



**BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)**

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME GUIDE
OF
MASTER OF SOCIAL WORK
(MSW)
With effect from 2018-19

Bharati Vidyapeeth Deemed University, Pune

MSW Programme - Choice Based Credit System

(Distance Mode Learning)

Introduction:

The Master of Social Work is a professional post graduate degree having potentiality to professionally seek employment and make carrier in various positions in governmental , non governmental and other organizations. The various areas for job placement are in rural development, urban development, tribal development, womena dn child development, welfare of specially challanged persons, correctional organizations, CSR projects, family courts etc. Master degree program equips trainees to work as agents of change grass roots level to policy level. The MSW course syllabus contains all academic learning related to this main focus. The students are thoroughly groomed in terms of mind-set, outlook and of course, knowledge. An assertive and transparent personality is what makes a complete and efficient social worker.

- 1. MSW Programme Structure. :** The MSW degree will be awarded to students who complete a total of 72 credits in minimum of two years and maximum four years. The student shall opt total 24 Courses in four semester which includes; 12 Core Courses, 08 Electives Courses and 04 General Courses. Student shall opt six courses per semester and Field Work.
- 2. Duration:** The duration of the Programme shall be of two academic years, in case the student fails in MSW programme he or she has to complete this programme within a maximum period of four years.
- 3. Eligibility:**

Admission to MSW Programme is open to graduate (12+3) of any Indian or Foreign recognized University. Candidates who have appeared for the qualifying examination (Bachelor's degrees exam.) in the respective year and a waiting for the result are also eligible for admission to first year M.S.W. Programme. However, the admission of such students will be confirmed only after producing the original passing certificates such as Marksheet, Leaving / Transfer certificate, Migration etc. within 30 days from the date of admission. In any case the student has to clear his / her eligibility before 30th August of the respective academic year. If the student fails to clear his / her eligibility within the said period he / she will not be allowed for appearing the University examinations.
- 4. Medium of Instruction:**

The medium of instruction shall be English. However, the student can write their theory examination, field work reports, and project reports in Marathi.
- 5. Programme Pattern:** The MSW programme shall have a Choice Based Credit System.
 - 5.1** The total marks at University Examinations for each theory courses shall have 100 marks.
 - 5.2** In addition to University Examination, there will be Internal Assessment for each Theory Course based on Paper presentations /Assignments/Term papers/ Class test/ Case-study presentations/Review of Articles or Books/Preparing bibliography/ Field based tasks.
 - 5.3** Internal assessments marks out of 100 and corresponding Grade Points shall be given by the subject teacher and shall be submitted by the Head of the Institute to the University.

5.4 The Grade Points of University examination and Internal Assessment shall be combined with Weightages of 70% and 30% respectively.

6. Field Work:

6.1 The field work of MSW part I and MSW part II will be of 45 days every year in the NGOs, Industries, Government Offices, undertakings and other agencies.

6.2. Field Work shall be of 100 marks each year.

6.4. Field work shall be conducted at social work agencies/organizations. Every student shall be supervised by an experienced/professional social worker from the agency and a faculty member from the Institute.

6.6. 100% attendance at Field work is compulsory.

6.7. A student failing in field work in Ist year will be permitted to second year in next academic year.

6.8. In any case, there is no provision of revaluation or moderation of field work marks, at university level.

6.9. Orintation visits will be the part of MSW first year field work

7. Research project (2 credits):

The research project shall be of 100 marks. A student who opt research project is required to select an appropriate topic for his/her research project during the second year and project report submit to the institute, 15 days before appearing the IV semester examination.

The research project shall be evaluated by the internal faculty. The candidate failing in research project will have to rewrite and submit the revised project report within a period of 3 months after the declaration of results.

8. Heads of passing:

The following shall be the independent heads of passing:

1. Written theory courses
2. Field work

10. Examination Scheme

10.1 Structure of Question Papers at University Examination

Each theory Paper is of 100 marks and 3 hours duration. Question paper will consist of total 6 questions:

1. Question No. 1. will be compulsory and will consist of 5 short notes of 5 marks each, out of which any 4 may be attempted: 5 marks x 4= 20 marks

2. Question No. 2. to question No. 6. will have internal options and carry 16 marks each: 16 marks x 5 = 80 marks.

11. Standard of Passing:

For the MSW courses, both UE and IA constitute head of passing. In order to pass in such courses and to earn the assigned credits, the learner must obtain a minimum grade point of 5.0 (40% marks).

