deodhar	Labour Welfare, Trade Unionism & Industrial Relations.
Mhetras V. G.	Labour Welfare & Labour Welfare Officer in Indian Industry.
M. V. Moorthy	Principles of Labour Welfare.
V. V. Giri	Indian Labour Problems
A. M. Sharma	Labour Welfare
Nayan Bafna	Social Security & Labour Welfare in India
S. P. Jain, Dhanpal	Industrial & Labour Laws.
Shintre	: Labour Laws.
Taxmann	Labour Laws

**Master of Social Work Part - II**  
**Urban and Rural Community Development**  
**Semester - III Group-B**  
**Paper-IV**

**Governance and Rural Community Development**

<b>Module No</b>	<b>Module Title</b>	<b>contents</b>	<b>Learning Teaching Methodology</b>
<b>1.</b>	<b>Community Development</b>	<ul style="list-style-type: none"> <li>• Concept, Meaning, definition and principles,</li> <li>• Review of rural Reconstruction experiments, pre- independent and post- dependent experiments</li> </ul>	Lecture/ Discussion
<b>2.</b>	Programme For Rural Development	<ul style="list-style-type: none"> <li>• Saint Gadgebaba Gram, Swachata Abhiyan, Swajaldhara, Jalswarajya, Dairy, Goatry, Piggery, Bee-keeping, sericulture, Horticulture, Fishery,</li> <li>• Vermiculture, Rural Emloyment: EGS, JRY, SGSRY, NREP, Small scale and cottage Industries, DRDA, Green and blue revolution, White revolution</li> </ul>	Lecture/ Discussion
<b>3.</b>	Democratic Decentralization and Panchyat Raj Institutions	<ul style="list-style-type: none"> <li>• Concept, objectives, historical development of Panchyat Raj, recommendation and suggestion of different committees.</li> <li>• Balwantraoi Mehta Committee, Ashok Mehta Committee, Naik Committee, P.B. Patil committee,</li> </ul>	Lecture/ Discussion
<b>4.</b>	73rd	<ul style="list-style-type: none"> <li>• 73rd Amendment Bill, Right to</li> </ul>	Lecture/

	Amendment Bill	<p>information bill, Panchyat Raj at each levels State level, District level,</p> <ul style="list-style-type: none"> <li>• Block level, Panchyat level, Importance of Gram Sabha and its issues.</li> </ul>	Discussion
5	Co-Operatives and Rural community Development in India	<ul style="list-style-type: none"> <li>• Concept, definition, Principles, characteristics, History of cooperative movement in India,</li> <li>• types of co-operatives, co-operative movement</li> <li>• Impact of liberalization, Privatization, and globalization (LPG) on cooperative land reform in Maharashtra. Mahatma Gandhi National Rural Employment Guarantee Act. Agrobased Income generation Activities.</li> </ul>	Lecture/ Discussion

**Master of Social Work Part - II**  
**Urban and Rural Community Development**  
**Semester - III Group-B**  
**Paper-V**

**Urban And Rural Community Development –I**

**Learning Objectives:**

- To acquaint with the knowledge of urban and tribal life style.
- To gain clarity of urban and tribal problems and development programs.
- To comprehend the importance of therapeutic approaches in modern urban community development setting.

<b>Module No</b>	<b>Module Title</b>	<b>Contents</b>	<b>Teaching Learning Methodology</b>
1	Urban community	<ul style="list-style-type: none"> <li>• Concept, Definition, nature, features and scope.</li> <li>• Objectives and need of urban community development</li> <li>• City: meaning ,types and characteristics</li> <li>• Urban Slums: its meaning and characteristics</li> </ul>	
2.	Urban Social Institutions & problems	<ul style="list-style-type: none"> <li>• Marriage, family, caste, class, education, recreation, housing, slums, health, sanitation, .crime &amp; economic in4.stitutions.</li> <li>• Effects of Urbanization, Modernization and Environmental change.</li> </ul>	
3.	Tribal community development	<ul style="list-style-type: none"> <li>• Meaning, concept, features and problems of tribal.</li> <li>• Objectives and need of tribal community development</li> <li>• Approaches to urban and Tribal community development</li> </ul>	

4.	Urban local-self government and Administration	<ul style="list-style-type: none"> <li>• Historical development of Municipal government.</li> <li>• Forms/Types of urban local self government.</li> <li>• Municipal administration and authorities- Structure and functions.</li> <li>• Bombay Municipal Act, 1956</li> <li>• 74th amendment act, 1992</li> </ul>	
5.	Policies and programs for Urban community Development	<ul style="list-style-type: none"> <li>• Policies and programs related to slums development</li> <li>• Policies related to urban development</li> <li>• Urban development schemes: SJSRY; Jawaharlal Nehru National Urban Renewal Mission ,National Urban Information System, Public Health Programs; etc</li> </ul>	

**Master of Social Work Part - II**  
**Urban and Rural Community Development**  
**Semester - III Group-B**  
**Paper-VI**

**Social Work and Ecology**

**Learning Objectives:**

- To understand the concept of Ecology and environment.
- To gain the role clarity of ecology for Social Work.
- To critically understand green social work.

<b>Module No.</b>	<b>Module Title</b>	<b>Content</b>	<b>Teaching Learning opportunity</b>
1	Ecology	<ul style="list-style-type: none"> <li>• Ecology Meaning, Concept, Definition of Ecology and Environment, importance of environmental studies and public awareness.</li> <li>• Food chain, food web, energy pyramid. Green social work</li> </ul>	Lecture and discussion
2	Human And Environment	<ul style="list-style-type: none"> <li>• Inter relatedness of human life, living organism and environment, environment and lifestyle, current issues of environment</li> </ul>	Lecture and discussion
3	Natural Resources and Diversity	<ul style="list-style-type: none"> <li>• Forest, Land, Water, pollution sources ill effect on human health and control measures of different types of pollution: soil, water, air, noise.</li> <li>• Waste matter disposal: recycling, renewal, problems and issues, utilization of appropriate technology for waste matter disposal and treatment.</li> </ul>	Lecture and discussion

4	Organization and their roles	<ul style="list-style-type: none"> <li>• Role of Government, NGOs, people initiatives, individual initiatives, State, National, International treaties and agreements related to environment protection and prevention</li> </ul>	Lecture and discussion
5	Environmental Movements	<ul style="list-style-type: none"> <li>• Work with interdisciplinary team for environmental protection and preservation. Environmental Movements in India and Maharashtra.</li> <li>• Different groups of environment working online filing petition for environmental care.</li> </ul>	Lecture and discussion

#### Teaching and Learning Methodologies:

- Lectures, Discussions, Debates, Expertise talk, Workshops, Assignments, Presentations and field visits as per requirement and access etc.

#### References:

Sr. No.	Author	Books and Publication
1	D.K.Asthana and Meera Asthana	Environmental Studies, S. Chand New Delhi
2	Chary S.N. and Vyasulu (Eds)	Environmental Management, an Indian perspective. McMillan India Ltd.
3	Dix J.H.	Environmental pollution: Atmosphere land, water and noise, Wiley chichester
4	Duffus. J.H	Environmental Pollution. John Wiley,N.Y.
5	C.M.Chakarwarty	Ecology and Environmental Biology, Swastik Publisher and Distributors, Delhi
6	S.Gaur and Chandrashekar T	Global Environmental Concerns, book Enclave, Jaipur.

**Master of Social Work Part - II**  
**Family and Child Welfare**  
**Semester III Group – D**  
**Paper – IV**

**Child growth and Child Development**

**Learning Objectives:**

- To get orientation to the conception of life
- To develop holistic and multidisciplinary perspectives of child Development.

<b>Module No.</b>	<b>Module Name</b>	<b>Content</b>	<b>Teaching Methodology</b>
1.	Child growth	<ul style="list-style-type: none"> <li>• Need of Pre-natal care</li> <li>• Need of Post-natal care</li> <li>• Role of family in child growth.</li> </ul>	Lecture/ Discussion
2.	Immunization	<ul style="list-style-type: none"> <li>• Nature, types &amp; Importance of Immunization</li> <li>• Types of Communicable &amp; non-communicable diseases.</li> </ul>	Lecture/ Discussion
3.	Stages of development	<ul style="list-style-type: none"> <li>• Concept of developmental stages</li> <li>• Physical, motor, speech, moral, emotional, intellectual &amp; social development</li> </ul>	Lecture/ Discussion
4.	Child behavior & child psychology	<ul style="list-style-type: none"> <li>• Concept, definition, nature &amp; importance</li> <li>• Behavioral development of children</li> <li>• Types of Behavioral problems among children</li> </ul>	Lecture/ Discussion



5.	Problems of child survival	<ul style="list-style-type: none"> <li>• Child trafficking</li> <li>• Child labour</li> <li>• Children infected by HIV</li> <li>• Street children</li> <li>• Child abuse</li> <li>• Children in conflict with law</li> <li>• Children in institutions</li> </ul>	Lecture/ Discussion
----	----------------------------	--	------------------------

### Assignments:

- Paper Presentations
- Class room Seminar/ Workshop

Berk Laura, E, 1966	Child development, Prentice Publications
Dolly Singh, 1995	Child development, Kanishka Publishers
Elizabeth Hurlock , 1981	Child Development , McGraw International Publishers.
Gredericson, 1987	Child and his welfare, Hazel Publications
Govt. of India, 1987	Encylopaedia of social work, New Delhi
Kuppuswamy, B., 1995	Child behavior and development
Kumar, R., 1988	Child development in India, Vol. I & II, Ashis Publishers
Kavita Koradia, Darshan Narang, 2010	Status of Child and Welfare organizations, Aavishkar Publishers,
Helen Bee	Child Development
G.S. Kewalramani, 1992	Child abuse, Rawat Publications
Rashmi Agarwal, 1999	Street children, New Delhi: Shipra Publications
Paul Chaudhray, 1980	Child welfare and child development, : Atma Ram & Sons Publishers
Prachi Kanhai, 2001	Child development & disability

**Master of Social Work Part - II**  
**Family and Child Welfare Specialization**  
**Semester III Group – D**  
**Paper – V**

**Family and Women Development**

**Learning objectives:**

1. Develop the Capacity to understand the conceptual & theoretical understanding of marriage, family and women
2. Understand the changing norms of social system and developmental opportunities through its cycle.
3. Understand the concept and issues of women development.

