



**Dr. MGR Educational and Research Institute
(Deemed University)**

MHRD, GoI Notification No.F.9-1/2002-U.3 dt. 21.01.2003
and UGC Notification F.6.6/2002(CPP-I) dt. 13.03.03



Off-Campus Centre at
Deccan Institute of Advanced Studies (DIAS)
(An ISO 9001:2000 Institution)

SYLLABUS
for
Master of Social Work (MSW)

MISSION

Our Students are to be the Job creators and not the Job seekers.

VISION

Creation of the centre of Excellence for Quality Education and Research in the fields of Science, Engineering, Technology, Medicine & Humanities to inculcate Technological Component and Competence of the students with Humane Dignity and Discipline.

VALUES

Academic integrity, morality and accountability!
Attention to various issues of national relevance as well as of global concern!
Appreciation of intellectual excellence and innovation & creativity!
An unfettered spirit of exploration, progress, rationality and enterprise!

THE PROGRAMME

The Post Graduate Programme in Social Work leading to Master of Social Work (MSW) Degree of Dr. MGR Educational and Research Institute (Deemed University), Chennai, shall extend over a period of two years i.e. four semesters. Department offers facilities for Doctoral Programme also.

REGULATIONS

1. Candidates seeking admission to Master of Social Work, shall possess B.S.W. or B.A. or any Degree of any University recognised by UGC, or any other universities recognized equivalent thereto and having studied Cognate subjects such as Sociology, Psychology, Economics, Anthropology, Political Science, Criminology, Social Work and Home Science or its equivalent. Candidates possessing B. Sc. in Home Science and Criminology shall be eligible to apply.
2. Graduates with minimum of three years work experience and deputed by State/Central Government, Factories and NGOs shall be eligible to apply to MSW I semester. However, the minimum eligibility for such candidates shall also be as per regulation 1.

Preference shall be given to B.A. / B.S.W. Graduates.

- a) Sponsoring NGO shall submit its three years audited account and annual report.
 - b) Candidate and deputising NGO/agency shall execute a bond in the prescribed format.
 - c) Sponsoring agency shall meet out all the course expenses of each semester of an academic year.
3. The Master of Social Work (MSW) Programme shall be for two academic years, each consisting of two semesters, ordinarily consecutive. In addition there shall be six weeks Block placement Programme after the fourth semester.
 4. Entrance Test shall be conducted for all the students seeking admission to MSW First Semester as per the notification issued from time to time by Dr. MGR Educational and Research Institute (Deemed University), Chennai.

5. Curriculam for Master of Social Work

L - Lecture hours T - Tutorial hours

P - Practical hours C - Credit

SEMESTER I	L	T	P	C
1. History, Philosophy & Practice of Social Work	3	0	0	3
2. Indian Society & Socio Economic Development	3	0	0	3
3. Psychology for Social Work Practice	3	0	0	3
4. Working with Individuals / Social Case Work	3	0	0	3
5. Working with Groups / Social group work	3	0	0	3
6. Concurrent Field work / Observation Visits	0	0	12	6
Total				21

SEMESTER II	L	T	P	C
1. Social Work Profession I	3	0	0	3
2. Social Work Research	3	0	0	3
3. Statistics for social work Research	3	1	0	4
4. Working with Communities/ Community Organization	3	0	0	3
5. Social Welfare Administration	3	0	0	3
6. Concurrent Field work/Village Stay (15 days) Individual Placement	0	0	12	6
Total				22

SEMESTER III	L	T	P	C
1. Labour Legislation	3	0	0	3
2. Human Research Management & Industrial Relations – I	3	0	0	3
3. Criminology (E)*	3	0	0	3
4. Medical Social Work (E)*	3	0	0	3
5. Social Policy	3	0	0	3
6. Concurrent Field work / Individual Placement	0	0	12	6
Total				21

SEMESTER IV	L	T	P	C
1. Social Legislation	3	0	0	3
2. Human Research Management & Industrial Relations – II	3	0	0	3
3. Correctional Social Work (E)*	3	0	0	3
4. Psychiatric Social Work (E)*	3	0	0	3
5. Social Development	3	0	0	3
6. Concurrent Field work / Individual Placement Educational Tour	0	0	12	6
7. Block Placement – Project Work	0	0	40	20
Total				41
Grand Total				105

Electives

Managing Non-Profits and NGOs
 Caste, Ethnicity and Marginalization
 Rural Development in India
 Ecological Perspective for Development
 Human Resource Development in Organisations
 Managing Organizational Processes, Culture and Change

(E)* Stands for Electives

*Each semester shall have Five theory papers and minimum one practicum and each paper shall be of 100 marks, out of which 50 marks shall be for internal assessment for each paper including Practicum / Project Work. There shall be double valuation for all theory papers.

6. FIELD WORK / PARCTICUM

Supervised field work/practicum is an integral part of training Programme. During First semester observation visits shall be arranged to expose students to variety of professional situations of working with individual, groups and communities. During II semester students shall be placed in the social welfare agencies for the individual concurrent field work/practicum. There will be a Village Residential Camp (Village Stay) for 15 days.

Based on choice of setting and as per the counseling, the students shall be placed for the concurrent individual field work/practicum during III and IV semester. However, this shall be done subject to availability of field work/practicum facilities. Every student shall be required to put in 15 hrs. of field work, spread over two days a week, concurrently during two years academic Programme, spread over Four Semesters. Also, there will be an educational tour during the III Semester.

As per direction given by the department, students shall be required to submit Field-work/practicum reports every week to the Faculty/In-charge Supervisor as may be assigned.

6.1 PROJECT WORK - BLOCK PLACEMENT

Soon after the completion of M.S.W. IV semester theory examination students shall be required to work for six weeks continuously in agencies of their choice or as may be assigned by the department.

Each student shall be required to submit a weekly 'work done' report to the department for the first four weeks of Block Placement as per the guidelines provided by the department.

In addition to this, for the remaining period of two weeks of Block Placement, each student shall be required to undertake a project work (dissertation). This project report shall be based on empirical data. A comprehensive report shall be submitted to the department within ten days after the completion of Block Placement.

7. ATTENDANCE

Attendance both for theory and field work/practicum shall be as per Dr. MGR Educational and Research Institute (Deemed University) regulations issued from time to time. Normally minimum 75% of Attendance in every semester is essential to make the candidate eligible for appearing in the semester examinations.

8. EVALUATION

Scheme of Examination and Evaluation

There shall be a University Examination at the end of each semester both for theory and field work/practicum.

Duration of Examination per-theory paper of 80 marks shall be for three hours.

Each theory paper shall comprise of five questions with internal choice, covering entire syllabus respectively and shall be for 80 marks.

Internal assessment shall be for 20 marks, assessed through Tests for each paper / practicum separately.

Field-Work / Practicum: Evaluation

At the end of each semester the Field Work / practicum report shall be evaluated and the viva-voce conducted.

However, 100 marks allotted for this shall be divided as 50 marks for Continuous Assessment and 50 marks for Viva-voce.

8.1 COURSE REQUIREMENTS AND EVALUATION

50% of marks will be allotted for continuous assessment. Regularity in attendance, keenness to participate, readiness to learn, development of required skills, ability to conceptualize and acquisition of functional knowledge will be tested on the basis of process reports, observational reports and participatory evaluation by the faculty. A viva voce will be conducted at the end of the semester by a three-member committee of which one is an external member. Performance in the viva will be evaluated for 50%.

8.1.1 Continuous Assessment :

(Based on submission of weekly reports / assignments)

i. Regularity of attendance	10 marks
ii. General Participation	10 marks
iii. Skills and Competencies	10 marks
iv. Individual Presentations	10 marks
v. Written Reports	10 marks

Total 50 marks

8.1.2 Viva Voce :

i. Conceptualization	10 marks
ii. Working Knowledge	20 marks
iii. Problem Solving Ability	10 marks
iv. Consolidated Report	10 marks

Total 50 marks

9. Candidates shall be declared to have passed each semester if he / she obtains minimum of 50% of marks in each theory paper; minimum of 50% of marks in Field Work/Practicum and minimum of 50% of marks in Block Placement, independently.

However, a candidate who fails in the field work/Practicum shall not be promoted to next semester.