A student who fails at UE in a course has to reappear only at UE as a backlog candidate and clear the head of passing. Similarly, a student who fails to submit the Internal Assignments (IA) of any course has to re-submit the Internal Assignments of respective course.

The 10-point scale Grades and Grade Points according to the following table.

Range of Marks (Out of 100)	Grade	Grade Point
$80 \leq \text{Marks} \leq 100$	O	10
$70 \leq \text{Marks} < 80$	A+	9
$60 \leq \text{Marks} < 70$	A	8
$55 \leq \text{Marks} < 60$	B+	7
$50 \leq \text{Marks} < 55$	B	6
$40 \leq \text{Marks} < 50$	C	5
Marks <40	D	0

The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the course. The weightage for performance at UE and IA shall respectively be 70% and 30%.

GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to grade point, which will be the GPA.

12. Rules of Promotion:

A Student is allowed to keep term from Semester – I and Semester – II to Semester – III and Semester – IV if he/she fails in any number of theory papers in MSW Ist year.

MSW Course Structure:

Total credits - 72

Theory Courses:

Class	Semester	Credits
MSW – I	Sem - I	
	Core Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	General Courses 01x02 credits	02
	Sem – II	
	Core Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	General Courses 01x02 credits	02
M.S.W. – I	Semester – I & II	06
	First Year Credits	36
MSW – II	Sem – III	
	Core Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	General Courses 01x02 credits	02
	Sem - IV	
	Core Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	General Courses 01x02 credits	02
M.S.W. - II	Semester – III & IV	06
	Second Year Credits	36
	Total Credits	72

The MSW Programme is of 72 credits which is to be completed in a minimum of two years.
The distribution of Credits over the Semesters is given below:

SEMESTER – I

Course Number	Course Title	Credit Value	Counseling Sessions	Self Learning	Weightage for UE/CIA (%)	End of Term
Core Course – All Core Courses are Compulsory						
CC-1	Social Work: History and Ideology	03	10	70	70/30	Uni.
CC-2	Methods of Social Work Practice: Work with Individuals and Groups	03	10	70	70/30	Uni.
CC-3	Field Work Practicum	03	10	70	70/30	Uni.
Elective Courses - Opt any two elective courses						
EC-1	Child Development and Socialization	02	06	48	70/30	Uni.
EC-2	Rural and Urban Sociology	02	06	48	70/30	Uni.
EC-3	Labour Economics	02	06	48	70/30	Uni.
General Courses - Opt any one general course						
G-1	Introduction to Sociology	02	06	48	70/30	Uni.
G-2	Introduction to Psychology	02	06	48	70/30	Uni.

SEMESTER – II

Course Number	Course Title	Credit Value	Counseling Sessions	Self Learning	Weightage for UE/CIA (%)	End of Term
Core Course – All Core Courses are Compulsory						
CC-4	Psychology for Social Workers	03	10	70	70/30	Uni.
CC-5	Methods of Social Work Practice – Work with Community & Social Action	03	10	70	70/30	Uni.
CC-6	Social Work Research	03	10	70	70/30	Uni.
Elective Courses - Opt any two elective courses						
EC-4	Youth Development	02	06	48	70/30	Uni.
EC-5	Panchayat Raj System	02	06	48	70/30	Uni.
EC-6	Women Status and Empowerment	02	06	48	70/30	Uni.
General Courses - Opt any one general course						
G-3	Public Administration	02	06	48	70/30	Uni.
G-4	Unorganized Labour	02	06	48	70/30	Uni.

SEMESTER – III

Course Number	Course Title	Credit Value	Counseling Sessions	Self Learning	Weightage for UE/CIA (%)	End of Term
Core Course						
CC-7	Social Legislation	03	10	70	70/30	Uni.
CC-8	Non Government Organizations and Programme Management	03	10	70	70/30	Uni.
CC-9	Social Policy and Planning	03	10	70	70/30	Uni.
Elective Courses - Opt any two elective courses						
EC-7	Programmes and Services for Children	02	06	48	70/30	Uni.
EC-8	Urban Governance	02	06	48	70/30	Uni.
EC-9	Human Resource Management	02	06	48	70/30	Uni.
General Courses - Opt any one general course						
G-5	Media and Development	02	06	48	70/30	Uni.
G-6	Research Project	02	06	48	70/30	Uni.