<b>Module No</b>	<b>Module Name</b>	<b>Content</b>	<b>Teaching-Learning Methodology</b>
1.	Conceptual understanding and theories of family	<ul style="list-style-type: none"> <li>• Concept and definitions</li> <li>• Family: social institution</li> <li>• Family Roles and Functions</li> <li>• Family Life cycle</li> <li>• Family structures</li> <li>• Theories related to family</li> </ul>	Lecture/ Discussion
2.	The Impact of Socio-Economic changes on family	<ul style="list-style-type: none"> <li>• Family in Transition: Impact of industrialization, urbanization, modernization &amp; globalization on family life</li> </ul>	Lecture/ Discussion
3.	Conceptual understanding, theories and propositions of marriage	<ul style="list-style-type: none"> <li>• Concept and definitions.</li> <li>• Marriage: social system</li> <li>• Traditional marriage forms</li> <li>• Contemporary marriage forms</li> </ul>	Lecture/ Discussion

4.	Alternate family patterns	<ul style="list-style-type: none"> <li>• Dual earner</li> <li>• Single Parent</li> <li>• Female headed</li> <li>• Childless Family</li> <li>• Step family</li> <li>• Live in relationships</li> </ul>	Lecture/ Discussion
5.	Gender & women Development	<ul style="list-style-type: none"> <li>• Concept of gender</li> <li>• Concept, Concerns &amp; Issues regarding women development</li> <li>• Gender as a system</li> <li>• Institutional support to gender system</li> <li>• Concept of women development</li> <li>• Issues related to Women Development</li> </ul>	Lecture/ Discussion

### References

Abha Gupta & Smita Sinha, 2005	Empowerment of Women, Language & other Facets
Asok Mitra, 2000	India's Population Control
Brenda Dubois & Karla Miley, 1992	Social Work: An Empowering Profession,
D'Souza, Anthony, 1975	Happiness in Marriage
Klein .D. M and White. J.M, 1996	Family Theory: An Introduction
Khasgiwala A, 1993	Family Dynamics-Social Work Perspective
M. Shenoy, 2007	Domestic Violence, Issues & Perspectives
Nimkoff & Mayer F 1978	Marriage and Family
Ram Ahuja, 2003	Violence against Women
Suhasini Mahapatra, 2006	Women & Welfare

## Master of Social Work Part - II

### Family and Child Welfare

### Semester III (Group – D)

### Paper – VI

#### Social Work Intervention with Children, Youth & Elderly

#### Learning Objectives:

- To orient the students about the concept of of child parenting & school social work
- To enable the students to understand the needs & problems of youth
- To comprehend the students about concept & scope of Geriatric social work

Module No.	Module Name	Content	Teaching Methodology
1	Introduction to Child Parenting	<ul style="list-style-type: none"><li>• Demographic trends of children in India.</li><li>• Child parenting</li><li>• Interventions in parenting</li></ul>	Lecture/ Interaction with practitioners
2	Policy Intervention for Children	<ul style="list-style-type: none"><li>• Affirmative actions of State for the development of children</li><li>• Policies and programs for children of marginalized and disadvantaged sections of society</li><li>• National &amp; International organizations working for the rights of the children</li></ul>	Lecture /Audio visual aids
3.	School Social Work	<ul style="list-style-type: none"><li>• Concept &amp; scope</li><li>• Learning and communication disorders</li><li>• Interventions for better socialization of children</li><li>• Promoting child friendly education system</li></ul>	Lecture/ Discussion
4.	Youth development	<ul style="list-style-type: none"><li>• Concept &amp; scope</li><li>• Needs &amp; Problems of contemporary youth</li><li>• Demographic status of youth in India</li><li>• Youth development-policies and programs</li><li>• NGOs working for the development of youth in</li></ul>	Lecture/ Discussions

		<p>India</p> <ul style="list-style-type: none"> <li>Youth Movement in India</li> </ul>	
5.	Geriatric social work	<ul style="list-style-type: none"> <li>Concept &amp; scope of geriatric social work</li> <li>Needs of elderly</li> <li>Problems of Aged in Indian perspectives– Physical, Economical, Social &amp; psychological</li> <li>Practice models in the care and rehabilitation of elderly: NGOs working for elderly.</li> </ul>	Lecture/ Discussion/ NGO visits

**References: References:**

Stephen F Hamilton, 2002	The Youth Development Handbook, <i>SAGE Publications, Inc</i>
Carol Rippey Massat, 2004	School Social Work Journal, published by Lyceum Book, Chicago
Kim John Payne and Lisa M. Ross, 2000	Simplicity Parenting: Using the Extraordinary Power of Less to Raise Calmer, Happier, and More Secure Kids
Chetan Bhagat , 2012	What Young India Wants, Rupa publications India. New Delhi
Thomas G. Moeller. 2001	Youth Aggression and Violence: A Psychological Approach, Lawrence Erlbaum Associates,
Kathy Sexton-Radek; Robert Schleser, 2005	Violence in Schools: Issues, Consequences, and Expressions, Praeger,
Gorman-Smith, Deborah, May 2012	Violence Prevention and Students with Disabilities: Perspectives from the Field of Youth Violence Prevention Behavioral Disorders,
Richard A. Posner, 1995	Aging and Old Age, University of Chicago Press

Elizabeth H. Ketchner, 2002

Gerontological Social Work Practice: Issues, Challenges, and Potential, The Haworth Press, Incorporated.

**Master of Social Work Part - II**  
**Medical and Psychiatric Social Work**  
**Semester III (Group – E)**  
**Paper – IV**

**Medical Social Work**

**Learning Objectives:**

- To understand the development of medical and psychiatric social work profession
- To understand the historical context for medical and psychiatric social work
- To gain clarity about the role and functions of medical and psychiatric social worker

<b>Mo No.</b>	<b>Module Name</b>	<b>Contents</b>	<b>Teaching Methodology</b>
1	Medical social work	<ul style="list-style-type: none"><li>• Historical development of medical social work</li><li>• Concept &amp; definition</li><li>• Need of medical social work to India</li><li>• Current scenario of medical social work</li></ul>	Lecture/ Discussion
2	Patient and environment	<ul style="list-style-type: none"><li>• Concept of patient</li><li>• Patient as a person</li><li>• Multiple factors like social, emotional, cultural, economic and political influencing the patient</li><li>• Hospitalization process</li><li>• Legal provisions in hospitalization and treatment</li></ul>	Lecture/ Discussion
3	Hospital: Concept & types of hospitals	<ul style="list-style-type: none"><li>• Historical development of hospitals as agencies of health care delivery</li><li>• System of hospital</li><li>• Goals, structure and functions</li><li>• Organization and management of medical social work department (social service dept) in hospitals</li></ul>	Lecture/ Discussion
4	Medical Social worker	<ul style="list-style-type: none"><li>• Emergence of medical social worker role</li><li>• Role, functions and tasks of medical social worker in different departments of hospital</li><li>• Public relations</li></ul>	Lecture/ Discussion

		<ul style="list-style-type: none"> <li>• Staff development</li> <li>• Training and supervision in medical social work</li> <li>• Limitations, difficulties and challenges faced by medical social worker</li> </ul>	
5	Treatment Approaches	<ul style="list-style-type: none"> <li>• Concept</li> <li>• Multidisciplinary approach: Its emergence</li> <li>• Rehabilitation of medical and psychiatric patient</li> <li>• Identifying needs of attendants of medical and psychiatric patients</li> <li>• Understanding the concept of disease burden in medical and psychiatric setting</li> </ul>	Lecture/ Discussion

### Assignments:

- Historical development of medical social work
- Role and functions of medical social work

### References

B. T. Lawani 2011	Medical Social Work
Ferguson, T. & Machpail, A.N.	Hospital and Community
French I.	Psychiatric social work
Herbert, S. Streaan	The social worker as psychotherapist
Johnson, J.L. & Grant, G. (Ed)	Medical social work, New York: Peason, Allyn & Bacon
Mary Richmond, 1917	Social Diagnosis
Pathak, S.H.	Medical social work in India
Poornyn Paul, 2003	Micro-skills and theoretical foundations for professional helpers, New York: Allyn & Bacon
Ratna Verma, 1991	Psychiatric social work in India
Seligman, L. 2004	Technical and conceptual skills for mental health professionals, New Jersey: Herrill Prentice Hall
Sphry, L., Carlson, J. & Diane Jose, 2003	Becoming an effective therapist, New York: Allyn & Bacon
Zastrow Charles, 1985	The practice of social work, Illinois: Dorsey Press

**Master of Social Work Part - II**  
**Medical and Psychiatric Social Work**  
**Semester III (Group – E)**  
**Paper – V**

**Preventive and Social Medicine – I**

**Learning Objectives:**

- To understand the concept of disease and health from different perspectives
- To get orientation to preventive medicine and health systems
- To understand the role of environment in the promotion of health
- To orient to the public health system
- To understand practically the legal provisions in health institutions