10. AWARD OF LETTER GRADES* (Not applicable to BDS Course)

All assessments of a course will be done on relative grading basis and letter grades/ each carrying certain points/ will be awarded as per the range of total marks (out of 100) obtained by the candidates, as detailed below:

Range of Total Marks	Letter Grade	Grade Points
90 - 100	H	10
80 - 89	S	09
70 - 79	A	08
60 - 69	B	07
50 - 59	C	06
<50	F	00

"F" denotes failure due to poor performance

After results are declared, Grade Sheets will be issued to each student, which will contain the following details:

The Faculty in which the candidate has studied

The list of courses enrolled during the semester and the grade scored.

The Grade Point Average (GPA) for the semester and

The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits of the courses registered and the points corresponding to the grades scored in those courses, taken for all the courses, to the sum of credits of all the courses in the semester.

$$\text{CGPA} = \frac{\text{Sum of [C x GP]}}{\text{Sum of C}}$$

CGPA will be calculated in similar manner considering all the courses enrolled from first semester. "F" grade will be excluded for calculating GPA and CGPA.

10.1 CLASSIFICATION OF THE DEGREE AWARDED*

10.2 A candidate who qualifies for the award of degree having passed the examination in all the subjects of all semesters in his / her **first appearance** within all consecutive semesters securing not less than **9 CGPA** shall be declared to have passed in **first class with honors**.

10.3 A candidate who qualifies for the award of degree having passed the examination in all the subjects of all semesters in his / her **first appearance** within all consecutive semesters securing not less than **8 CGPA** shall be declared to have passed in **first class with distinction**.

10.4 A candidate who qualifies for the award of degree having passed the examination in all the subjects of all semesters within the maximum period of all consecutive semesters reckoned from the commencement of study in the first semester securing a CGPA of **not less than 6.5** shall be declared to have passed in **first class**.

10.5 All other candidates not covered in 10.2, 10.3, 10.4 who qualify for the award of the degree shall be declared to have passed the examination in **second class**.

11. MISCELLANEOUS

Students are required to pay the prescribed fee immediately after the admission list is notified. Expenditure toward Field-Work, Village Stay, Educational Tour and Block-Placement shall be entirely borne by the students.

SYLLABUS

SEMESTER - I

Code #	Name of the Course	L T P C			
SW901	History, Philosophy & Practice of Social Work	3	0	0	3

Course Objectives :

- *Develop an understanding of the philosophic values, principles and goals of professional Social Work;*
- *Acquire a critical awareness of the tradition of Social service in Indian Society and place the current professional approach to. Social Work in this tradition;*
- *Develop commitment to the goals of humanism, human rights and social justice.*

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|---|--------------|
| 1. Introduction : Nature of human problems in modern society; Social work - Definitions, meaning, Nature and Scope; Objectives, values and principles. | 9 0 0 |
| 2. (a) Social work and other concepts: Social welfare, social Service, Social reform, Social development and Social security. | 9 0 0 |
| (b) Basic concepts of social work: Role, Relationship, Need, Empathy, Ego strength, spirituality and social work. | |
| (c) Human rights, Fundamental rights, civil rights and social justice. | |
| 3. (a) Philosophy of Social Work: Traditional and Professional | 9 0 0 |
| (b) Goals / Functions of Social Work; Remedial, Ameliorative, and Rehabilitative, supportive, preventive, Developmental and Promotional. | |
| 4. Social work as a Profession: Attributes of a Profession, Social work education in India, Professional ethics, Attributes of a professional social worker, Professional Organisations –National & International. | 9 0 0 |
| 5. Historical development of Social Work : | 9 0 0 |
| (a) United Kingdom - the State's intervention and the Elizabethan Poor Law code; Charity. Organization Society, the Bevaridge Report. | |
| (b) United States: Early poor relief measures, the Almshouse period, Social Service under state auspices, private social agencies and charity Organisations, Settlement House Movement. | |
| (c) India: Social Service tradition in Indian culture, religious roots of charity, Role of institutions like Philanthropy, the Joint family, caste groups. Social Work, during British Period - The emergence of rationalistic-humanist tradition. Social reform movements of 19 th and 20 th centuries, Emergence and the development of social welfare in India after independence. | |

Total 45 hrs**References :**

- Association of Schools of Social Work in India 1972 : Social Work Education and Family Planning, Bangalore, ASSWI.
- C.C.E.T.S.W., 1976: Values in Social work London, C.C.E.T.S.W.
- Director, Publications Division, Ministry: Encyclopedia of Social Work in India Vo1.1,2,3 & 4 New Delhi of Information and Broadcasting
- Fink, A.E. and Others 1945 : The Field of' Social Work, New York, Henry Holt and Co.
- Friedlander, W.A., 1958 : Concepts and Methods of Social Work Engel wood Cliffs, Prentice-Hall
- Gore M.S. 1965 : Social Work and Social Work Education Bombay Asia Publishing House
- Haimsath Carles, H. : Indian Nationalism and Hindu Social Reform
- Murthy M.V. : Social Work - Philosophy; Methods and Fields
- Natarajan S. : A century of Social reform in India
- Stroup H.H. : Social Work
- Wadia, A.R. (Ed) : History and Philosophy of Social Work in India
- Woodruffe Kathleen : From Charity to Social Work
- Vyas K.C. : The Social Renaissance in India
- Younghusband. E. : Social Work & Social Values Vo1-III

SW902	Indian Society & Socio Economic Development	3	0	0	3
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Course Objectives :

- To understand Sociological concepts relevant to Social Workers
- To develop awareness and understanding of different Social Problems.

1. Society: Meaning; definition, features; Individual and Society, Relationship between individual and Society- Socialization, Social Control and deviance.	9 0 0
2. Indian Society, features of Indian Society, need for study of Indian Society for Social Workers.	9 0 0
3. Social System;	9 0 0
a. Family: Characteristic features, Functions, Joint Family, changing trends in Indian families.	
b. Marriage, characteristic features, trends, and problems, Status and role of Women in Social Life, Gender issues.	
4. Social Inequality and Social Stratification: Class and Caste stratification, Characteristic features of castes in India. Its impact on Social and Economic development; Caste conflicts: recent trends - Caste Religion and Politics; Social Mobility.	9 0 0
5. Social Problems and issues: Concept, meaning and causes, Major Social Problems : Alcoholism, Drug Addiction, Crime and Delinquency; Commercial sex, Child labour, Problems of Aged and Disabled, Literacy, Poverty, Population and Consumerism.	9 0 0
Total 45 hrs	

References :

1. Bottomore T.B. : Sociology
2. Davis K. : Human Society
3. G.R. Madan : Indian Social Problems Vol. I & II
4. Ghurye G.S : Caste Class and occupation
5. Kapadia K.M. : Marriage and Family in India
6. M.A. Elliott and F.E. Merill : Social Disorganization
7. C.B. Mamoria : Social Problem and Social Disorganization in India
8. H.S. Becker : Social Problems
9. L.Gillin and Others : Social Problems
10. A.R. Wadia(Ed) : The Handicapped Child:
11. Government of India
 - a. Report of Backward Class Commission 1956
 - b. Annual Report of the Commissioners for Scheduled Caste and Scheduled tribes.
 - c. Adivasis
 - d. Other latest reports on SC/ST/BC etc.
12. N.Timms : A Sociological Approach to Social Problems.

SW903	Psychology for Social Work Practice	3	0	0	3
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Course Objectives :

- To understand human growth and behaviour while enabling students to apply this knowledge in social work practice,
- To understand psychosocial situations and gain insight into the human behaviour.