SEMESTER – IV

Course Number	Course Title	Credit Value	Counseling Sessions	Self Learning	Weightage for UE/CIA (%)	End of Term
Core Course						
CC-10	Counseling in Social Work	03	10	70	70/30	Uni.
CC-11	Poverty Alleviation and Development	03	10	70	70/30	Uni.
CC-12	Corporate Social Responsibility	03	10	70	70/30	Uni.
Elective Courses - Opt any two elective courses						
EC-10	Family Counseling	02	06	48	70/30	Uni.
EC-11	Livelihood Skills and Micro Finance	02	06	48	70/30	Uni.
EC-12	Labour Welfare	02	06	48	70/30	Uni.
General Courses - Opt any one general course						
G-7	Environmental Issues & Disaster Management.	02	06	48	70/30	Uni.
G-8	Introduction to Constitution of India	02	06	48	70/30	Uni.

Field Work						
Course Number	Course Title	Credit Value	Self Learning Method (Hours)	Weightage for CIA	End of Year	
MSW- I st Year	Orientation visits & Field Work	06	180	Internal Assessment	Institute	
MSW - II nd Year	Field Work	06	180	Internal Assessment	Institute	

SYLLABUS
SEMESTER – I

CC-1: SOCIAL WORK: HISTORY AND IDEOLOGY

Unit – I: Indian History of Ideologies for Social Change – I

- Concept of ideology
- Hindu Reform Movements : Brief review of Hindu reform movements; contribution of Raja Ram Mohan Roy, Dayanand Saraswati Swami Vivekanand
- Dalit Movements – Mahatma Jyotiba Phule, Dr.Babasaheb Ambedkar, Chh. Shahu Maharaj, Periyar,

Unit – II: Indian History of Ideologies for Social Change – II

- Christianity and Islam in India
- Gandhian ideology
- Ideology of the Indian Constitution: Preamble, directive principles, fundamental rights and duties

Unit –III: Western History of Ideologies

- Rationalism and welfarism
- Liberalism and democracy
- Utilitarianism and social darwinism
- Socialism and human rights

Unit –IV: Contemporary Ideologies

- Neo-liberalism and globalization
- Post-Modernism
- Feminism
- Ideology of sustainable and people centered development

Unit – V: History of Social Work Profession in India

- Growth of social work education in india
- Goals of social work education
- Welfare versus development orientation in social work
- Specialization versus generic courses
- Professionalization of social work : Professional associations and federations of social work
- Problems of social work education in India

Unit –VI: Values and Ethics of Professional Social Work

- Concept of values and ethics
- Ethical Responsibilities in Social Work
- Ethical decision making and dilemmas in social work
- Spirituality and social work
- Code of ethics for social workers

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23. Ram Ahuja, Indian Social System, Rawat Publications, Jaipur and New Delhi, 1997.
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CC- 2: METHODS OF SOCIAL WORK PRACTICE: WORK WITH INDIVIDUALS AND GROUPS

Unit -I: Introduction to Case Work as a Method of Social Work

- Concept and definitions of case work
- History of case work in India, U.K. and USA
- Assumptions in case work
- Values in case work

Unit-II: Theories and Components of Case Work

- Theories used in social work practice: System theory, social learning theory, Psychological development theory, rationale choice theory
- Components of case work-person, problem, place, process

Unit-III: Principles and Stages of Case Work

- Principles of case work
- Stages of case work - Study, diagnosis, treatment, evaluation, termination and follow up.
- Tools and Techniques in case work

Unit – IV: Introduction to Group Work

- Definition and characteristics of groups
- Types of groups
- Concept, definition and characteristics of social group work
- Group work in various settings

Unit – V: Principles and Phases in Social Group Work

- Principles in social group work
- Skills in social group work
- Phases : Orientation phase, Assessing and establishing objectives, Preparation of plan, Group formation phase, Rapport establishment phase , Programme implementation and evaluation phase, Termination phase

Unit – VI: Recording in Social Group Work

- Significance of Recording in group work
- Principles of recording
- Types of recording- narrative, process and summary
- Techniques of recording –observation, fish-bowl, sociogram.

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MSW Sem I
Field Work Practicum

Unit 1 Introduction : Field Work Practicum

- Concept and Definition of **Field Work Practicum**
- Objectives of **Field Work Practicum**
- Importance of **Field Work Practicum in social work Education**
- Methods of Field Work practice.