<b>Mo No.</b>	<b>Module Name</b>	<b>Contents</b>	<b>Teaching Methodology</b>
1	Introduction to health	<ul style="list-style-type: none"> <li>• Meaning, definition and concept of health and disease</li> <li>• Indicators of health</li> <li>• Modes of transmission of diseases</li> <li>• Levels of prevention of disease</li> <li>• Modes of intervention</li> <li>• Host defenses</li> </ul>	Lecture/ Discussion
2	Epidemiology Of the disease	<ul style="list-style-type: none"> <li>• Concept of epidemiology</li> <li>• Meaning of communicable diseases</li> <li>• Types of communicable diseases: Respiratory infections, intestinal infections, mosquito borne diseases, STDs, HIV/AIDS</li> <li>• Meaning of non-communicable diseases</li> <li>• Types of non-communicable diseases: Hospital acquired infection, coronary heart diseases, stroke, cancer, diabetes, obesity, accidents etc.</li> </ul>	Lecture/ Discussion
3	Occupational and Environmental	<ul style="list-style-type: none"> <li>• Concept of occupational and environmental diseases</li> </ul>	Lecture/ Discussion



	diseases	<ul style="list-style-type: none"> <li>• Occupational hazards : Physical, chemical, biological, mechanical and psychosocial</li> <li>• Environmental sanitation: Water contamination and pollution, Air pollution, Drainage and sanitation,</li> <li>• Food hygiene, Housing and ventilation</li> <li>• Prevention and control of occupational and environmental diseases</li> </ul>	
4	Health care services and health care	<ul style="list-style-type: none"> <li>• Public sectors: Village, block and district levels</li> <li>• Urban health care infrastructure in India</li> <li>• Public health care programs in India</li> <li>• Private sectors: Family physicians, private hospitals</li> </ul>	Lecture/ Discussion
5	Health and nutrition	<ul style="list-style-type: none"> <li>• Concept of nutrition</li> <li>• Nutritional requirements</li> <li>• Problem of malnutrition in India</li> <li>• Social aspects in nutrition</li> <li>• Balanced diet</li> </ul>	Lecture/ Discussion

#### Assignments:

- Health perspectives
- Environment and diseases
- Health care infrastructure
- Health care delivery system

#### References

Amar Jesani, 1996	NGOs in Rural health care, FRCH
Bajpai P.K., 1998	Social work perspectives on health, Jaipur: Rawat Publications
Gracious Thomas, NP Sinha, Jhonson Thomas, 1997	AIDS, Social Work and Law, Jaipur: Rawat Publications
Jaypee brothers, 1988	Community health workers, WHO
K. Park	Textbook of preventive social medicine
National Institute of Health and Family Welfare	National health programmes series Vol. 1 & 2
Pivrie, Dennis & Dalzell Ward, 1965	A textbook of health education, Tavi Stock Publications
WHO, 1974	Modern management methods and the organization of

	health services, Geneva
Yashpal Bedi	A Handbook of hygiene and public health
Yesudian, CAK, 1991	Primary health care, Mumbai: TISS

**Master of Social Work Part – II**  
**Medical and Psychiatric Social Work**  
**Semester III (Group – E)**  
**Paper – VI**

**Psychiatry and Mental Health – I**

**Learning Objectives:**

- To get exposure to the field of psychiatry
- To understand the magnitude of psychiatric morbidity and disorders
- To under the concept and scope of community mental health

<b>Mo No.</b>	<b>Module Name</b>	<b>Contents</b>	<b>Teaching Methodology</b>
1	Introduction to Psychiatry and Classification	<ul style="list-style-type: none"> <li>• Definition &amp; scope of psychiatry</li> <li>• Growth of psychiatry</li> <li>• Dynamics of normal and abnormal behavior</li> <li>• Biological, psychological and sociological factors in abnormal behavior</li> <li>• DSM &amp; ICD classification of mental disorders</li> </ul>	Lecture/ Discussion
2	Disorders and Psychiatric Assessment	<ul style="list-style-type: none"> <li>• History taking</li> <li>• Psychiatric interviewing: contents, types, techniques, skills</li> <li>• Mental state examination</li> <li>• Neurosis &amp; psychosis</li> <li>• Neurotic disorders</li> <li>• Anxiety disorders</li> <li>• Obsessive Compulsive Disorder</li> <li>• Life style obsessions: Body Dysmorphic Disorder (BDD) Compulsive Shopping Disorder (CSD)</li> </ul>	Lecture/ Discussion
3	Childhood Disorders	Prevalence, Etiology, Manifestations, Diagnosis, Treatment and Rehabilitation of --	Lecture/ Discussion

		<ul style="list-style-type: none"> <li>• Attention deficit hyperactive disorder</li> <li>• Feeding and eating disorders of infancy</li> <li>• Elimination disorders</li> <li>• Dyslexia</li> <li>• Communication disorders</li> <li>• Learning disorders</li> <li>• Behavior problems</li> <li>• Scholastic issues</li> <li>• Psycho-somatic disorders</li> </ul>	
4	Disorders of Adolescence and Adulthood	Prevalence, Etiology, manifestations, diagnosis, treatment and rehabilitation of - <ul style="list-style-type: none"> <li>• Personality disorders</li> <li>• Sexual disorders</li> <li>• Chemical dependence</li> <li>• Psychosomatic disorders</li> <li>• Schizophrenia</li> <li>• Manic Depressive Psychosis</li> </ul>	Lecture/ Discussion
5	Geriatric disorders	<ul style="list-style-type: none"> <li>• Concept of geriatrics</li> <li>• Meaning of geriatric social workers</li> <li>• Alzheimer disorders</li> <li>• Cognitive and behavioral problems of elderly</li> <li>• Dementia and related disorders</li> </ul>	Lecture/ Discussion

**Assignments:**

- Concept and scope of psychiatry
- Psychiatric disorders

**References**

Altschuler, J. 1997	Working with chronic illness – A family approach, New Delhi: McMillan publications
Busfield, J. 1996	Men, women and madness, New Delhi: McMillan publications
Butcher, J.N., Mineka.S.,2007	Abnormal psychology, New York: Pearson Allyn & Bacon
Caplan, G. 1964	Principles of Pre. Psychiatry, New York: Basic Books Inc.
Coleman James	Abnormal psychology and modern life
First Michael B., 1995	Diagnostic and statistical manual of mental disorders, New Delhi: Jay Pee Brothers
Kanner Leo, 1975	Child psychiatry, Illinois: Charles Thomas
Neha Sharma Bajpai,2008	It is a woman thing!, The Week, June, 8., pp. 36-46
Prior, 1996	Social organization of mental illness, New Delhi: Sage

Prior, P.M., 1999	Gender and mental health, New Delhi: McMillan Publications
Suinn Richard, M., 1975	Fundamentals of behavior pathology, New York: John Wiley & Sons

## **SOLAPUR UNIVERSITY, SOLAPUR**

### **MASTER OF SOCIAL WORK (M.S.W)**

#### **MSW-Part- II GROUP A/ B/ D/ E**

#### **COURSE STRUCTURE**

#### **SEMESTER - IV**

**(To be implemented from July 2014 onwards)**

### **MSW-Part-II THEORY PAPERS – SEMESTER – IV**

Group – A: Human Resource Management (HRM)

Group – B: Urban and Rural Community Development (URCD)

Group – D: Family and Child Welfare (FCW)

Group – E: Medical and Psychiatric Social Work (MPSW)

Common – 3 Papers for all the Specializations.

<b>Paper No</b>	<b>Group</b>	<b>Title of the paper</b>	<b>Theory Marks</b>	<b>Total Marks</b>
I	Common for all the four Groups	Social Welfare Administration	50 Marks	50 Marks
II		Project Implementation and Communicational Media	50 Marks	50 Marks
III		Social Policy and Social Legislation – II	50 Marks	50 Marks
		Research Project Report	50 Marks	50 Marks

### **Group – A: Human Resource Management (HRM)**

<b>Paper No</b>	<b>Title of the paper</b>	<b>Theory Marks</b>	<b>Total Marks</b>
IV	Human Resource Development and Social Work in Industry-II	50 Marks	50 Marks
V	Personnel Management and Industrial	50 Marks	50 Marks

	Relations -II		
VI	Labour Welfare and Labour Laws -II	50 Marks	50 Marks

**Group – B: Urban and Rural Community Development (URCD)**

Paper No	Title of the paper	Theory Marks	Total Marks
IV	Strategies and Trends in Rural Community Development	50 Marks	50 Marks
V	Strategies and approaches for Tribal & Urban Community development	50 Marks	50 Marks
VI	Disaster Management	50 Marks	50 Marks

**Group – D: Family and Child Welfare (FCW)**

Paper No	Title of the paper	Theory Marks	Total Marks
IV	Child Welfare Services and Programmes	50 Marks	50 Marks
V	Family Issues and Social Work Interventions	50 Marks	50 Marks
VI	Social Work Interventions with Women and disabled	50 Marks	50 Marks

**Group – E: Medical and Psychiatric Social Work (MPSW)**

Paper No	Title of the paper	Theory Marks	Total Marks
IV	Psychiatric Social Work	50 Marks	50 Marks
V	Preventive and Social Medicine –II	50 Marks	50 Marks
VI	Psychiatry and Mental Health –II	50 Marks	50 Marks

**A: Concurrent fieldwork criteria and marks -100**

Concurrent fieldwork	Educational Tour	Fieldwork Viva-Voce	Total Marks
----------------------	------------------	---------------------	-------------

50	20	30	100
----	----	----	-----

**B: Research Project Report : (Final submission)**

Research Project Assessment	Research Project Viva-Voce	Total Marks
30	20	50

Grand total:

**Concurrent fieldwork = 100 marks**

**Research Project Report = 50 marks**

**Theory Papers 6 x 50 marks = 300 marks**

**Total marks = 450 marks**

**Guidelines for Internal Assessment**

**A: Orientation visits – (20 Marks)**

Number of visits attended	Participation in visits	Presentation of visits	Report writing	Total marks
04	05	05	06	20

**B: Concurrent field work – (50 Marks)**

Number of visits attended	Activities conducted	Field work presentation	Professional behavior	Fieldwork diary & journal	Total marks
10	15	10	05	10	50

**C: University Viva-Voce of Concurrent field work – (30 Marks )**

Sl. No	Tasks	Marks
1.	Field knowledge	05
2	Work presentation	10
3	Professional development	05

4	Application of social work methods	10
	Total Marks	30

#### **D: Research Project Report**

##### **(a) University Assessment – (30 Marks)**

<b>Sl. No</b>	<b>Tasks</b>	<b>Marks</b>
1.	Completion of data collection and data interpretation, Analysis of tables	15
2.	Findings, inferences drawn and intervention suggested	10
3.	References (standard style, number of references given)	05
	Total Marks	30

##### **(b) University Viva-voce – (20 Marks)**

<b>Sl. No</b>	<b>Tasks</b>	<b>Marks</b>
1.	Findings, inferences and interventions	10
2.	Research skills, report writing	05
3.	References –Bibliography	05
	Total Marks	20

**Master of Social Work Part – II**  
**Semester IV**  
**Common Paper**  
**Paper II**

**Social Welfare Administration**

**Learning Objectives**

To orient students to the concepts and process of administration.