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1. Definition, Nature, Scope and Study of Psychology for Social Workers, Dynamics of Human behaviour, and Basic Human needs. **9 0 0**
 2. Human Growth, pre and post-natal situations, Developmental Stages from conception to old age, Freudian and Neo-Freudian understanding of human behaviour and development. **9 0 0**
 3. Study of Personality: Types; Culture and personality traits; personality tests; Defense and Adjustment Mechanisms. **9 0 0**
 4. Abnormal behaviour -Types, Causes and Treatment modalities, Childhood disorders. **9 0 0**
 5. Psycho-social situations: Group, Crowd, Audience; Public opinion, Propaganda, Rumour, Grapevine, Prejudice and Social distance. **9 0 0**

Total 45 hrs

References :

1. English and Pearson : Emotional Problems of living
2. Young K. : Personality & Problems of Adjustment
3. Elizabeth Herlock : Development psychology
4. Werner W.Bachm : An Orientation to knowledge Human Growth and Behaviour Social work Education
5. Kahn J .H. : Human Growth and Development of Personality
6. Bargent S.S. : Social Psychology
7. Sprott W.J.H. : Social Psychology
8. Walte David : General Psychology

SW904	Working With Individuals/Social Case Work	3	0	0	3
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Course Objectives :

- To develop ability to analyze behaviour and coping capacities of individuals;
- To understand the principles of working with individuals;
- To develop problem solving skills for working with individuals in different settings.

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1. Introduction: Meaning, definition, Nature and Scope of Social Case Work. Historical development of case work Method. Principles and Components of Social Case Work. **9 0 0**
 2. Tools of Social Case Work: Interviewing, home visit, relationship, observation, listening, recording -its importance and types. **9 0 0**
 3. Process of Social Case Work Method: Initial contact, case study, analysis, and assessment, diagnosis, treatment, evaluation, termination and follow-up. **9 0 0**
 4. Introduction to theories of Case Work Models: Psychosocial Model, Problem Solving Model, Function Model, Behaviour modification, Crisis intervention and Family therapy in the Indian Context, Counseling and Psychotherapy, similarities and differences. **9 0 0**

5. Application of Social Case Work: Working with children, adolescents, women, physically and mentally challenged. Development of professional self and role of worker as an enabler, facilitator, guide and Resource mobiliser in various settings. **9 0 0**

Total 45 hrs

References :

1. Perlman, H.H. : Social Case Work -A problem solving process
2. Hamilton. G. : Theory and practice of Social Case Work
3. Aptekar, H.H. : Basic Concepts in Case Work
4. Florance Hollis : Case work - A psychological Therapy
5. Delhi School of community organization : Case records in Group Work and Social Work
6. Forde, C.A. : Social Case work and Administration
7. Grace Mathew : Social Case Work
8. Friedlander, W.A. : Basic Concepts and Methods of Social Work
9. Roberts and Nee : Theories of Social Case Work
10. Robert Foren and Royston Bailey : Authority in Case Work
11. Turner : Social Work Treatment

SW905	Working With Groups I Social Group Work	3	0	0	3
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Course Objectives :

- To develop skills to a apply group work as a method of social work;
- To acquire knowledge of the scope of group work in various settings;
- To develop skills to apply group work for developmental and therapeutic work.

1. Nature, definition and objectives, purpose and principles of working with groups, historical development and current application of group work as a method. **9 0 0**
2. Types of Groups: Growth enhancement, education, task oriented and therapeutic. Dynamics of groups, Bond, sub-groups, role, leadership, isolates, and scapegoats, new comer, conflict and its resolution, and decision making, group control, hostility and contagion. **9 0 0**
3. Process of Group work: Study, analysis, and assessment, Factors of group formation, priorities for selection of members, goal formation and contract for work, treatment -creation of environment, use of relationship, verbal and non-verbal communication. Programme goals and principles; Termination, Evaluation-criteria for evaluation: individual or group Follow up. **9 0 0**
4. Different Therapeutic approaches: Transactional Analysis, T - groups, gestalt, Role play, Buzz group, Brainstorming etc. Types of recordings and their use. **9 0 0**
5. Use of group work in various settings hospital, school, institutions! and family welfare agencies. The knowledge and skills of a group worker, group worker as an enabler, guide, facilitator and therapist. **9 0 0**

Total 45 hrs

References :

1. Trucker, H.B. : Social group work
2. Kanopka, G. : Group work in the institution,

3. Kanopka G : Social Group Work - a helping process
4. Geltrude Wilson and Gladys Rylau : Social Group Work practice
5. Wilfer Lyton : Working with Group
6. Tom Douglas : Group work Practice
7. Ken Heap : Group Theory for Social Workers - An introduction
8. Garvin, CD. : Contemporary Group Work
9. Ahuja, K.K. : Organizational Behaviour
10. Skinner, C.E. (Ed) : Educational Psychology
11. Banerjee, J.G. : Fundamental of Modern Psychology
12. Buchanan, D. and Andrzej Huczynski : Organizational Behaviour

SEMESTER – II

Code #	Name of the Course	L	T	P	C
SW906	Social Work Profession-Fields of Social Work	3	0	0	3

Course Objectives :

- An exposure to the fields of social work.
- To equip with the necessary information of the existing policies and services in the field of Social Work.

1. Family and Child Welfare; Youth Welfare; Women welfare and Welfare of the aged	9 0 0
2. Correctional Social Work.	9 0 0
3. Medical and Psychiatric Social Work.	9 0 0
4. Welfare of the weaker sections.	9 0 0
5. Tribal, Rural and Urban Community Development. Labour welfare and Social Work in industry; Welfare of the disabled, alcoholic and drug dependents.	9 0 0

Note : Details related to focus, coverage, services and allied issues to be covered in each chapters.

Total 45 hrs

References :

1. Friedlander.W.A. : Introduction to Social Welfare
2. Gokhale, S. D. (Ed) : Social Welfare: Legend & Legacy Govt. of India
3. Government of India : Encyclopedia of Social work in India Vol. 1, 2 & 3
4. Madan, G.R. : Indian Social Problems Vol. I & II
5. Moorthy M. V. : Social Work : Philosophy, Methods & Fields
6. Government of India : Social Welfare in India
7. Laxmi Devi (Ed.In Chief) : Encyclopedia of Child and Family welfare
8. Batten. T.R : Communities and their Developments
9. Nag. D.S : Tribal Economy

10. Verma. B.M : Welfare Measures for Weaker Sections
 11. Anita Arya : Indian Women Vol. I, II & III
 12. IndiraJaiprakash : Quality Aging
 13. Kasslar Henry A : Rehabilitation of the Physically Handicapped
 14. Jois P.v. Balchandani : Labour welfare
 15. Balchandani : Labour welfare
 16. Kapur T : Drug Epidemic among Indian Youth

SW907	Social Work Research	3	0	0	3
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Course Objectives :

- To understand nature, purpose. and importance of social work, research, its fundamental principles and procedures;
- To develop ability to prepare appropriate tools, collect data and analyze through appropriate tests.

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1. Introduction: Concept of research; types of research, pure and applied; social research; Social Work research; research as an enabling process of social work; census and survey. **9 0 0**
 2. Scientific Method: Introduction, problems identification and formulation, statement of objectives and hypotheses. **9 0 0**
 3. Research Design: Meaning of principles, components and research design: exploratory, analytical, Descriptive/ experimental evaluative designs' and case study. **9 0 0**
 4. Tools and techniques of data collection: Primary and secondary sources of data. Techniques of data collection observation, questionnaire, interviewing and projective techniques, interview schedule, interview guide, standardized scales and records. **9 0 0**
 5. Data Processing and Reporting: Editing, coding and tabulation; Analysis and Interpretation of data; Types of reports, parts of report and writing a report, research abstracts and research proposals. **9 0 0**

Total 45 hrs

References :

1. Norman, A.Polansky. (Ed) : Social Work Research
2. Greenwood, E : Social Work Research - A decade of relations
3. Claire Seltiz & Others : Research Methods in Social Relations
4. Goode, W.J. & Hatt, H.K : Methods in Social Research
5. Young, P. V. : Scientific Social Surveys and Research
6. John Madge : Tools of Research
7. Lal Das D .K. : Social Work Research

SW908	Statistics For Social Work	3	1	0	4
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Course Objectives :

- To understand use of statistics in social work research;
- To learn the basic use of computer in social science research.