Unit 2 Roles and Responsibilities of different actors in Field Work Practicum

- Training Institute
- Field work agencies
- TSW
- Supervision and Evaluation

Unit 3 Field work Settings

- Women and child development
- Community development
- Industry and CSR
- Medical and Psychiatric
- Correctional adm
- Youth Development

Unit 4. Competencies and Skills for Field Work Practicum

- Rapport Estb and Development
- Situational Analysis and need assessment
- Team work
- Communication
- Recording and Documentation

Unit 5 Application of social work methods in Field Work Practicum

- Work with individuals- Case work
- Work with group- group work
- Work with community – Community organization
- Social work Research
- Social Advocacy and action
- Social welfare administration

EC -1: CHILD DEVELOPMENT AND SOCIALIZATION

Unit – I: Conceptual Framework

- Definitions of Child
- Demographic profile of children – Indian and Global
- Situational overview of children in India

Unit – II: Child Development

- Concept of Child Development
- Principles of Child Development
- Areas of Development-Physical,Emotional,Social,Intellectual

Unit – III: Stages in the life-span (up to Adolescent)

- Prenatal
- Neo-natal
- Post natal

Unit – IV: Developmental Hazards in Childhood

- Infant Mortality and Morbidity
- Common Childhood Diseases
- Nutritional Issues
- Behavioural Problems

Unit – V: Socialization of the Child

- The Concept and Process of Socialization
- Child- rearing Practices in Families
- Socialization of Children in Institutional Settings
- Socialization of Children with Special Needs

Unit – VI: Agencies of Socialization

- Family
- School
- Peer-group
- Mass-Media

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EC-2 : RURAL & URBAN SOCIOLOGY

Unit – I: Introduction to Rural Sociology

- Meaning and definition
- Scope of Rural Sociology
- Significance of rural sociology in community development
- Rural social institutions: Marriage, family, education

Unit – II: Indian village as a community

- Characteristics of village community
- Rural social structure:Occupational,Caste and class structure in villages
- Village power structure– sources of power
- Rural Ecology

Unit – III: Issues of Rural society

- Livelihoods
- Migration
- Health
- Unemployment
- Women empowerment
- Globalisation and Rural society

Unit – IV: Urban Sociology

- Nature, Definition, and scope of Urban Sociology
- City – meaning and characteristics
- Growth and development of cities
- Causes of growth of urban population in India

Unit – V: Urbanization

- Trends in urbanisation
- Consequences of urbanization
- Impact of Urbanisation on Rural society
- Industrialisation and social change

Unit – VI: Issues of Urban society

- Slums
- Housing
- Solid waste management
- Unplanned development
- Environment, Urban poverty

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EC-3: LABOUR ECONOMICS

Unit – I: Labour Economics

- Concept ,Meaning, and Definitions of Labour Economics
- Scope of Labour Economics
- Characteristics of Labour

Unit – II: Employment

- Theories Of Employment
- Full Employment
- Unemployment & Under Employment
- Employment Exchange

Unit – III: Wages

- Meaning And Definitions of Wages
- Wage Policy For Developing Economy
- Wage Regulation –The Equal Remuneration Act- The Minimum Wages Act 1948

Unit – IV: Theories of Wages

- Subsistence Theory of Wages
- Marginal Productivity Theory of Wages
- Exploitations Theory of Wages
- Demand And Supply Theory of Wages

Unit –V: Methods of Wage Payment

- Time Rate System
- Piece Rate System
- Balance Method System
- Performance Based System

Unit – VI: Labour Productivity

- Concept and Definition of Labour Productivity
- Measurement and Technique of Productivity
- Labour Efficiency and Productivity
- Factors of Productivity

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3. Dr. C.B. Memoria, Dynamics of Industrial Relations
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G-1: INTRODUCTION TO SOCIOLOGY

Unit – I: Introduction

- Definition and scope of Sociology
- Basic Concepts of Sociology –Society ,Groups, Community, Culture and Norms
- Importance of sociology and its relevance to social work practice

Unit – II: Indian Society

- Composition of Indian Society : the concept of unity in diversity
- Social Classification: Tribal, Rural & Urban
- Social Stratification: Caste & Class

Unit – III: Social Groups, Social Institutions and Social Control

- Meaning and Types of Groups
- Social Institutions-Marriage, Family, Religion, State and Law
- Social Control and Agencies of Social Control

Unit – IV: Society & Culture

- Society as a system of relationship
- Social structure : Status & Role
- Culture : Tradition, Customs, Values, Norms, Folkways &Mores
- Socialization : Process & Agents