To enable students to grasp the management and administrative practices in NGOs

<b>Module No.</b>	<b>Module Title</b>	<b>Content</b>	<b>Teaching Learning Methodology</b>
1.	Human Resource Development	<ul style="list-style-type: none"> <li>• Meaning, concept of human resource development</li> <li>• Training : Need and importance, Principles</li> <li>• Performance Appraisal, Concept, Purpose, importance, process, methods</li> </ul>	Lecture/ Discussion
2.	Organizational effectiveness	<ul style="list-style-type: none"> <li>• Concept of organization</li> <li>• Characteristics of effective Manager</li> <li>• Basic managerial skills • Effective Decision Making • Effective Communication</li> <li>• Stress management</li> <li>• Ethics in Management</li> </ul>	Lecture/ Discussion
3.	Civil society and corporate governance	<ul style="list-style-type: none"> <li>• Meaning &amp; concept of civil Society</li> <li>• Corporate Social Responsibility (CSR)</li> <li>• Management Information System (MIS)</li> <li>• Total Quality management (TQM)</li> </ul>	Lecture/ Discussion



		<ul style="list-style-type: none"> <li>• Quality circles</li> <li>• Developing Creative Work Environment</li> </ul>	
4.	Legal matters In Administration	<ul style="list-style-type: none"> <li>• Society Registration Act, 1960</li> <li>• Bombay Public Trust Act, 1950</li> <li>• 80-G procedures</li> <li>• Corporate Social Responsibility (CSR)</li> <li>• Public relations</li> </ul>	Lecture/ Discussion
5.	Financial Administration	<ul style="list-style-type: none"> <li>• Meaning &amp; concept of financial Administration</li> <li>• Sources of finance</li> <li>• Budgeting, Principles of Budgeting</li> <li>• Auditing and Inspection</li> <li>• Fund Raising</li> <li>• Mobilization of community Resources</li> <li>• FCRA</li> <li>• Social Audit</li> </ul>	Lecture/ Discussion

### Student Assignments –

- Case studies on NGOs management
- Legal matters of registering NGOs
- FCRA procedure
- Student presentations on various topics

### • References:

Bechkard, R. 1969	Organizational development: Strategies and models, Reading: Addison Wisley
Chandra, Snehlata, 2001	Non-governmental organizations: Structure, Relevance and Functions, New Delhi: Kamishaka Publishers
Connors, Tract Dainer, 1993	The Non-Profit Management Handbook: Operating policies and procedures, New York: John Wiley and Sons Inc. Edwin, Flippo Principles of management

Kramer, R., 1981	Voluntary organizations and the welfare state, Berkeley: University of California Press
PRIA, 1990	Manual on financial management and accounts keeping for voluntary organizations, New Delhi: Society for Participatory Research in Asia
Denver, J.C., 1979	Office administration, Plymouth: MacDonald and Evans
Drucker, P., 1990	Managing the Non-profit organizations, NY: Karper Collins Kandaswamy, 1986 Governance and financial management in Non-profit organizations – A reference manual, New Delhi: Caritas India
Leigh, Andrew, 1996	20 ways to manage and better, Hyderabad: University Press
Mohanty, M. and Singh, A.K., 2002	Volunteerism and government: Policy, programs and assistance, New Delhi: VANI
Shapiro, Janet, 2003	Strategic planning, CIVICUS, <a href="http://www.civicus.org">www.civicus.org</a>
Soriano, F.I., 1995	Conducting needs assessment, New Delhi: Sage Publications
Slugter, G.P., 1998	Improving organizational performance, New Delhi: Sage Publications
Thomas, A. et al, 1998	Finding out fast: Investigative skills of policy and development, New Delhi: Sage
Weiner, M., 1982	1982 Human service management, Illinois: The Dorsey Press

**Master of Social Work Part – II**  
**Semester IV**  
**Common Paper**  
**Paper II**

**Project Implementation and Communicational Media**

**Learning Objectives:**

- To understand the concept of Project Development
- To gain the knowledge about the Project implementation
- To get acquainted with various communicational media.

<b>Module No</b>	<b>Module Title</b>	<b>Content</b>	<b>Teaching-Learning Methodology</b>
1.	Process of Project Development	<ul style="list-style-type: none"> <li>• Stages of project development- Feasibility analysis, techno-economic analysis, Network analysis, financial, Input analysis</li> <li>• Social cost benefit analysis</li> <li>• Budget &amp; planning of projects</li> </ul>	Lecture & discussion
2.	Project Implementation	<ul style="list-style-type: none"> <li>• Concept of importance of project implementation</li> <li>• Significance of monitoring</li> <li>• Concept of evaluation</li> <li>• Importance of evaluation</li> <li>• Types of evaluation</li> </ul>	Lecture & discussion
3.	Organizational communication and communication planning	<ul style="list-style-type: none"> <li>• Meaning and Concept of communication planning</li> <li>• Steps in Communication planning</li> <li>• Role &amp; task of communication planner</li> <li>• Importance of training in</li> </ul>	Lectures & Tutorials

		communication.	
4.	Audio Visual & Mass Media	<ul style="list-style-type: none"> <li>• Audio-Visual media: Meaning and Objectives</li> <li>• Visual Media : Tables, Charts, Graphs, Posters, Photographs, Flip Charts, Power Point Presentation</li> <li>• Folk Media: Puppetry, Folk Songs, Folk Dances, Bhajan-Kirtan, Other Traditional Media</li> <li>• Interface with Mass Media: Film, TV, Radio and Press</li> </ul>	Demonstration/ Street theatre/ Visits to play theatres
5.	Communication skills for development	<ul style="list-style-type: none"> <li>• Meaning &amp; Concept of Communication Skills</li> <li>• Writing skills- News feature writing, reports case studies, stories.</li> <li>• Verbal skills – presentation skills and public Speaking</li> <li>• IEC strategies for various target group</li> <li>• Media Advocacy</li> </ul>	Lecture, Tutorials & Presentations

**References:**

D. Little International, 1988	Handbook on management of project implementation: a practical guide for implementors of ADB-supported projects, Asian Development Bank
Sherry Devereaux Ferguson , 03-Aug-1999	Communication Planning: An Integrated Approach, SAGE Publications
Peter K. Manning, 01-Jan-1992	Organizational Communication, Library of congress cataloging,
	Handbook of Organizational Communication, An Interdisciplinary Perspective SAGE Publications,

<u>Fredric M. Jablin, Linda L. Putnam, 1987</u>	Inc, USA.
<u>Matthew McKay, Martha Davis, Patrick Fanning, 3 march 2009</u>	Messages: The Communication Skills Book, New Harbinger Publications
Agarwal.N.P & Mishra.B.K,2007,	Social and Quantitative aspects of Project Management,RBSA Publishers,Jaipur
Vasant Desai, Second Edition 2004	Project Management,Himalaya Publishing House, Mumbai.
Mittal A.C& Sharma B.S,2006	Project Management, Vista International Publishing House,Delhi.
R. K. Gupta, 2007	<u>Encyclopaedia Of Journalism And Mass Communication</u> ,K K Agencies, Delhi
<u>Nafisa Rizvi, August 4, 2011</u>	<u>Book review: Indian mass media and the politics of change, The Express Tribune, International newyork time.</u>

**Master of Social Work Part – II**  
**Semester IV**  
**Common Paper**  
**Paper III**

**Social Policy and Legislation-II**

**Learning Objectives:**

- To understand the concept of Social Policy and Social Legislation.
- To gain the role clarity of Social Policy and Social Legislation in Social Work.
- To critically understand Social Policy and Social Legislation.

<b>Module No.</b>	<b>Module Title</b>	<b>Content</b>	<b>Teaching Learning Methodology</b>
1	Policy & Planning:	Concepts of social & developmental planning Scope of social planning, to achieve the goals the gals of social development. Planning for development.	Lecture and discussion
2	Linkage between social policy & planning	Planning as an instrument & Source of policy , Women Welfare, Child Welfare, Handicap Welfare, Youth Welfare, of Weaker Sections, Youth Development, population Policy	Lecture and discussion
3	Plans & Programmes	A broad review of the five year plans with emphasis on the objectives of growth & social justice i.e. heath & family welfare, education, social welfare & anti- poverty programs, & advocacy, MNAREGA.	Lecture and discussion
4	Health legislations	<ul style="list-style-type: none"> <li>• Act/Laws related to Health, Consumer Protection Act 1986</li> <li>• Food Safety and Standards Act, 2006</li> <li>• Disability Discrimination Act, 1995</li> <li>• Pre-Conception and <i>Pre-Natal Diagnostic Techniques Act, 1994</i></li> <li>• Mental Health Act 1987</li> </ul>	Lecture/ Interaction with subject experts

5	Development legislations	Act related to Community Development <ul style="list-style-type: none"> <li>• The Maharashtra Slum Clearance, Improvement and Rehabilitation Act</li> <li>• Local Government Act, 73<sup>rd</sup> and 74<sup>th</sup> Amendment Act,</li> <li>• Protection of Human Rights Act, 1993</li> <li>• Indian Arbitration and Conciliation Act 1996</li> <li>• Environment Protection Act 1986</li> </ul>	Lecture/ Assignment followed by presentations
---	--------------------------	--	---

### Teaching and Learning Methodologies:

- Lectures, Discussions, Debates, Expertise talk, Workshops, Assignments, Presentations and field visits as per requirement and access etc.