1. Introduction: Meaning, definition, functions, scope, limitations of statistics and use of statistics in social work research. **6 3 0**
2. Descriptive Statistics: Knowledge of classification and tabulation, preparation of univariate and bivariate frequency tables. Measures of central tendency -Arithmetic mean, median and mode, standard deviation, measures of dispersion-its various types. Correlation and regression, meaning and types. **6 3 0**
3. Sampling theory: Meaning and types of sampling, sampling and non-sampling errors; census and sample survey probability and non-probability distributions -binomial, Poisson and normal distributions. **6 3 0**
4. Computer Programming: Concepts of algorithm flow charts; simplified model of a computer, elementary ideas about compilers and operating systems; Introduction to MS DOS, WINDOWS, EXEL operating commands. **6 0 3**
5. Knowledge of use of SPSS Package for the statistical testing and analysis of data. **6 0 3**

Total 45 hrs

References :

1. Ghosh, M.K. & Choudhari, S.G.: Statistics
2. Elhance, D.W : Statistics
3. McMillan,W. : Statistical Methods for Social Research
4. Champion, DJ. : Basic statistical Research
5. Dubhar : Statistics for Sociologists
6. Walker and Lev : Elementary Statistical Methods
7. Gupta, S.C. : Fundamentals of Statistics
8. Davis, G. : Introduction to Computer.
9. Dharma Raguraman : Computer Primer
10. Goon,J.M., Gupta,M:K. : Fundamental of a. Statistics,
& Das Gupta, B. Vol.I, 6th Edition.
11. Hudger, J.L, : Basic concepts of Probability and Statistics.
Lehmann E.L. (1964)
12. Balguruswamy E. : Programming in Basic.

SW909	Working With Communities/Community Organisation	3	0	0	3
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Course Objectives :

- *To promote concern and commitment to work among the Communities.*
- *To develop an analytical mind regarding social issues and theoretical perspectives.*

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1. Introduction: Basic concepts and definitions, types of community. Analysis of structure and functions of community, Community organization as a method of social work and its scope. Definitions and Principles of community organization; Historical development of community organization in India. **9 0 0**
 2. Methods of identifying community problems; Factors affecting the integration and disintegration of community life; Problem solving processes in community work - different phases of community organization, social study and problem analysis; Planning, identification, mobilization and utilization of community resources, implementation and evaluation processes. **9 0 0**

3. Strategies of community work; Consensus strategies such as human relations, negotiation, collaboration: conflict resolution strategies -pressure groups, social action. Techniques of legislative and non legislative social action; fund raising strategies of organization; promotion of participative development (societies, trusts, labour unions, cooperatives and other specific target groups) Working with groups and leadership functions; concept and dimensions of power in community work. **9 0 0**
 4. Community work in specific settings: Health, Educational, correctional, Rural and Urban. **9 0 0**
 5. Role of Community worker, guide, enabler, therapist, researcher, analyst, project manager, organizer and activist; Recording in community work, current trends in community work. **9 0 0**
- Total 45 hrs**

References :

1. Murry, G.Ross : Community Organization
2. Arthur Dunham : The Community Welfare Organization in India
3. Joan Ecklain : Community Organizer - John Wiley and Sons, New York-1972
4. Gangrade K.D. : Community Organization in India
5. Siddiqui H.Y. : Working with Communities and Introduction to Community Work

SW910	Social Welfare Administration	3	0	0	3
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Course Objectives :

- *To understand procedures involved in establishing and maintaining social welfare organization;*
- *To acquire skills to participate in the management of social welfare organization.*

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1. Introduction : Concept of administration, social welfare Administration Its meaning, definition, principles and characteristics, other types of administration: personnel administration, public administration, private administration etc; process of administration. **9 0 0**
 2. Establishment : Registration of Societies Act, and Trust Act, legal status, constitution, rules and procedures, goals, overall policy. **9 0 0**
 3. Management of Human Service Organization, boards and committees: formulation, function and responsibilities; Chief Functionary; duties and functions, Office management and the executive and staff: role, functions and responsibilities, professional and other staff relationship, communications, team work and supervision. Financial resources: Budget, source of finance, fund raising, audit and accountability. **9 0 0**
 4. Programme Management - Project formulation, Eligibility Criteria, Planning overall needs, specific needs. Evaluation procedures and documentation. **9 0 0**
 5. Public Relations: Meaning and importance, tools of publicity, annual report, annual day function. Administrative structure and functions of Govt. Departments; Department of Women and Child Welfare, Department of Social Welfare, and Central Social Welfare Board. **9 0 0**
- Total 45 hrs**

References :

1. Chowdhary D.Paul : Social Welfare Administration
2. Warham Joyce : An Introduction to Administration for Social Workers.
3. Street Elwood : Social Work Administration

4. Ray Johns : Executive Board
5. Cyril O. Houle : The Effective Board
6. M.P. Sharma : Public Administration in Theory and Practice
7. P.D. Kulkarni : Central Social Welfare Board
8. Dr. D.K.Sachdeva : Social Welfare Administration In India
9. Goel and Jain : Social Welfare Administration Vol. I & II
10. Rajeshwar Prasad : Social Administration

SEMESTER – III

SW911	Labour Legislation	3	0	0	3
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Course Objectives :

- *To acquire knowledge of statutory measures pertaining to industrial workers;*
- *To develop an understanding and critical awareness about various welfare needs and relevant provisions for workers in the organized sector.*

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1. Introduction: Labour legislations -Meaning, principles and history of labour legislations in India; Labour administration in India and Factory Inspectorate (in Karnataka) **9 0 0**
 2. Legislation pertaining to welfare: Factories Act, 1948 and Kamatak Factory Rules-1969, Plantations Labour Act, 1951. **9 0 0**
 3. Legislations pertaining to Regulation of employment and Industrial. Relations, Industrial Employment (standing orders) Act, 1946; Industrial Disputes Act, 1947; Trade Unions Act, 1926; Payment of Wages Act, 1936; Minimum Wages Act, 1948; Payment of Bonus Act, 1965; Contract Labour (abolition and Regulation) Act, 1971; Karnataka Shops and Commercial Establishment Act, 1965. **9 0 0**
 4. Social Security Legislations in India: The Employees State Insurance Act, 1948; The Maternity Benefit Act, 1961. **9 0 0**
 5. Legislations pertaining to terminal and other benefits: The Employees Provident Fund & Miscellaneous Provisions Act, 1952; Payment of Gmtuity Act, 1972. **9 0 0**

Note : *Latest amendments to be included and taught as and when affected to these legislations.*

Total 45 hrs

References :

1. Khandekar, D.G. : Labour Legislations
2. Malhotra, O.P. : The Law of Industrial Disputes
3. Srivatsava K.D. : Commentaries on the Factories Act.
4. Vidyarthi, R.D. : Growth of Labour Legislation in India since 1939 and its Impact on Economic Development.
5. Saxena, R.C. : Labour Problems and Social Welfare
6. Malhotra,S.B. : Indian Labour Problems.
7. Karnik V. B. : Indian Trade Unions
8. Sanarikar.S.S. : Implementation of Labour Enactments
9. Sarma, A.M. : Aspects of Labour Welfare and Social Security
10. Srivastava P.C. : Social Security in India

SW912	Human Resource Management & Industrial Relations – I	3	0	0	3
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Course Objectives :

- To develop knowledge and understanding of the nature and scope of Human Resource Management.
- To acquire knowledge about functions and processes of human resource management.

1. Semantics, scope, objectives and principles; Historical developments - Abroad and in India; personnel policies.	9 0 0
2. Organization: Semantics, Types, Organization of Personnel division, personnel manager: Role, duty, functions and status.	9 0 0
3. Job information and Human Resource Management (HRM) Job Analysis, Description, specification and evaluation. Time and motion study performance appraisal.	9 0 0
4. HRM Processes:	9 0 0
<ul style="list-style-type: none"> ● HRM processes planning; Recruitments and Selection process. ● Human Resource Development: Semantics, objectives and types Executive Development, types and present scenario ● Compensation: Wage and salary structure, components; incentives, fringe benefits, wage boards and committees. ● Personnel promotion and transfer: Types and methods, demotion, separation, Discipline Methods, progressive and promotive penalty system, Discipline: Methods, progressive and promotive penalty system ● Grievances: Causes, redressal, and model Grievance procedure 	
5. Industrial Communication: Types, methods, network analysis, barriers, and industrial communication system.	9 0 0
<ul style="list-style-type: none"> ● Industrial Safety: Concept and meaning, present trends, role of management. Accidents: types, causes and preventive measures; Industrial health and hygiene ● Human relations in industries, personnel morale, Motivation Theories of Maslow, McGregor, Herzberg and Vroom. 	
Industrial Psychology: Definition and its utility in HRM.	