Unit – V: Social Change

- Meaning and Characteristics of Social Change
- Factors Inducing Social Change
- Cultural Lag
- Social Change and Social Disorganization
- Social disorganization

Unit – VI: Indian Social Problems

- Population explosion
- Corruption
- Terrorism
- Naxalism
- Casteism
- Problems of elderly
- Crime and juvenile delinquency
- addiction

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22. Indian Social Problems – Volume 1 – G.R. Madam – Sixth Edition, Allied Publishers Pvt. Ltd., Mumbai.
23. Social Problems and Development Issues of Slum Women edited by Dr. Robin Tribhuvan.

G-2: INTRODUCTION TO PSYCHOLOGY

Unit – I: Psychology: Science and Perspectives

- Definition, nature and Goals of Psychology as a Science.
- History and perspectives – Structuralism, Functionalism, Gestalt, Psychoanalysis, Behaviorism, Humanistic, Cognitive, Bio-psycho-socio-cultural
- Fields – Developmental, Social, Clinical and counseling, Educational, Industrial, Health, Criminal and Forensic, Sports and women psychology.
- Methods – Introspection, Observation, Experimental, Survey and Case Study

Unit – II: Sensation, Attention and Perception

- Sensation – Definition, Nature and Process
- Attention – Definition, Types, Determinants, Phenomena - Division of Attention, Span of Attention
- Perception – Definition, Gestalt Principles and Perceptual Constancies
- Perceptual Illusions

Unit – III: Motivation

- Definition and Characteristics – Motivational Cycle.
- Types – Biological, Social, Psychological
- Theories – Arousal, Drive Reduction, Incentive, Humanistic (Maslow)
- Frustration – Sources of Frustration, Types of Conflicts

Unit – IV: Emotion

- Definition, Nature and Importance of Emotion
- Basic emotions: Joy, Excitement, Tenderness, Sadness, Anger, Fear and Love
- Theories of emotion: James-Lange, Canon Bard, Schachter, Singer and Lazarus
- EQ – Definition, Nature, Measurement and Importance of EQ

Unit – V: Personality

- Nature, Definition and Misconceptions
- Freud's Psychoanalytical Theory of Personality
- Trait Approaches to Personality: Allport's approach, Eysenck's PEN Model, Cattell's 16PF, McCrae and Costa Big-5
- Assessment Techniques – Behavioural, Projective and Self Report Inventories: MMPI, CPI, Neo PI
- Applications: SWOT Analysis

Unit – VI: Intelligence and Thinking

- Intelligence: Definition and Basic Concepts in Measurement (CA, MA, IQ and DQ)
- Intelligence Measurement: Stanford Binet, Wechsler Intelligence Scale for Children (WISC) and Wechsler Adult Intelligence Scale (WAIS)
- Individual Differences: Mentally Challenged and Gifted People, Types and Causes
- Thinking – Definition and Types Logical, Problem Solving and Decision Making, Creative Thinking

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12. Introduction to Psychology. Singapore: Thompson Wadsworth.
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SEMESTER – II

CC-4 : PSYCHOLOGY FOR SOCIAL WORKERS

Unit – I: Nature and Scope of Psychology

- Concept and definitions of Psychology
- Areas of Application of Psychology
- Scientific Methods in Psychology

Unit – II: Human Development and Human Behaviour

- Concept of Human Growth, Human Development and Human Behaviour
- Factors affecting Human Behaviour and Development

Unit – III: Theories of Human Development and Behaviour

- Freud's Psycho-sexual Theory,
- Erickson's Psycho-social Theory
- Jean Piaget Cognitive Theory

Unit – IV: Developmental Stages in Life Span

- Life span Approach to the understanding of Human Development
- Principles of Human Growth and Development
- Stages of Human Development-from conception to Old Age

Unit – V: Biological Factors in Human Development and Behaviour

- Heredity-Concept, mechanisms
- Influence of Heredity on Human Development and Behaviour
- Role of Endocrine Glands

Unit – VI: Psycho-social Factors in Human Development

- Environment – Concept and influence of Socio-cultural Environment on Human Development
- Motivation
- Conflict among Motives
- Coping and Defense Mechanisms

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CC – 5: METHODS OF SOCIAL WORK PRACTICE – WORK WITH COMMUNITY & SOCIAL ACTION

Unit – I: Community organization

- Meaning, Concept and Definitions of C.O
- Values, and Ethics of C.O practice
- Principles of Community Organisation Practice.
- Processes and Steps in community organization

Unit – II: Models and Techniques in Community Organization Practice

- Models of community organization: Directive Vs Non-directive and Rothman's Model.
- Techniques in community organization - PRA and RRA techniques,
- Committee formations, Leadership & cadre building and networking.