### References:

Sr. No.	Author	Books and Publication
1	A.K.Bhartiya and D.K.Singh	Social Policy in India. New Royal Book Company Lucknow
2	Pradeep Saxena	Public Policy Administration and development. University of Rajasthan, Jaipur
3	Alfred J. Kahn	Theory and practice of Social Planning, Russell Sage Foundation, New York.
4	Professional Publication	Various Bare Acts
5	Basu D D	Indian Constitution

**Master of Social Work Part – II**  
**Semester IV**  
**Common Paper**  
**Paper VII**

**Writing Research Project Report**

**Learning Objectives:**

- To get acquainted with the process of writing the project report
- To get acquainted with statistical and analysis skills

Module No.	Module Name	Contents	Teaching Methodology
1	Writing Research Project Report & Submission	<ul style="list-style-type: none"> <li>• Completion of data collection</li> <li>• Preparing coding key &amp; master sheet</li> <li>• Completion of data entry and data analysis</li> <li>• Completion of data analysis &amp; interpretation</li> <li>• Final print copy of project report</li> <li>• Submission of Research Project Report to research guide</li> </ul>	Seminar/ Presentations/ Discussions

**Assignment:**

- Data based article
- Presentation on research report

**References:**

Anderson J.et al (1970)	Thesis and Assignment Writing, Wiley Eastern Ltd., New Delhi.
Anol Bhattacharjee (2012) 2 <sup>nd</sup> edition.	Social Science Research: Principles, Methods and Practices, University of South Florida.
Blalock H.M. (1972)	Social Statistics, McGraw Hill, New York.
Chapekar, R. (2004)	A Textbook of Social Research, Dominant Publishers and Distributors, New Delhi.



Denzin, Norman, K. & Lincoln, Y.S. (Eds.) (2000)	Handbook of Qualitative research (2 <sup>nd</sup> eds.) Sage Publication, New Delhi.
Field, Andy (2000)	Discovering Statistics Using SPSS for windows: Advanced Techniques for Beginning, Sage Publications, New Delhi.
Ghosh, B.N. (1982)	Scientific Methods in Social Research, Sterling Publishers, New Delhi.
Goode, W.J. and Hatt, P.K. (1952)	Methods in social research, McGraw Hill, Kogakusha, Tokyo.
Goode, W.J., and Hatt, P.K. (1952)	Methods in Social Research, McGraw Hills, New York.
Guthrie, G. (2010)	Basic Research Methods-An entry to social science research, Sage Publications, India.
Kerlinger, F.N. (1964)	Foundations of Behavioral Research, Surjeet Publications, New Delhi.
Lal das, D.K. (2000)	Practice of Social Research-Social Work Perspective, Rawat Publications, New Delhi.
Lal das, D.K. (2005)	Designs of Social Research, Rawat Publications, New Delhi.
Mukherji, Partha N. (eds) (2000)	Methodology in Social Research: Dilemma and Perspective, Saga Publications, New Delhi.
Padgett, Deborah, K. (1988)	Qualitative Methods in Social work Research, Saga Publications, New Delhi.
Rubin A and Babbre K. (1993)	Research methods for social work, Brooks Cole Publishing co, California.
Rubin, A. & Babbie E. (1989)	Research Methodology for Social Work, Belmont, California, Wadsworth.
Sharma, R.D. (1989)	Research Methods in Social Sciences, National Book Organization, New Delhi.
Sinha, S.C., Dhiman, A.K. (2002)	Research Methodology, Vol.1, Ess Ess Publications, New Delhi.
Stouffer, S.A. (1962)	Social Research to Test Ideas, Free Press of Blencoe. New York.
Thakur, D. (2009)	Research Methodology in Social Sciences, Deep & Deep Publications, New Delhi.
Young, P.V. (1949)	Scientific Social Surveys and Research, Prentice-Hall, New York.

## **General Guidelines for Writing Chapters in Research Project Report**

### **Title**

Clear, abstract (should not be in sentence form)

Not more than 13 to 15 words

### **Preliminary pages**

Title page without sign

Title page with sign of Head and Supervisor

Dedication by researcher (not advised by UGC/APA or any professional body)

Declaration by researcher

Certificate by supervisor

Acknowledgement by researcher (all teachers and any)

Subject index with page no's

Table index with page no's

Abbreviations (if any)

### **Chapter-I- Introduction**

Introduction about subject

Theoretical background/ theories of subject under investigation

Important concepts/ constructs

Definitions/ scope/ importance of matter/ contexts

Relevance to social work/ why one wants to investigate

5000 to 7000 words

### **Chapter-II- Review of Literature**

Minimum 20 and above reviews are must

Research abstracts from national journals/ book reviews

Abstracts available on internet, describe precisely (Author, year, title of book or article, Place: Publisher, pages)

Summary of review and scope for study/ gaps

3000 to 5000 words

### **Chapter-III- Methodology**

Rationale and context of the theme should be explained in detail

21. Introduction (general)
22. Statement of research problem (explain problem/research question)
23. Significance of study (based on review)
24. Research gap (based on review)
25. Operational definitions (meaning of each terminology used by researcher in his/her study context and how to measure it)
26. Scope of study (geographical and conceptual understanding)
27. Research design (type of study)
28. Objectives (4 to 6)
29. Hypotheses (2 to 5)
30. Universe and sampling (take <30 for critical population, <80 for general population and 40 and above for intervention research)
31. Sources of data collection (primary and secondary)
32. Pilot study (for feasibility testing)
33. Main study (time of actual data collection)
34. Tools of data collection (interview schedule, scale, questionnaire)
35. Methods of data collection (interview, FGD, mailed questionnaire)
36. Variable design (define variables)
37. Approach of study (social work approach/ perspective)
38. Data processing and data analysis (statistical design- variables with tests, if sample >30 use parametric tests and if sample <30 use non-parametric tests)
39. Limitations of study
40. Chapterization scheme (make 5 chapters as given)  
300 - 500 words

#### **Chapter-IV- Data presentation and Interpretation**

6. Use MS-Excel/SPSS to generate tables, present them in tabular form with uni-variate or bi-variate or further analysis.
7. Objective and hypothesis wise presentation of tables
8. Charts/ diagrams can be used
9. Interpret the values, trends, possible reasons for the observed trends
10. Word limit- up to the researcher

#### **Chapter-V- Conclusions, Inferences and Suggestions/ Intervention**

5. Explain major findings
6. Draw inferences from findings/ tests used
7. Give suggestions/ suggest interventions/ possible social work contribution

8. Word limit- up to the researcher

### **Appendices**

References

Bibliography

Interview schedule/ questionnaire/ scale/ observation checklist/ FGD checklist

Internet resources

### **About Report size**

Hard bound

Minimum 50 pages and more

Font- New Times Roman

Font size- 12

Space between lines- 1.5

---

**Master of Social Work Part – II**  
**Semester IV**  
**Paper IV**  
**Human Resource Management. (Group – A)**

**Human Resource Development and Social Work in Industry-II**

**Learning Objectives :**

- To enable students to conceptualize the management and development aspects of human resources in the context of industry
- To conceptualize the role of social work in industry
- To understand the context of therapies in industry

<b>Module No.</b>	<b>Module Name</b>	<b>Content</b>	<b>Teaching/ Learning Methodology</b>
1	Introduction	<ul style="list-style-type: none"> <li>• Function of Human Resource Manager,</li> <li>• Career Planning and development.</li> <li>• Performance Appraisal,</li> <li>• Potential Appraisal management system.</li> </ul>	Lecture/ Discussion/ Presentation
2	Organizational Behaviour	<ul style="list-style-type: none"> <li>• Meaning, concept, Scope and approaches</li> <li>• Theories of Motivation.</li> <li>• Leadership Theories</li> <li>• Job Satisfaction</li> </ul>	Lecture/ Discussion/ Presentation
3	Social work Intervention	<ul style="list-style-type: none"> <li>• Curative</li> <li>• Preventive</li> <li>• Promotional</li> <li>• Development</li> </ul>	Lecture/ Discussion/ Presentation
4	Intervention issues	<ul style="list-style-type: none"> <li>• Employee Turnover</li> <li>• Employee alcoholism and addiction</li> </ul>	Lecture/ Discussion/ Presentation

		<ul style="list-style-type: none"> <li>• Employee need assessment</li> <li>• Indebtedness</li> <li>• Absenteeism</li> <li>• Adjustment to work environment</li> <li>• Health-Physical and Mental</li> </ul>	
5	Human Approach in industry	<ul style="list-style-type: none"> <li>• Human behavior and problems in Industry</li> <li>• Functions and Tasks of Social Worker in Industry</li> <li>• Human approach in Industry</li> <li>• Corporate Social Responsibility.</li> </ul>	Lecture/ Discussion/ Presentation

## References

P. Ghosh	: Personnel Administration in India
Fischer S and Shaw	: Human resource Management.
Dale S Beach	: Personnel- The Management of people at work
Shamakant Ghokale	: A Handbook on Personnel Management and Organizational Behaviour
Rao S.N.	: Counselling and Guidance

**Master of Social Work Part – II**  
**Semester IV**  
**Paper V**  
**Human Resource Management. (Group – A)**

**Personnel Management & Industrial Relations – II**

**Learning Objectives :**

- To enable students to conceptualize the management and development aspects of human resources in the context of industry
- To conceptualize the role of social work in industry  
 To understand the context of therapies in industry

Module No.	Module Title	Contents	Teaching Learning Methodology
1.	Performance Appraisal	<ul style="list-style-type: none"> <li>• Meaning, Objectives &amp; Steps.</li> <li>• Approaches &amp; Methods, Strategies to improve performance. Employee Morale &amp; Motivation,</li> <li>• Meaning, Definition, Importance.</li> </ul>	Lectures / Discussion
2	Personnel Audit and Research	<ul style="list-style-type: none"> <li>• Meaning, Objectives, Need, Scope, Importance of Personnel Audit.</li> <li>• Meaning, Objectives, Methods, Tools and Characteristics of Personnel Research.</li> </ul>	Lectures / Discussion
3	Industrial Relations Machinery	<ul style="list-style-type: none"> <li>• Concept &amp; Importance of Conciliation, Mediation, Adjudication, Voluntary Arbitration, Labour Court, Industrial and National</li> </ul>	Lectures / Discussion