Note : Latest trends to be taught while teaching.

Total 45 hrs

References :

1. Dale S. Beach : Personnel Management of People at work
2. Filippo B.B. : Principles of Personnel Management,
3. Panakal J.A. : Readings in Personnel Management
4. Goyal R.C. & Myers C.A. : Management of Personnel
5. Tiffin Joseph and Mecromick Ernest : Industrial Psychology
6. Horrell J.K. : Industrial Psychology
7. Halsey George D. : Hand book of Personnel Management
8. Rudrabasavaraj M.N. : Dynamic Personnel Administration
9. Giri V.V. : Labour Problems in Indian Industry
10. Scott, Clothier and Spiegall : Personnel Management

SW913	Criminology	3	0	0	3
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Course Objectives :

- To understand criminal behaviour, its nature and causes;
- To develop knowledge about victims behaviour and problems;

1. Concept of Crime: Definition; meaning and nature of crime and delinquency; Types of Crime: Corruption, Group Violence, White Collar, Economic Offences and Political Crimes; psycho-socio and legal aspects.	9 0 0
2. Theories: pre-classical, classical, neo-classical and contemporary theories of crime: Economic, social and psychological.	9 0 0
3. Victimology: Meaning and scope, historical development of the concept: Offender-victim relations -contribution of victim in the genesis of the crime: Psychological aspects of victims, problems of victims and their families.	9 0 0
4. Penology: Concept of punishment, historical aspects, theories of punishments, recent trends in penology; various correctional legislations in India: Probation of offenders Act 1958, Narcotic and Psycho-tropic substance Act, 1985, Juvenile] Justice Act 1986, etc. (their salient features)	9 0 0
5. Control of Crime: Role of Government, legal machinery, N.G.O.'s: Their structure and functions. Need for the. Role of social worker in the control and prevention of the crime.	9 0 0
Total 45 hrs	

References :

1. George .B. Void : Theoretical criminology
2. Barnes H.B. and Teeters N .K : New Horizons in Criminology
Sutherland : Principles of Criminology
3. Gi1lin, Johan Lewis : Criminology and Penology
4. Cavan, R.S. : Criminology
5. Paul B. Tappan : Juvenile Delinquency
6. Sethna M. J. : Society and the Criminal
7. Venugopal Rao : Facets of Crime in India
8. Sheth H. : Juvenile Delinquency in Indian Setting
9. Herawalla, P.C. : A study of Indian Crime

SW914	Medical Social Work	3	0	0	3
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Course Objectives :

- To understand the concept of health and ill health;
- To develop a holistic and integrated approach to social work practice in the field of health

1. Introduction: Meaning, definition, nature and scope of medical social work. Historical development of Medical Social Work in India and Abroad	9 0 0
2. Concept of patient as a person: Social and emotional components associated with various chronic diseases like Tuberculosis, Diabetes, Hypertension, Cancer, Sexually Transmitted Diseases, and HIV/AIDS (with brief information about clinical features, symptoms and medical treatment of these diseases).	9 0 0

3. Impact of chronic diseases on the family, disabilities associated with chronic diseases, role of social work in the treatment, after care and rehabilitation of patient and his/her family. Importance of team work in Medical / health setting. **9 0 0**
 4. Community Health: Meaning, definition. Objectives of community health programmes: Various approaches to community health. Environment and Health Components of environment, types of environment pollution, factors contributing to environmental health and health of people. Measures undertaken to control environment pollution by the Government. Role of social worker in the management of healthy environment and community health. **9 0 0**
 5. Organization and administration of medical social service departments in hospitals, clinics, sanatoria. Application of various methods of social work in health settings towards helping patients / individuals. **9 0 0**
- Total 45 hrs**

References :

1. Bartleti : Social Work in the health field.
2. Garrett Jaris : Psychological aspects of physical disability.
3. Wilson, G.Smithe : Preventive Medicine and Public Health
4. Senital Rao : A hand book of preventive and social medicine
5. Pathak S.H. : Medical Social Work in India
6. Bhatt : The Physically Handicapped in India
7. Mechanic : Medical Sociology
8. Stanley King : Social Perspective of illness
9. Zophia Butryam : Social Work in Medical care
10. WilIarnP. Shephard : Essentials of public health
11. John J.H. : Principles of public Health Administration
12. Anil Vahajan (Ed) : A text book of Medical sociology
13. Goldstine, Dora (Ed) : Reading in the theory and practice of Medical Social work
14. Fink : Fields of Social Work
15. Banerjee, G.R. : Papers on Social Work
16. Park, J.S. & Park E : Text Book of Preventive and Social Medicine

SW915	Social Policy	3	0	0	3
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Course Objectives :

- To develop an understanding of social policy in the perspective of national goals as per the constitution;
- To appreciate the relevance of social policy and planning to social work practice.

1. Introduction: definition, meaning, objectives, scope and concept of social policy. Different models of social policy and their applicability to the Indian situations: Residual, institutional redistributive developmental models. **9 0 0**
2. Indian Planning Process: Planning commission and Five Year Plans: State Planning Commission; Plan through decentralized process / Panchayat Raj. **9 0 0**
3. The machinery and process for voluntary sector and people's participation. C.S.W.B. and S.S.W.A.B/ C.A.P.A.R.T., and various Boards **9 0 0**

4. Secretarial Policy and Implementation; Health, Education, women and children, poverty, disability and Disaster management. **9 0 0**
5. Role of Social Worker as educator, researcher, policy maker, coordinator and administrator. **9 0 0**

Total 45 hrs

References :

1. Savitha : Gandhi and Social Policy in India
2. Goel and Gael : Principles, problems and prospective cooperative Administration
3. Mills C.W. : Sociological Imaginations
4. Madan G.R. : India's Social Transformation
5. Kulkarni P.D. : Social Policy in India, Tata Institute of Social Sciences, Bombay.
6. Gokbale.S.D.(Ed) : Social Welfare - Legend and Legacy.
7. Bose AB. : Social Welfare Planning in India, E.C.A.F.C., Bangkok,
8. Dandekar, V.M. and : Poverty in India, Indian School of Rath, M. Political Economy
9. Dantawala, M.L. : Poverty in India; Then and Now 1870-1970., McMillan India, Madras.
10. Srinivasan, T.N. and : Poverty and Income distribution in Bardhan P.K. (Ed) India. Statistical Publicity Society, Calcutta
11. Shonfield A and Show: Social Indicators and Social Policy, Stella (Eds) Heinemann Education Books, London
12. GOI Publications pertaining to Social Policy and Planning

SEMESTER IV

SW916	Social Legislations	3	0	0	3
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Course Objectives :

- *To develop an understanding about law as an instrument of Social Welfare;*
- *To develop sensitivity to the problems, concerns and relevant legislative provisions pertaining to these in India.*

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1. Introduction -Law as an instrument of welfare; Origin and development of social legislations in India; Special characteristics and principles of social legislations; Fundamental Rights and Directive Principles of state policy; Role of Social Worker at different levels of functioning of judicial system. **9 0 0**
 2. Hindu Law: (*in brief*) Hindu Marriage Act, 1955, Hindu Succession Act, 1956 Hindu Minority and Guardian ship Act, 1956. Hindu Adoption and Maintenance Act; 1956. Mohammedan Law; (*in brief*) law governing Mohammedans in matters of Marriage, Divorce, Inheritance, Maintenance etc. **9 0 0**
 3. Special Marriage Act, 1954; Family Courts Act, 1983; Dowry Prohibition Act, 1961; Immoral Traffic (Prevention) Act, 1956; The Devadasi (Prohibition of Dedication) Act, 1982; Pre-Natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act,1994; Child Labour (Prohibition and Regulation) Act, 1986. **9 0 0**
 4. Protection of Civil Rights Act, 1976; The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989; Persons with Disabilities (Equal Opportunities, Protection of Rights, and Full participation) Act, 1995; **9 0 0**

5. Karnataka Prohibition of Beggary Act, 1975; Consumer Protection Act, 1996; Legal Aid in India; Public Interest Litigation and India.