Unit – III: Role of Community Organizer

- Role of community organizer in community - guide, enabler, expert and social therapist
- Skills in community organization practice: interaction skills, information gathering and assimilation skills, organizing skills, resource mobilization (external and internal) skills, and conflict resolution skills.

Unit – IV: Community Organization Practice in Various Settings

- Working with Tribal, Rural and Urban communities,
- Health, Education, Natural resource management.

Unit – V: Social Action

- Concept and Definitions of Social Action
- Rights based approach
- Different forms of protest
- Strategies for social action from various social movements.

Unit – VI: Social Advocacy

- Concept and Definitions of Social Advocacy
- Strategy for advocacy; Campaigning; Lobbying; Use of media
- Public opinion building in advocacy
- Coalition and Network building

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2. Dr.V.V.Kulkarni, (2014),Dimensions of Community Work, Published by Current Publications, Agra. ISBN – 978-81-89065-80-5
3. Dr.V.V.Kulkarni, (2014), Dynamics of community organization and Social Work, Published by Current Publications, Agra. ISBN – 978-81-89065-80-5
4. Dr.V.V.Kulkarni, (2014), Community Organization Process and social work, Published by Current Publications, Agra. ISBN – 978-81-89065-80-5
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SEMESTER – II
CC-6 : Social Work Research

Unit-I

- Science & Scientific Inquiry, Scientific Methods
- Concept, Definition, Scope & Characteristics of Research
- Objective and Significance of Research in Social Work.
- Qualities of a Researcher

Unit-II

- Problem Identification
- Selection of Research Topic
- Conceptualization of Parameters & Variables
- Formulation of research Problems

Unit-III

- Components of research design;
- Meaning and characteristics of Research Design
- Types of Research Design

Unit-IV

- Sampling: Concept and purpose;
- Principles of Sampling;
- Types of Sampling;
- Sample Size.

Unit-V

- Sources of Data: Primary & secondary;
- Tools of Data Collection;
- Methods of Data Collection;
- Qualitative Methods of Data Collection - PRA, RRA, and PAR.

Unit-VI

- Data Processing;
- Use of Computer and SPSS;
- Analysis and Interpretation of Data;
- Report Writing

Reference Books:

1. Kothari C.R. (2006) Research Methodology, Methods and techniques, New Age international Publisher.
2. Ravichandran K. Nad Nakkiran s. (2009) Introduction to research methods in social sciences, abhijeet Publications, New Delhi.
3. Strauss, A & Corbin, J (1990) Basics of qualitative research, sage publication, New Delhi.
4. Adam Johns (2007) Research Methods for graduate business and social science

students Sage publications Ltd.

5. Weller, S.C. & Romney, A.K (1990) systematic data collection, qualitative research method series,10, A Sage University Publications.

EC– 4: YOUTH DEVELOPMENT

Unit – I: Situational Analysis of Youth

- Concept, definition and characteristics of youth
- Demographic profile of youth in India.
- Situational Analysis-Gender, student, non-student, caste, class, religion wise classification.

Unit – II: Needs and Problems of Youth

Needs

- Psycho-social needs.
- Health
- Education
- Employment

Problems

- Poverty
- Unemployment
- Addiction
- Violence and crime
- Sexuality-high risk behavior.

Unit – III: Issues concerning Youth

- Identity crisis
- Value crisis
- Unrest, frustration and suicide.
- Casteism, politics and culture.

Unit – IV: Youth Movements in India

- Women and Dalit Youth Movements
- Tribal Youth Movements
- International Youth Movements
- Youth as an agent of social change

Unit – V: Programmes and Policies.

- Youth Policy
- Governmental and Non-Governmental initiatives
- Role of United Nations Organisation.

Unit – VI: Youth and Social Change

- Concept of social change
- Youth as an agent of social change
- Role of youth in building new society

REFERENCE:

1. Saraswathi, Youth in India, Indian Council of Social Science Research.
2. Scheme of Central & State Govt. by Vishwa Yuva Kendra
3. Dr. D.R. Sachadeva, Social Welfare Administration in India, Kitab Mahal (1992-93)
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8. Jayaswal R. Modernisation and Youth in India, Rawat Publications, New Delhi (1992).