		<p>Tribunals.</p> <ul style="list-style-type: none"> <li>• Code of conduct, Code of discipline. Unfair Labour Practices.</li> </ul>	
4	Trade Unions	<ul style="list-style-type: none"> <li>• Origin and growth of Labour and Trade Union movement.</li> <li>• Meaning and Concept and Objectives of Trade Unions. Trade Union in Contemporary Society, Changing Trends in the working of Trade Unions after liberalization, Privatization, Globalization,</li> <li>• Unionization of Trade Unions in India,</li> <li>• Social Responsibility of Trade Unions</li> </ul>	Lectures / Discussion
5	Management of Trade Unions	<ul style="list-style-type: none"> <li>• Registration, Structure, Functions, Membership &amp; Union Security.</li> <li>• Leadership, Union Finances &amp; Elections Trade Union Disputes, Promotion of Trade Unions</li> <li>• Role of Trade Unions in Harmonious Industrial Relations.</li> </ul>	Lectures / Discussion

**References :**

R. S. Davar	Personnel Management & Industrial Relations.
M. N. Rudrabasavaraj	Dynamics of Personnel Administration
K. K. Ahuja	Advanced Personnel Management.
G. A. Cole	Personnel Management (Theory & Practice).
C. B. Mamoria	Personnel Management.
A. M. Sharma	Industrial Relations & Legal Framework



**Master of Social Work Part – II**  
**Semester IV**  
**Paper - VI**  
**Human Resource Management. (Group – A)**

**Labour Welfare & Labour Laws : II**

**Learning Objectives :**

- To enable students to conceptualize the management and development aspects of human resources in the context of industry
- To conceptualize the role of social work in industry  
 To understand the context of therapies in industry

<b>Module No.</b>	<b>Module Title</b>	<b>Content</b>	<b>Teaching Learning Methodology</b>
1.	Aspects of Labour Welfare	<ul style="list-style-type: none"> <li>• Recreation, Transport Services, Industrial Housing</li> <li>• Administration &amp; Management of Canteen, Crèche, Consumer Cooperatives and Credit Societies</li> <li>• Problems concerning Industrial Labour in India.</li> </ul>	Lectures / Discussion
2.	Social Security	<ul style="list-style-type: none"> <li>• Social security- Meaning, concept &amp; Objectives, History policies and programmes, importance of social security measures in labour welfare.</li> <li>• Industrial accidents - causes, prevention industrial safety – safety committees and safety programmes – participatory safety management programmes.</li> </ul>	Lectures / Discussion
3	Wage legislation	<ul style="list-style-type: none"> <li>• The payment of wages act,1936.</li> <li>• The minimum wages act,1948.</li> </ul>	Lectures /

		<ul style="list-style-type: none"> <li>• The payment of bonus act,1966.</li> </ul>	Discussion
4	Social security legislations	<ul style="list-style-type: none"> <li>• The payment of gratuity act,1972</li> <li>• The employees provident fund act,1952</li> <li>• The employees pension scheme,1995</li> </ul>	Lectures / Discussion
5	Other labour laws	<ul style="list-style-type: none"> <li>• The employees state insurance act,1948</li> <li>• The employees compensation act,1923.</li> <li>• The maternity benefits of act,1961.</li> <li>• The Maharashtra mathadi hamaal and other manual workers act,1969.</li> </ul>	Lectures / Discussion

### References :

Punekar & Deodhar	Labour Welfare, Trade Unionism & Industrial Relations.
Mhetras V. G.	Labour Welfare & Labour Welfare Officer in Indian Industry.
M. V. Moorthy	Principles of Labour Welfare.
V. V. Giri	Indian Labour Problems
A. M. Sharma	Labour Welfare
Nayan Bafna	Social Security & Labour Welfare in India
S. P. Jain, Dhanpal	Industrial & Labour Laws.
Shintre	: Labour Laws.
Taxmann	Labour Laws

**Master of Social Work Part – II**  
**Semester IV**  
**Paper – IV (Group – B)**  
**Urban and Rural Community Development**

**Strategies and Trends in Rural Community Development**

**Learning Objectives:**

- To understand the concept of Ecology and environment.
- To gain the role clarity of ecology for Social Work.
- To critically understand green social work.

<b>Module No.</b>	<b>Module Title</b>	<b>Content</b>	<b>Teaching Learning opportunity</b>
1	Initiatives for Rural Development	<ul style="list-style-type: none"> <li>• Govt. Organization's and Non Govt. Organization's Initiative.</li> <li>• Role of Financial Institutions</li> <li>• Problems in Rural Community Development</li> <li>• People's participation as an instrument for rural development.</li> </ul>	Lecture and discussion
2	Rural Development through Five Year Plans	<ul style="list-style-type: none"> <li>• Concept &amp; process of five year Planning.</li> <li>• Provisions for Rural Dev. Through different five years plan.</li> </ul>	Lecture and discussion
3	Extension Education	<ul style="list-style-type: none"> <li>• Concept, objectives and importance of Ext. Education.</li> <li>• Methods of Ext. education.</li> <li>• Selection of tools in Ext. Education.</li> <li>• Counseling for solving rural community problems</li> </ul>	Lecture and discussion
4	Approaches in Rural	<ul style="list-style-type: none"> <li>• Traditional govt. Approach</li> <li>• Developmental Approaches and</li> </ul>	Lecture and discussion

	Development	Important schemes for village development (Water, Housing, Sanitation, Transport, SHGs, etc). • Individual, Group and Mass approach in extension education.	
5	Cottage Industries.	• Meaning and Need of Small scale Cottage Industries. • Opportunities and Challenges in development of Small scale Cottage Industries.	Lecture and discussion

### Teaching and Learning Methodologies:

- Lectures, Discussions, Debates, Expertise talk, Workshops, Assignments, Presentations and field visits as per requirement and access etc

### References:

Author	Books and Publication
Herbert Risley	The People of India, Delhi, Orient Books, 1969.
D. N. Mazumdar and	Introduction to Social Anthropology, Bombay, Asia, 1967.
Govt. of India	Annual Report of the Commissioner for SC's and ST,s.
Govt. of India	Report on Development of Backward Hill Areas, Planning Commission, 1981.

Rastogi A. K.	Rural Development Strategy, Wide vision, Jaipur, 2002.
Verma S. B.	Rural Management, Deep & Deep Publications Pvt. Ltd. New Delhi, 2005.
Gopal Lal Jain	Rural Development
K. Singh	Social Work Theory and Practice
Gyani Jeevandeep	Rural Economics
P.S. Grewal	Rural Economics

**Master of Social Work Part – II**  
**Semester IV**  
**Paper – V (Group – B)**  
**Urban and Rural Community Development**

**STRATEGIES AND APPROACHES FOR TRIBAL AND URBAN  
COMMUNITY DEVELOPMENT**

Learning Objectives:

- To acquaint with the knowledge of urban and tribal life style.
- To gain clarity of urban and tribal problems and development programs.
- To comprehend the importance of therapeutic approaches in modern urban community development setting.

<b>Model No.</b>	<b>Model Title</b>	<b>Contents</b>	<b>Methodology</b>
1.	Social Processes and Tribal Society	<ul style="list-style-type: none"> <li>• Socio-cultural barriers and promoters and promoters of change and development</li> <li>• Processes of culture contact, acculturation, assimilation, conflict and diffusion</li> </ul>	Lecture
2	Problems of Tribal Communities	<ul style="list-style-type: none"> <li>• Alienation, migration, Social mobility, displacement, cultural exposure, exploitation, cultivation and agriculture.</li> <li>• Indebtedness, developmental projects and politicization.</li> </ul>	Lecture/ Assignments

3	Policies, Programs, Strategies and problems in Tribal	<ul style="list-style-type: none"> <li>• Fifth and Sixth Schedule Sub-Plan strategy</li> <li>• Funding under Article 275 (1) Development of hill and backward areas</li> <li>• Integrated Tribal Development Projects</li> <li>• Minimum Needs Programme</li> <li>• Working of tribal development agencies</li> <li>• Protective Measures</li> <li>• Empowerment through Panchayati Raj Institutions</li> </ul>	Lecture/ Discussion
4	Policies affecting Tribes	<ul style="list-style-type: none"> <li>• Forest policy, cooperatives, legal aid, land</li> <li>• Ownership and tenure, production, Marketing and consumption credit, tribal artisans</li> </ul>	Lectures
5	NGOs, civil society and corporate sector	<ul style="list-style-type: none"> <li>• NGOs working for urban development</li> <li>• Corporate sector working for urban development</li> <li>• Role of urban civil society in urban development:</li> <li>• Community participation;</li> <li>• Urban micro-planning and other NGOs</li> </ul>	Lecture-cum-discussion  Visit to MAVIM

**Assignments :**

- Urban and tribal systems
- Development approaches
- Policies and programs
- Supportive issues to the paper

**Master of Social Work Part – II**  
**Semester IV**  
**Paper – VI (Group – B)**  
**Urban and Rural Community Development**  
**Disaster Management**

**Learning Objectives:**

- To understand the concept of disaster management.
- To gain the role clarity of disaster management and Social Work.
- To critically understand Disaster management.

<b>Module No.</b>	<b>Module Title</b>	<b>Content</b>	<b>Teaching Learning Methodology</b>
1	Disasters	<ul style="list-style-type: none"> <li>• Definition and content, vulnerability and disaster preparedness.</li> <li>• Education and awareness, types of disaster, (natural draught, floods, cyclones, earthquakes, manmade famine, riots, eviction, industrial,</li> </ul>	Lecture and discussion
2	Impact of Disaster	<ul style="list-style-type: none"> <li>• Physical, economical, psycho-social impact</li> </ul>	Lecture and discussion
3	Disaster management Cycle	<ul style="list-style-type: none"> <li>• Pre-disaster, prevention, preparation and education, actual disaster, short term, long term plan, relief work, post disaster-rehabilitation, and mitigation of negative effects</li> </ul>	Lecture and discussion
4	Issues Involved	<ul style="list-style-type: none"> <li>• Policy issues, politics of aids, gender issues in disaster, prime-minister relief fund for disaster management.</li> </ul>	Lecture and discussion
5	Intervening agencies and their role	<ul style="list-style-type: none"> <li>• Government organization, voluntary agencies local groups, social workers in disaster management.</li> </ul>	Lecture and discussion



### Teaching and Learning Methodologies:

- Lectures, Discussions, Debates, Expertise talk, Workshops, Assignments, Presentations and field visits as per requirement and access etc.