9 0 0

Total 45 hrs

References :

1. Govt. of India : The Constitution of India.
2. Pyles, M.Y. : India's Constitution
3. Gangrade, K.D : Social Legislations in India .Vol. I & II
4. Gokhale S.D.(Ed): Social welfare: Legend & Legacy
5. Iyer V.R.K. : Some half hidden aspects of Indian social Justice
6. Iyer V.R.K. : Justice and Beyond
7. Iyer V.R.K. : Justice in Words and Justice in Deed for Depressed Classes
8. Iyer V.R.K : Law versus Justice: Problems and Solutions
9. Khanna H.R. : The judicial system
10. Aranha T. : Social Advocacy Perspective of Social Work
11. Desai A.E. : Violation of Democratic Rights in India.
12. Haksar Nandila : Demystification of law for women

SW917	Human Resource Management and Industrial Relations	3	0	0	3
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Course Objectives :

- To develop an understanding of various Human Resource problem and labour welfare;
- To understand dynamics of Labour-Management Relation in Industry.

1. Concept of Labour, Labour Economics and Labour Welfare: Nature and scope. Evolution of labour problems in developing economy, absenteeism and labour turn over; Concept, philosophy, scope and approaches of labour welfare, labour welfare in India. Welfare fund and welfare centres, Labour Welfare Officer: role, duties, functions and status, social security measures, workers education programme. **9 0 0**
2. Industrial Relations: Labour policy, determinants of industrial relations and development of industrial relations in India. **9 0 0**
3. Gandhian concept and philosophy: National Commission on Labour. **9 0 0**
4. Industrial unrest: Causes and contemporary trends: Industrial Conflict Resolution: Collective bargaining, participative management: Concept and history; works committee, joint management councils, joint councils, shop councils, workers representative on the Board of Directors. **9 0 0**
5. Trade Unionism: Concept, functions and methods; History of Trade Union movement in India, Trade Union membership and finance; Trade union leadership and its problems in India, Special features of Trade Union, India and I.L.O. Impact of globalization on labour and trade unions. **9 0 0**

Total 45 hrs

References :

1. Malhotra S.N. : Indian Labour Problems
2. Revnolds L.G. : Labour Economics and Labour Relations

3. Singh Y.N. : Industrial Labour in India
4. Moorthy M.V. : Principles of Labour Welfare
5. Vaid K.I-I. : Labour welfare in India.
6. A.S. Mathur : Labour Policy and Industrial Relations in India
7. Khandekar B.G : Labour Legislations
8. K.N. Vaid : State and Labour in India
9. K.D. Srivastava : Commentaries on the Factories Act.
10. S.N. Bose : The Indian Labour Code
11. Agnihotri : Industrial Relations in India
12. Devey : Contemporary Collective Bargaining,
13. C.B. Kumar : Development of Industrial Relations in India
14. Charlea Myers & Subbaiah Kannappan : Industrial Relations in India

SW918	Correctional Social Work	3	0	0	3
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Course Objectives :

- *To know and understand institutional and after-care services;*
- *To understand the role of social worker in prevention, treatment and rehabilitation of offenders/ inmates*

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1. Correctional System in India: Brief history, definition, meaning and scope of correctional administration, classification of correctional institutions: Types, nature, objectives: structure and functions of these institutions. Concept of Correctional Social Work. **9 0 0**
 2. Probation: Definition, objectives. Role of probation in prevention and treatment of crime and delinquency. Parole: principles, eligibility, conditions of paroles; Application of methods of social work in probation. Parole and prevention of crime **9 0 0**
 3. Prison Administration: Prisons Act, Prisoners Act, (in brief) History, objectives, organizational structure and functions, and prison reforms, types of prisons. Problems of prison administration, prison labours, prison Panchayath system, pre-release preparation, release, follow-up and rehabilitation. **9 0 0**
 4. Correctional Services of Juveniles: Institutional and non institutional services: observation home, juvenile home, fit-persons institutions-their establishment, objectives, services, role in correcting the delinquents. Intake policy, staff inmate relationship, inmates and their problems, community based and non-institutional services: Juvenile service bureau, adoptions foster-care, etc.: Meaning, objectives, services, and scope of these services in India. Role of Social Worker in institutional and non-institutional services. **9 0 0**
 5. After-care services: Concept, definition, meaning and objectives of After-care services: History and recent trends. Role of Government, NGO's, International agencies in planning and implementation of After-care services. Application. of Social Work, Methods, Promoting Public Participation in Correctional Services. **9 0 0**

Total 45 hrs

References :

1. Pauline Young : Social treatment in probation and delinquency
2. Paul W.Tappan : Contemporary Correction

3. Jostana S. Shah-C.S.W.B. : Report of the advisory Committee on Probation services in India
4. C.S.W.B. : Report of the advisory committee on Probation services in India
5. Paul Chowdhary D. : Child welfare Manual
6. Konopka G. : Group work in the Institutions
7. McGovein C. : Services in Children Institution
8. Mayer N. Zold : Social Welfare Institutions
9. Donald R. Cross (Ed) : Prison studies in Institution Organizational change
10. Allen W.Scott : Rehabilitation - A Community Challenge
11. Vidya Bhusan : Prison Administration in India
12. Marulasiddaiah, H.M. : Contours of Social Welfare in India
13. Govt. of India : Model Prison Manual, 1970
14. Gluck Sheldon and A.T.Glueck: After conduct of discharged Prisoners.

SW919	Psychiatric Social Work	3	0	0	3
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Course Objectives :

- To understand mental health care system, policies and programmes.
- To understand the role of social worker, as a team member in the psychiatric setting.

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1. Introduction: Meaning, Definition, nature, objective and scope of psychiatry social work; Historical development of psychiatric social work in India and Abroad. **9 0 0**
 2. Brief information about common psychiatric disorders prevalent among adults, aged and children: The clinical features, symptoms and causes of the same (As per ICD 10 guidelines). **9 0 0**
 3. Introduction to Psychiatric Management: Counseling and Psychotherapy: Meaning, definition and importance of counseling: various psychotherapies in brief: Client centred therapy. Group therapy Psycho education, marital and family therapy, Behaviour modification techniques. Occupational therapy and recreational therapy. **9 0 0**
 4. Community Mental Health (C.M.H): Meaning, definition, nature and objectives of C.M. Health, Goals of C.M.H: prevention of mental illness and prevention of mental health. Brief information about C.M.H. services available in India. **9 0 0**
 5. Role of Psychiatric Social Worker in Psychiatric clinics. Hospital and mental health Programme, Application of various methods in the field, role of psychiatric social worker as an enabler, facilitator, counselor, educator and placement officer. **9 0 0**

Total 45 hrs

References :

1. Lowery : Psychiatry for Social Worker
2. Marfatia, J.E. : Psychiatric problems in children
3. French, L.M : Psychiatric Social Work
4. Robbins Arthur : Mental Hospital in India and Social Work Services
5. Delux Robert : Mental Health and Social Welfare

6. Coleman, J.C : Abnormal Psychology and Modern Man
7. Sir David Handerson : A Text Book of Psychiatry
and Gullepir,R.D.
8. Mane and Gandevia (Ed) : Mental Health in India
9. W.H.O : I.C.D. 10 Guidelines
- 10.Srinivas Murthy R. : Community Mental Health - Proceeding of Indo-US Symposium
& Bums,BJ .(Eds)

SW920	Social Development	3	0	0	3
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Course Objectives :

- *To understand the indicators and process of social development;*
- *To know the appropriate technology and developmental agencies for social development.*

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1. Social Change in India: Process of modernization and Social Development; Economic growth and development. Indicators of Socio economic development; social development as a unified appraisal to development. **9 0 0**
 2. Development attempt in India: Early experiments and their approach to development: Concept of good society "Sarvodaya", Gandhian Movement, Bhoodhan Movement and Cooperative Movement, critical review of various approaches to Development. **9 0 0**
 3. Developmental agencies: Pancharat Raj, History of village Panchayat in pre-independent India. Panchayat Raj after independence: Balwant Rai Committee report, Panchayat Raj bodies: structure and functioning of Panchayat Raj institutions, Community participation in Social Development. **9 0 0**
 4. Social Development and appropriate technology: NGOs: their objectives, functioning and strategies; Role of NGOs in Social & Technological Development in collaboration with government. **9 0 0**
 5. Review of various Social Development Programmes of the central and State Govt.: Education, Health, Economic, and Social Developmental Programmes. Role of Social Worker in Social Development. **9 0 0**