EC– 5: PANCHAYAT RAJ SYSTEM

Unit – I: Panchayat Raj System

- Meaning, Concept and Definition of Panchayat Raj System
- Objective of Panchayat Raj System
- Concept of democratic decentralization
- Historical development and committees on Panchayati Raj

Unit – II: Panchayati Raj in Operation

- Organizational and administrative structure of Panchayati Raj
- Panchayati Raj functionaries at village, block and district level with reference to Maharashtra
- Functions of Panchayati Raj institutions
- Gram Sabha and Mahila Sabha– organization, strengths and limitations

Unit – III: Aspects of Panchayat Raj Administration

- State control over Panchayati Raj bodies
- Legislative, administrative and financial control
- Leadership in Panchayat Raj

Unit – IV: Laws related to Panchayat Raj

- Mahatma Gandhi Rural Employment Guarantee Act, 2006
- The Constitution 73rd Amendment Act, 1992
- Panchayat Raj Act, 1993
- Panchayats Extension to Scheduled Areas Act (PESA) 1996.
- Financial resources to PRIs- Central and State

Unit – V: Rural development and PRIs

- Peoples participation in PRI
- Social Justice through PRI
- Politics in Panchayat Raj
- NGOs and PRI

Unit – VI: Challenges in Panchayat Raj System

- Community dynamics and Panchayati Raj
- Social inclusion and Panchayati Raj
- Globalisation and Panchayati Raj

REFERENCES:

1. George Mathew – Status of Panchayat Raj in the States and Union Territories of India, 2000, Institute of Social Sciences, New Delhi.
2. V. Sudhakar – New Panchayat Raj System, Local-Self-Govt. in Community Development, Mangal Deep Publications, Jaipur.
3. Rajesh Shalini –Rural Development through Democratic decentralisation, Deep and Deep Publications, New Delhi.
4. Sugan Chand Jain – Community Development and Panchayat Raj in India.
5. Choudhary D.H. – The Maharashtra Zilla Parishad and Panchayat Samiti's Act, 1961, Choudhary Law Publication, Jalgaon.
6. Mehta G.S. – Participation of Women in the Panchayati Raj System, Kanishka Publishers, Distributors, New Delhi.
7. Malcolm Adiseshiah – Decentralised Planning and Panchayati Raj – Concept Publishing, New Delhi.
8. R.S. Mehta – Rural Leadership and Panchayat, Bahri Publications Private Ltd.
9. Niraja Gopal Jayal / Sudha Pai – Democratic Governance in India, Sage Publications, Delhi.
10. Choudhary D.H. – Mumbai Gram Panchayat Act, 1958.

EC – 6: WOMEN: STATUS AND EMPOWERMENT

Unit – I: Status of women: Historical Review

- Vedic period
- Buddhist Period
- British period

Unit – II: Issues Related To Women

- Religion
- Health
- Education
- Politics
- Social-Dowry, domestic violence, divorce, desertion, rape

Unit – III: Women’s Movement

- International women’s movements.
- Women's movements in India – in 19th and early 20th century
- Dimensions of Women’s Movement

Unit – IV: Empowerment

- Concept, meaning and definitions of empowerment
- History of Empowerment in the context of Globalization
- Indicators of empowerment
- Factors affecting empowerment

Unit – V: Empowerment of Women (Post Independence)

- Role of the Govt.
- Role of Major Non-Governmental Organizations
- Informal and Voluntary People’s Movements.

Unit – VI: Empowerment of Women

- Role of International Agencies
- UN
- UBNESCO

REFERENCES:

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2. ShobhaSaxena, Crime Against Women & Protective Laws, Publication – Deep & Deep Publication, F – 159, RajouriGarden, New Delhi – 110 027.
3. GeetaChaturvedi, Women Administrators of India, Publication: R B S A Publishers, Jaipur – 302 003
4. G.K. Lielen, Women Migrants & Tribals: Survival Strategies in Asia, Olga Nieuwenhuys, Loes Schenk – Sandbergen
5. Agarwal Sushila, Status of Women, Publication: Printwell Publishers, Jaipur – 1988.
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21. Mittal Mukta, Women Power in India, Anmol Publications Pvt. Ltd., New Delhi (1998)
22. Gopalan Sarala, Women and Employment, Haranand Publications, New Delhi (1995).
23. PruthiRajkumar and PruthiRomila, Indian Women – Present Status & Future Prospects, Mangal Days Publications, Jaipur (2003)

G – 3: PUBLIC ADMINISTRATION

Unit – I: Introduction to Public Administration

- Concept and Meaning of Public administration
- Scope of Public administration
- Elements of Public administration
- Ethics in Public Administration.