### References:

Author	Books and Publication
D.K.Asthana and Meera Asthana	Environmental Studies, S. Chand New Delhi
Chary S.N. and Vyasulu (Eds)	Environmental Management, an Indian perspective. McMillan India Ltd.
Dix J.H.	Environmental pollution: Atmosphere land, water and noise, Wiley Chichester
Duffus. J.H	Environmental Pollution. John Wiley. N.Y.
Ramana Murthy	Disaster Management, Dominant Publisher and Distribution, New Delhi.
S.L.Goel and Ram Kuar	Disaster Management, Deep and Deep Publication, New Delhi.
Warren E. Todd and David Nash	Disaster Management, American Hospital Publishing Inc. Chicago.
Vulnerability and mitigation	Natural harards and Disaster Management, Rawat Publications, Jaipur.

**Master of Social Work Part – II**  
**Semester IV**  
**Paper – IV (Group – D)**  
**Family and Child Welfare**

**Child Welfare services & programmes**

**Learning Objectives:**

- To critically understand the dynamics of violation of child rights
- To gain understanding of the policies and programs of child welfare

<b>Module No.</b>	<b>Module Name</b>	<b>Content</b>	<b>Teaching Methodology</b>
1.	Child welfare policies	<ul style="list-style-type: none"> <li>• Concept of child welfare</li> <li>• Constitutional provisions for children</li> <li>• National policy for children, 1974</li> <li>• National policy on education, 1986</li> <li>• National policy on child labor, 1987</li> <li>• National plan of action for children, 2005</li> </ul>	Lecture/ Discussion
2.	Commission for protection of child rights	<ul style="list-style-type: none"> <li>• National human rights commission</li> <li>• National commission for protection of the rights of the children</li> </ul>	Lecture/ Discussion
3.	Child rights	<ul style="list-style-type: none"> <li>• U.N. Convention on the rights of the child (CRC), 1989</li> <li>• Child prostitution, child</li> </ul>	Lecture/ Discussion

		<p>pornography</p> <ul style="list-style-type: none"> <li>• Millennium Development Goals</li> </ul>	
4.	Laws related to children	<ul style="list-style-type: none"> <li>• The pre-natal diagnostic techniques (regulation &amp; prevention of misuse) act, 1994</li> <li>• Juvenile justice act (care &amp; protection of children) 2000</li> <li>• Child labor (prohibition &amp; regulation) act, 1986</li> <li>• Sex determination &amp; feticide Act</li> </ul>	Lecture/ Discussion
5	Schemes & programmes for child protection	<ul style="list-style-type: none"> <li>• Adoption, foster care and Sponsorship</li> <li>• Child Guidance Clinic</li> <li>• ICDS</li> <li>• National crèche scheme</li> <li>• Integrated program for street children</li> <li>• CHILDLINE Services</li> </ul>	Lecture/ Discussion

### Assignments:

- Paper Presentations
- Class room Seminar/ Workshop

### References

Berk Laura, E, 1966	Child development, Prentice Publications
Dolly Singh, 1995	Child development, Kanishka Publishers
Elizabeth Hurlock , 1981	Child Development , McGraw International Publishers.
Gredericson, 1987	Child and his welfare, Hazel Publications
Govt. of India, 1987	Encylopaedia of social work, New Delhi
Kuppuswamy, B., 1995	Child behavior and development
Kumar, R., 1988	Child development in India, Vol. I & II, Ashis Publishers

Kavita Koradia, Darshan Narang, 2010	Status of Child and Welfare organizations, Aavishkar Publishers,
Helen Bee	Child Development
G.S. Kewalramani, 1992	Child abuse, Rawat Publications
Rashmi Agarwal, 1999	Street children, New Delhi: Shipra Publications
Paul Chaudhray, 1980	Child welfare and child development, : Atma Ram & Sons Publishers
Prachi Kanhai, 2001	Child development & disability

**Master of Social Work Part – II**  
**Semester IV**  
**Paper – V (Group – D)**  
**Family and Child Welfare**

**Family Issues and Social Work Intervention**

**Learning objectives:**

1. Understand and analyze policies and programs related to family and women development
2. Acquire knowledge and skills regarding family intervention
3. Understand various legislations

<b>Module No</b>	<b>Module Name</b>	<b>Content</b>	<b>Teaching-Learning Methodology</b>
1.	Family Life Education	<ul style="list-style-type: none"> <li>• Concept and significance of family life education (FLE)</li> <li>• Sexual Health education</li> <li>• Role of family, school, peer group, mass media and religion in family life education</li> </ul>	Lecture/ Discussion
2.	Population Policy and women development	<ul style="list-style-type: none"> <li>• Profile of Indian population</li> <li>• Fertility rates in India</li> <li>• Male, Female sex ratio</li> <li>• Demographic status of women and women development</li> <li>• Population policy of India</li> </ul>	Lecture/ Discussion
3.	Crisis and Violence in families and impact on women	<ul style="list-style-type: none"> <li>• Familial violence and abuse (Domestic violence)</li> <li>• Marital breakdown: Definition, nature, extent and determinants of desertion, divorce &amp; separation</li> <li>• Ecological analysis of family violence</li> </ul>	Lecture/ Discussion

		<ul style="list-style-type: none"> <li>• Cycle of domestic violence</li> <li>• Impact of crisis and violence in family on women</li> <li>• Social work response to domestic violence</li> </ul>	
4.	Family, marriage and laws	<ul style="list-style-type: none"> <li>• The Hindu Marriage Act, 1955</li> <li>• Special marriage Act, 1954</li> <li>• The Dowry Prohibition Act, 1961</li> <li>• The Domestic Violence Act 2005</li> <li>• Family Court</li> </ul>	Lecture/ Discussion
5.	Family and Women Development Policies & Programs	<ul style="list-style-type: none"> <li>• Ideology of family rights</li> <li>• International and National Policies</li> <li>• National &amp; State's Family and Women development programs</li> </ul>	Lecture/ Discussion

### References

Abha Gupta & Smita Sinha, 2005	Empowerment of Women, Language & other Facets
Asok Mitra, 2000	India's Population Control
Brenda Dubois & Karla Miley, 1992	Social Work: An Empowering Profession,
D'Souza, Anthony, 1975	Happiness in Marriage
Klein .D. M and White. J.M, 1996	Family Theory: An Introduction
Khasgiwala A, 1993	Family Dynamics-Social Work Perspective
M. Shenoy, 2007	Domestic Violence, Issues & Perspectives
Nimkoff & Mayer F 1978	Marriage and Family
Ram Ahuja, 2003	Violence against Women
Suhasini Mahapatra, 2006	Women & Welfare

**Master of Social Work Part – II**  
**Semester IV**  
**Paper – VI (Group – D)**  
**Family and Child Welfare**

**Social Work Intervention with Women & Disabled**

**Learning Objectives:**

- To sensitize the students about gender & dynamics of patriarchy
- To develop an understanding among students about the holistic approach for Women empowerment
- To make the students acquainted with issues & problems of Disabled
- To imbibe upon the students about the importance of counselling
- 

<b>Module No.</b>	<b>Module Name</b>	<b>Content</b>	<b>Teaching Methodology</b>
1.	Gender & Women Development	<ul style="list-style-type: none"> <li>• Concept of development of women</li> <li>• Gender and women development</li> <li>• Women and Patriarchial structure in India</li> <li>• Demographic trends of women in India</li> <li>• Gender Budgeting</li> </ul>	Lecture
2.	Women empowerment	<ul style="list-style-type: none"> <li>• Concept &amp; scope of empowerment</li> <li>• Demographic trends of women in India</li> <li>• NGOs' initiatives towards women empowerment.</li> <li>• Emergence of Feminist Social Work</li> </ul>	Lecture/ Discussions
3.	Policy intervention for women	<ul style="list-style-type: none"> <li>• Affirmative actions of state for women development</li> <li>• Policies and programs for women</li> <li>• National commission for women to ensure gender justice</li> <li>• International Conventions for protection of women against exploitations</li> </ul>	Lecture/ Discussion

4.	Interventions with disabled	<ul style="list-style-type: none"> <li>• Affirmative actions of state for Disabled</li> <li>• Needs &amp; Problems of the disabled</li> <li>• Policies and programs for Disabled</li> <li>• NGOs' initiatives towards disabled .</li> </ul>	Lecture/ Workshop based sessions
5.	Counseling	<ul style="list-style-type: none"> <li>• Counseling: Meaning, need, and Importance</li> <li>• Crisis intervention</li> <li>• Pre marital counselling</li> <li>• Family counseling</li> </ul>	Lecture/ Workshop based sessions

### References:

Kumud Sharma, 2012	Changing The Terms Of The Discourse Gender, Equality and the Indian State, Sage publication, New Delhi.
Vina Mazumdar, 2012	Education, Equality And Development Persistent Paradoxes in Indian Women's Hisoty Sage publication, New Delhi.
Kumud Sharma, C.P. Sujaya, 2009	Towards Equality Report Of The Committee on the Status of Women in India, Raigad publication
Mary E. John , 2008	Women's Studies In India, New Delhi
Malavika Karlekar , 2006	Visualizing Indian Women, 1875-1947, Oxford University Press, New Delhi.
Lotika Sarkar, Kumud Sharma, 2002	Between Tradition, Counter Tradition And Heresy, Rainbow Publishers
Renu Addlakha, Stuart Blume, Patrick Devlieger, Osamu Nagase and Myriam Winance , 2009	Disability And Society: A Reader, Orient blackswan.
John McLeod, 2013,	An Introduction to Counselling, open university press McGraw hill education.
Jonathan Ingrams, Counselling...? Me?: 2007	A Guide to the Talking Therapies
Charles J O'Leary, 1999	<b>Counselling Couples and Families</b> , A Person-Centred, Sage publication



**Master of Social Work Part – II**  
**Semester IV**  
**Paper – IV (Group – E)**  
**Medical and Psychiatric Social Work**