Total 45 hrs

References :

1. Bhatia, B.M. : History and Social Development
2. Jain, S.c. : Community Development and Panchayat Raj in India
3. Trivedi, H.M. : Micro studies in development and change
4. Tyler, C. : Indian Roots of democracy
5. Adi H. Doctur : Sarvodaya
6. Tarlok Singh : India's Development Experience
7. Henry Maddick : Panchayat Raj
8. Ralph Piers : Social Development and Planning in Asia
9. Mishra, R.P. and Sundaram, K. V. (Ed) : Rural Area Development Perspectives and Approaches
- 10.Kuppuswamy. B. : Communication and Social Development
- 11.Kuppuswamy. B. : Individual Development and Social Development
- 12.Gore, M.S. : Social Development

SW921	MANAGING NON-PROFITS AND NGOs	3	0	0	3
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Course Objective :

- This course aims at introducing to students the concepts and principles involved in managing non-profits, particularly NGOs.

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- 1. Non-Profits as Organizational Entities :** Non-profits as modern organizational forms - NGOs as non profit organizations involved in development work - Common denominators and overlaps in Business, Public and Non-profit managements – Legal - rational structure of Non-profits - Trusts, Societies and Companies Special reference to Trust Act, Societies Registration Act and Companies Act **9 0 0**
 - 2. Development and Context and Need for NGO Management :** Locating NGOs - Voluntarism and Civil Society - the Third Sector – Development aid and resources – Need for effective and responsible utilization – Neo-liberal understanding of service delivery - Capacity Building as central to development - use of organizational and management rationality. **9 0 0**
 - 3. Organizational Design :** Vision, Mission and Goals in NGOs – Matching intervention paradigms with mission and vision - Translating vision and mission into action - Role of Strategic Planning - Operational Goals, Programmes and Projects - Division of responsibility, authority and power relations - Decision making - Participation, empowerment, team work and ownership Voluntarism, Individual Autonomy and Organizational Accountability Transparency and Stakeholder Accountability - Knowledge Generation and Management - Leadership styles suited for NGOs **9 0 0**
 - 4. NGO Environment :** Interfacing with community and community based organizations – NGO-State relationship – Critical collaboration and autonomy - Managing and maintaining donor constituency – Other NGOs and CSOs – Networking, Partnering, Collaborating, etc. – Relating to market and business – NGO – Corporate relationship.
NGO Capacity Building : Building the competencies in NGOs - Identification and Procurement of right competencies, Training and Development and Performance Appraisal – Organizational – Techno-managerial capacity, Capacity for Self-Sustenance, Capacity for independence and Autonomy and Capacity for Learning and Change **9 0 0**
 - 5. Resource Management for Non-Profits : Resource Mobilization for NGOs -** Non-Financial Resource Natural Resources, Physical Resources in the form of common property - Human Capital Resources and Social Capital Financial Resource - Institutional and Non-Institutional sources of funding - National and International- Fund raising: strategies - Foreign contributions - Statutory Obligations
Accounting for Non-Profit Organizations : Basic Accounting principles and concepts - Preparation and analysis of Financial Statements - Ratio Analysis, Cash Flow and Fund Flow Analysis - Responsibility Accounting, Performance Budgeting and Zero Base Budgeting
Financial Management : Investment, Financing - Management of Working Capital **9 0 0**
- Total 45 hrs**

References :

1. Kaviraj, Sudipta and : Civil Society - History and Possibilities
Khilnani, Sunil.
2. Dale, Reidar. : Organizations and Development strategies. Structures and Processes
3. Drucker, Peter : Managing the Non-Profit Organization Practices and Principles

SW922	CASTE, ETHNICITY AND MARGINALIZATION	3	0	0	3
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Course Objective :

- This course aims at helping the students to contextualize the major human predicament in postmodernity, namely marginalization of people. A proper understanding of marginalization of individuals and groups will enable the students to frame intervention programmes to address the problems. This is done by having a very comprehensive discussion on socio cultural, religious, racial, ideological and legal forms of prejudice, discrimination and oppression.

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- 1. Caste Class Structure in India and Marginalization :** Defining "Caste" in India and locating the different caste groups in the power matrix - Complexity of "Post-Modern" casteist discourse in India - Entitlement and caste discourse in Post Independence India and Tamil Nadu - The position of Brahmins, Non-Brahmin upper castes and Dalits - Interrogating the "Brahmin", "Non-Brahmin" "Dalit and Non-Dalit" identities and their critical consequences on Pan Indian Politics. **9 0 0**
 - 2. Race, Ethnicity, and Marginalization :** Theories of Racial biology, social psychology and stereotypes of the colonial world and their impact on human groups - Privilege, exclusivity, intolerance, prejudice, discrimination, domination and oppression practiced in the socio political and economic structures of the world - Religion and religious sects as instruments of discrimination and oppression - Case studies of L Afghanistan; India, Sri Lanka, Middle East, Eastern Europe and Northern Ireland. **9 0 0**
 - 3. Marginalization Related to Poverty Economic Organisation :** Indigenous people and rights of land ownership - Rural and urban divide - poverty - Marginalization of the Children and the Aged - Physical, Mental and Health issues of Marginalization **9 0 0**
 - 4. Gender and Marginalization :** Contextualizing Indian Patriarchy in the postmodern context - Women's identity and caste, cultural, racial, ethnic, religious and class constructs - Identity needs and Rights : Gay, Lesbian rights and rights of Indian Transvestites - Political economy and status of women - unequal wage structure - Gender bias in developmental programmes - Market economy and women - knowledge economy and women - Feminist discourse - Liberalist, Marxist, and radical - Psychoanalytic - Postmodern conceptions **9 0 0**
 - 5. Mobilizing People Power and Social Movements of the Marginalized Case Studies:** Dalits of India - From Ambedkar, Gandhi till present - The American South - Campaign for Civil Rights by the African Americans - South Africa - Campaign against the Apartheid - A survey on Women's liberation movements in India - 1974 to 2002 **9 0 0**
- Total 45 hrs**

References :

1. Ghurye, G.S : Caste and Race in India.
2. Illaiah, K. : Why I am not a Hindu.
3. Zelliott, Eleanor : From Untouchable to dalit.
4. Mitra, Subrata, K : Culture & Rationality
5. Ackerman, Peter and Duvall, Jack : A Force More Powerful
6. Ryan, Mary, P. : Womanhood in America; from Colonial Times to Present.

SW923	RURAL DEVELOPMENT IN INDIA	3	0	0	3
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Course Objective :

- This course aims at presenting to students various rural development interventions and projects undertaken by the government in post-independent India. It will also facilitate a critical understanding of various policy initiatives, methods, strategies, and outcomes of various rural development plans, Programmes and projects undertaken in the past and present.

- 1. Nature of Rural Economy and Society in India :** Rural economy - Agriculture, non-agriculture sub sector, rural craft and occupation and rural industries **9 0 0**
Policies and Goals in India : Rural development policies and goals in India - Supportive Policies; Land Reform Policies, Agricultural Price Policies, Rural Credit Policies, National Forest Policies, National Water Policy etc. Liberalization and policy implications for rural development.
- 2. Survey of Rural Development Programmes and Projects :** Community Development Programme- History, objectives, activities and organization and outcome - CDP and introduction of panchayatiraj- critical evaluation of CDP – Intensive Agricultural District Programme- history, objectives, activities and outcomes Special Group and Area Specific Programmes - the Small Farmer Development Agencies, Marginal Farmers and Agricultural Labour Scheme - the Draught Prone Area Programme - Wage, Employment and Infrastructure Development Programme - Operation Flood - Genesis of Operation Flood - Amul model of dairy development and rural development - critical evaluation of methods, strategies and outcomes Integrated Rural Development - approaches, strategies, organizational structure of implementation agencies - evaluating IRDP. **9 0 0**
- 3. Panchayatiraj and Rural Development :** Question of people's participation in development - from democratic secularization to local self governance - understanding the evolution of the panchayatiraj system - Detailed study of 73rd Constitutional Amendment - Successful experiment in Panchayatiraj system - Kerala, Karnataka and West Bengal models - Emerging issues and problems relating to local self governance in India
Organizational Facets of Rural Development : Development bureaucracy - structure of rural development department DRDA-BDO-PO - Interfacing of Panchayatiraj institutions and the bureaucracy Role of NGOs in rural development - NGO - State interfacing in rural development - nodal agencies like CAP ART and their roles - Corporate involvement in development **9 0 0**
- 4. Financing Rural Development :** Domestic sources - institutional - government financing, public enterprises, RBI, NABARD, Corporate etc. non-institutional- households, money lenders etc.- role of SHGs and community enterprise - Foreign sources - institutional - government and bilateral funding multilateral partners like ADB, ED, FAO, WHO, UNDP, UNESCO, IBRD etc. - World Bank and IMF - Non-institutional and other international private donors and NRIs. **9 0 0**
- 5. Some Paradigms of Development and their Evaluation :** Modernist paradigm - Dependency theory of Marxist school Theory of Big Push - Rosenstein - Rodrik Critical minimum effort thesis - Leibenstein Spread of backwash effect - Gunnar Myrdal - Gandhian model - Intermediate technology - Schumacher Ecological model Sustainable livelihood model **9 0 0**

Total 45 hrs

References :

1. O' Brien, Martin : Theorizing Welfare.
and Penn, Sue
2. Blomstrum, Magnus : Development Theory in Transition. The Dependency Debate and Beyond.
Third World Response.
3. Bagchi, A.K : The Political Economy of Underdevelopment

SW924	ECOLOGICAL PERSPECTIVE FOR DEVELOPMENT	3	0	0	3
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Course Objective :

- This course aims at facilitating the students to understand the qualitative and quantitative constructs of development models and their impact on ecology. This will “enable the students to conceive ecologically sound, organic models a/development, in a balanced perspective

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1. **Trajectories from the Pre-modern to Post modern Era** : Understanding subsistence economy of the pre-modern era Sustaining standard and style of living - Capitalism, Colonialism and competition for resources - A critique on the status of scientific research of physical and technological advancement – Technopolitical organization – Post modern discourse on capital, human and social resources **9 0 0**
 2. **The Development Dilemma -Dominant Models of Mechanistic World View vs. Organic World View** : Economic modals of development - Development models in a Civil society and political infrastructure - The “First”, “Second” and “Third world paradigms and archetypical interventions - Assembly line models of socio I political and economic development of the post modern era - Sustaining development: The ethical dilemma - Humancentric Vs. Ecocentric developmental models - Growth and development **9 0 0**
 3. **“Resourcification” of Nature and the Development Trap** : Understanding the nature of resources - Nature as capital - Ecosystem and the environment - Environmental consequences of growth and development Individual and environment - Human intervention and the ecosystem - Development as a double edged sword **9 0 0**
 4. **Themes and Issues of Ecology and Development** : Pollution - Poverty and environment with special reference to rural and urban infrastructure - Conservation of soil, carrying capacity, disruption of eco cycles Water management - river, and oceanic resources - Energy and fuel - Research and technology for sustaining - Developmental choices - Countercultures of appropriate technology and small sustainable communities Social ecology and empowerment of marginalized . **9 0 0**
 5. **Contemporary Indian Environmental Concerns - Case Studies** : Dams and Displacement of people Forest lands, and indigenous people - Indian Perspectives on Ecofeminism - Fuel and Energy - Nuclear technology and opportunity cost - Peoples Science movement - Urban Development **9 0 0**
- Total 45 hrs**

References :

1. Barash, David, P : Introduction to Peace Studies
2. Nandy, Ashish : Science. Hegemony. and Violence
3. Shiva, Vandana : Ecofeminism

SW925	HUMAN RESOURCE DEVELOPMENT IN ORGANISATIONS	3	0	0	3
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Course Objective :

- This course aims at facilitating the students to understand HRD as an important strategy for effective Human Resource Management. It also aims at providing an account of the various processes and practices of HRD adopted by organizations to promote individual performance and enhance Organizational Learning

1. Conceptualizing HRD : Origin of Contemporary HRD - Increasing emphasis on intellectual/ human capital in organizations – Competency rooted human resource management approach – Knowledge Management and Human Resource Development – HED in Indian Industries – Element of HRD-Training, Development and Education	9 0 0
2. Training : Approaches to Training-Evolutionary Approach, System Approach, Pedagogical vs. Andragogical approach – Analyzing Training Needs – Identifying performance gaps and building performance measures – Choosing training methods and estimating training costs – Developing objectives and methods of instruction – Implementation of Training Programmes- Setting up learning environment, ensuring transfer of learning and increasing effectiveness of learning – Education-Internal and External evaluation, Kirkpatrick’s 4 levels of evaluation.	9 0 0
3. Development : Concept of Employee Development, Managerial Development and Organizational Development – Current approaches and practices in development – Employee empowerment, participation and capacity building as tools for competency building – Career management and HRD – Use of information Technology in Human Resource Development – Quality management as Development tool	9 0 0
4. Organizations as a Contest for Learning : Responsive Learning Organizations- Organizational Culture Facilitating Learning .	9 0 0
5. Leadership & Current Trends in HRD : Impact of Managing and Leadership Style on Employee Development- Building Conductive Organizational Climate for Development- Current Debates in HRD.	9 0 0
	Total 45 hrs

References :

1. Rastogi : Building a Learning Organization
2. Rao : HED Audit
3. Ghosh, Biswanth : Human Resource Development and Management

SW926	MANAGING ORGANIZATIONAL PROCESSES, CULTURE AND CHANGE	3	0	0	3
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Course Objective :

- This course aims at providing the students a conceptual framework relating to the dimensions of organizational processes, culture, change and its organic interconnectedness so as to provide a critical space for sensitivity developing mode of synergic work culture for high performance organizations.

1. Organizational Processes and its Organic Interconnectedness : Conceptualizing organizations as social systems- Conceptualizing interaction between instrumental and expressive behaviors, social and technical variables- Understanding Organizational character, Erich Fromm’s Receptive, Exploitative, Hoarding, Marketing and Productive Orientations- Understanding the Evolutionary and Socio-cultural antecedents of Power, Politics, Conflicts, Communication, Leadership, Motivation, Influence and Peace Making- Understanding connectedness among Process, Culture, and Change- Understanding Positivistic Vs. Phenomenologic standpoints- Understanding Social Ca[ital in Organizations	9 0 0
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2. **Organizational Processes** : Power relation and Politics- Communication, Participation, and Empowerment- Decision Making and Group Think- Team Configuration and Dynamics- Systems Policies and Procedures- Normative Orientations- Conflicts_ Negotiation, Interrogation, Resolution and Peace making- Inter-group relations, interorganizational/transorganizational relations- Motivation, Influence and Leadership-Perception and Cognition. **9 0 0**
3. **Organizational Culture** : Defining Organizational Culture-Changing Definition-perspectives in organizational culture- Organizational Culture as a transient phenomenon- Types of Organizational Culture- Charismatic vs. self-sufficient, paranoid vs. trusting, Avoidance vs. achievement, Politicized vs. focused, Bureaucratic vs. Creative cultures- Understanding Age, Gender, Value and Ethnic equations, Ethnocentric and egocentric orientations and its impact on Organizational culture- Manifestation of Organizational Culture- Organizational design, Selection and Socialization strategies, Class distinctions, Ideology, Myths and Symbols, Language, Rites and Ceremonials. **9 0 0**
4. **Organizational Change** : Conceptualizing change process- Resistance to change- Basic change models-Force field analysis and planned change process consultation, Burke Litwin Model of Organizational Performance and Change, Normative re-educative strategy of change, Parallel learning structures. **9 0 0**
5. **Implementing Change** : Implementing change and evaluating change process- Leadership style required for organizational change. **9 0 0**

Total 45 hrs

References :

1. Marin, Joanne : Cultures in Organizations-Three Perspectives
2. French, L. Wendell : Organizational Development – Behavioral Science Interview
And Bell, H. Cecil : for Organizational Improvement