**Psychiatric Social Work**

**Learning Objectives:**

- To understand the development of psychiatric social work profession
- To understand the historical context for psychiatric social work
- To gain clarity about the role and functions of psychiatric social worker
- To acquaint with the therapeutic approaches in psychiatric setting

Mo No.	Module Name	Contents	Teaching Methodology
1	Psychiatric social work	<ul style="list-style-type: none"> <li>• Definition &amp; meaning</li> <li>• Growth of psychiatric social work in India and abroad</li> <li>• Need for psychiatric social work</li> <li>• Relationship with other disciplines like clinical psychology, psychiatry, occupational therapy etc.</li> </ul>	Lecture/ Discussion
2	Psychiatric social worker	<ul style="list-style-type: none"> <li>• Emergence of psychiatric social worker role</li> <li>• Role, functions and tasks of psychiatric social worker in hospital</li> <li>• Public relations and Staff development</li> <li>• Training and supervision in psychiatric social work</li> <li>• Limitations, difficulties and challenges faced by psychiatric social worker</li> </ul>	Lecture/ Discussion
3	Counseling and behavior therapies	<ul style="list-style-type: none"> <li>• Counseling: Meaning, need, and application at individual and group level</li> <li>• Premarital &amp; family counseling</li> <li>• Crisis intervention</li> <li>• Behavior therapy: Extinction, Systematic desensitization, Aversion therapy, Assertiveness therapy, and evaluation of behavioral therapy</li> </ul>	Lecture/ Discussion
4	Cognitive and humanistic therapies	<ul style="list-style-type: none"> <li>• Cognitive behavioral therapy: REBT, stress inoculation therapy</li> <li>• Humanistic experiential therapies: Client centered</li> </ul>	Lecture/ Discussion

		therapy, Existential therapy, Gestalt therapy, Marital therapy, Family therapy	
5	Application of therapies	<ul style="list-style-type: none"> <li>• Child guidance clinic</li> <li>• School social work</li> <li>• Family and Community conflict</li> <li>• Disaster and violence management: PTSD, depression, panic, phobia, xenophobia etc.</li> <li>• Examination management: Stress, anxiety, fear</li> </ul>	Lecture/ Discussion

**Assignments:**

- Historical development of medical social work
- Role and functions of medical social work

**Workshop:**

- Role of Therapies in medical and psychiatric social work

**References**

Ferguson, T. & Machpail, A.N.	Hospital and Community
Francis Turner	Social Work Treatment vol.1 and 2.
French I.	Psychiatric social work
Herbert, S. Streaan	The social worker as psychotherapist
Johnson, J.L. & Grant, G. (Ed)	Medical social work, New York: Peason, Allyn & Bacon
Mary Richmond, 1917	Social Diagnosis
Pathak, S.H.	Medical social work in India
Poornyn Paul, 2003	Micro-skills and theoretical foundations for professional helpers, New York: Allyn & Bacon
Ratna Verma, 1991	Psychiatric social work in India
Sekar et al 2010	Handbook of psychiatric social work, NIMHANS
Seligman, L. 2004	Technical and conceptual skills for mental health professionals, New Jersey: Herrill Prentice Hall
Sphry, L., Carlson, J. & Diane Jose, 2003	Becoming an effective therapist, New York: Allyn & Bacon
Zastrow Charles, 1985	The practice of social work, Illinois: Dorsey Press

**Master of Social Work Part – II**  
**Semester IV**  
**Paper – V (Group – E)**  
**Medical and Psychiatric Social Work**

**Preventive and Social Medicine – II**

**Learning Objectives:**

- To understand the concept of disease and health from different perspectives
- To get orientation to preventive medicine and health systems
- To understand the role of environment in the promotion of health
- To orient to the public health system
- To understand practically the legal provisions in health institutions

<b>Mo No.</b>	<b>Module Name</b>	<b>Contents</b>	<b>Teaching Methodology</b>
1	Population Program	<ul style="list-style-type: none"> <li>• Definition and scope of family planning</li> <li>• Health aspects of family planning</li> <li>• Small family norm</li> <li>• Contraceptive methods: Spacing methods and terminal methods</li> <li>• Sociology of family planning</li> <li>• Evaluation of family planning</li> </ul>	Lecture/ Discussion
2	Preventive Medicine	<ul style="list-style-type: none"> <li>• Maternal and child health services</li> <li>• Antenatal care, Intra-natal care, Postnatal care</li> <li>• Growth and development</li> <li>• Growth chart</li> <li>• Child health problems</li> <li>• Under-Fives clinics</li> <li>• Rights and national policy for children</li> <li>• School health services</li> <li>• Health problems of aged</li> </ul>	Lecture/ Discussion
3	Care and Rehabilitation	<ul style="list-style-type: none"> <li>• Concepts and principles of care and rehabilitation</li> <li>• Ethical issues in care and rehabilitation</li> <li>• Care and rehabilitation of the disaster affected people</li> </ul>	Lecture/ Discussion

		<ul style="list-style-type: none"> <li>• Governmental and non- governmental and International initiatives in care and rehabilitation</li> <li>• Intervention in care and rehabilitation at individual, family and community level</li> </ul>	
4	Health education and health promotion	<ul style="list-style-type: none"> <li>• Concept, definition of health education and health promotion</li> <li>• Scope, Objectives and Principles of health education</li> <li>• Approaches to health education</li> <li>• Health education in various settings: school, workplace, hospitals, institutions &amp; community</li> <li>• Communication and use of media in health education</li> <li>• Scope of health promotion: Individual and community</li> </ul>	Lecture/ Discussion
5	Legal aspects of health	<ul style="list-style-type: none"> <li>• Relevance and scope of medico-legal information for social workers</li> <li>• Procedures in medico-legal practices: Courts of enquiry, witness, evidence, oral examinations, certificates, professional secrecy</li> <li>• Dying declaration</li> <li>• Medico-legal offences: Assault, harassment, accident, homicide, suicide, sexual offences</li> <li>• Relevant provisions of health legislations: MTP act, Sex determination, Food and drug adulteration act</li> </ul>	Lecture/ Discussion

### Assignments:

- Health perspectives
- Health education
- Preventive medicine
- Legal aspects of health

### References

Amar Jesani, 1996	NGOs in Rural health care, FRCH
Bajpai P.K., 1998	Social work perspectives on health, Jaipur: Rawat Publications
Gracious Thomas, NP Sinha, Jhonson Thomas, 1997	AIDS, Social Work and Law, Jaipur: Rawat Publications
Jaypee brothers, 1988	Community health workers, WHO

K. Park	Textbook of preventive social medicine
National Institute of Health and Family Welfare	National health programmes series Vol. 1 & 2
Pivrie, Dennis & Dalzell Ward, 1965	A textbook of health education, Tavi Stock Publications
WHO, 1974	Modern management methods and the organization of health services, Geneva
Yashpal Bedi	A Handbook of hygiene and public health
Yesudian, CAK, 1991	Primary health care, Mumbai: TISS

**Master of Social Work Part – II**  
**Semester IV**  
**Paper – VI (Group – E)**

**Medical and Psychiatric Social Work**

**Psychiatry and Mental Health - II**

**Learning Objectives:**

- To get exposure to the field of psychiatry
- To understand the magnitude of psychiatric morbidity and disorders
- To under the concept and scope of community mental health

<b>Mo No.</b>	<b>Module Name</b>	<b>Contents</b>	<b>Teaching Methodology</b>
1	Mental health	<ul style="list-style-type: none"> <li>• Definition, components, constituent factors</li> <li>• Characteristics of positive mental health</li> <li>• Scope of mental health</li> <li>• Perspectives of mental health</li> <li>• Prevalence of common mental health problems</li> </ul>	Lecture/ Discussion
2	Mental health and law	<ul style="list-style-type: none"> <li>• Indian lunacy act, 1912</li> <li>• Mental health act, 1986</li> <li>• Mental Health Policy and program</li> <li>• Mental Health Care Bill</li> <li>• Forensic psychiatry</li> </ul>	Lecture/ Discussion
3	Community mental health	<ul style="list-style-type: none"> <li>• Concept &amp; scope</li> <li>• Prevention of mental illness: Primary, Secondary &amp; Tertiary level</li> <li>• Disaster mental health management: PTSD, Panic, Phobia, Depression etc.</li> <li>• Mental health education</li> <li>• Civil society and mental health</li> </ul>	Lecture/ Discussion
4	Mental health education	<ul style="list-style-type: none"> <li>• Concept &amp; scope</li> <li>• Need &amp; importance</li> <li>• Promotion of mental health education</li> <li>• Models of mental health education</li> </ul>	Lecture/ Discussion

5	Practice models	<ul style="list-style-type: none"> <li>• NGOs working for positive mental health</li> <li>• Model experiments in mental health</li> <li>• Half-way homes</li> <li>• Therapeutic communities</li> <li>• De-addiction centers</li> <li>• Child guidance clinics</li> <li>• Family counseling centers</li> <li>• Crisis intervention centers</li> </ul>	Lecture/ Discussion
---	-----------------	--	------------------------

### Assignments:

- Mental Health
- Community mental health
- Practice models

### References

Altschuler, J. 1997	Working with chronic illness – A family approach, New Delhi: McMillan publications
Busfield, J. 1996	Men, women and madness, New Delhi: McMillan publications
Butcher, J.N., Mineka.S.,2007	Abnormal psychology, New York: Pearson Allyn & Bacon
Caplan, G. 1964	Principles of Pre. Psychiatry, New York: Basic Books Inc.
Coleman James	Abnormal psychology and modern life
First Michael B., 1995	Diagnostic and statistical manual of mental disorders, New Delhi: Jay Pee Brothers
Kanner Leo, 1975	Child psychiatry, Illinois: Charles Thomas
Neha Sharma Bajpai,2008	It is a woman thing!, The Week, June, 8., pp. 36-46
Prior, 1996	Social organization of mental illness, New Delhi: Sage
Prior, P.M., 1999	Gender and mental health, New Delhi: McMillan Publications
Suinn Richard, M., 1975	Fundamentals of behavior pathology, New York: John Wiley & Sons
Surber, R.W., 1994	Clinical case management, New Delhi: Sage Publications