Unit – II: Evolution of Public Administration

- Classical
- Neo-classical
- New Public Administration
- Development Administration

Unit – III: Major Approaches to the Study of Public Administration

- Bureaucratic Approach
- Decision-Making
- Systems Approach
- Public Choice

Unit – IV: Governance

- Good Governance Practices and Reforms,
- Public Sector in the context of Liberalization.
- State and District Administration
- Local Self Government

Unit – V: Issues in Public Administration

- Right to Information
- Consumer Protection Act, 2005.
- Administrative and Financial Accountability
- Civil Society and Public Administration

Unit – VI: Citizens and Administration

- Concept of Citizen Centric administration: Evolution, features and significant
- Function of Government: Regulatory function, service providing function and developmental function

REFERENCES:

1. Bhattacharya Mohit, 2008, *New Horizons of Public Administration*, New Delhi; Jawahar Publishers, 5th Edition.
2. Dhameja Alka (ed.), 2003, *Contemporary Debates in Public Administration*, New Delhi; Prentice-Hall India
3. Goel S.L., 2003, *Public Administration: Theory and Practice*, New Delhi; Deep and Deep Publishers.
4. Maheshwari S.R., 2003, *Administrative Theory: An Introduction*, New Delhi; MacMillan
5. Medury Uma, 2010, *Public Administration in the Globalization Era*, New Delhi; Orient Blackswan.
6. Nicholas Henry, 2004, *Public Administration and Public Affairs*, New Delhi; Prentice-Hall India, 8th Edition.
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8. Shafritz Jay M. and Albert C. Hyde (ed.), 1987, *Classics of Public Administration*, Chicago, Illinois, The Dorsey Press

G - 4: UNORGANISED LABOUR

Unit – I: Introduction

- Concept, Definitions of unorganized labour
- Characteristics of unorganized labour
- Socio-economic profile of Unorganized Labour

Unit – II: Categories of Unorganised Labour

- Child Labour
- Women Labour
- Contract Labour
- Agriculture Labour
- Bonded Labour
- Handicapped and Disabled Labour

Unit – III: Problems of Unorganised Labour

- Problems Related to Service Conditions and working conditions
- Wage Related Problems
- Problems Regarding Social Security
- Problems related to Health and Safety
- Problem of Unionisation

Unit – IV: Welfare of Unorganised Labour

- Welfare of unorganized Labour : initiatives and interventions
- NGO and Welfare of Unorganized Labour
- Role of Government in the welfare of Unorganised Labour
- Statutory Provisions related to Welfare

Unit – V: Legal Protection

- Constitutional Provisions Related to Unorganized labour
- Laws Related to Un-organised Labour
- The Contract Labour Act, 1972

Unit- VI: Social Security

- Definition
- Aims and Objective
- Social Assistance
- Social Insurance
- Finance of Social Security Schemes
- Evolution of Social Security

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3. Personnel Management, C.B. Mamoria
4. Labour Economics & Social Welfare – Dr. B.P. Tyagi
5. Report of National Commission on Labour – Govt. of India Publication, India.
6. Welfare of Special Categories of Labour, TISS, Mumbai, 1990.
7. Labour Welfare, Trade Unions & I.R. , Punekar & Deodhar.
8. Aspects of Labour Welfare & Social Security, A.M. Sharma
9. Labour Welfarism in India, B.D. Rawat.
10. Principles of Labour Welfare, Dr. M.V. Moorthy.
11. Indian Constitution, Govt. of India Publication.
12. Industrial and Labour Laws, S.P. Jain.
13. Industrial Jurisprudence and Labour Legislation, A.M. Sharma.

SEMESTER – III

CC – 7: SOCIAL LEGISLATIONS

Unit – I: Introduction to Social Laws

- Nature and Scope of Social Legislation
- Objectives of Social Legislation
- Role of the Social Worker in Promoting Social Legislations

Unit – II: Laws Related to Marriage

- The Hindu Marriage Act, 1955
- The Child Marriage Restraint Act. 1929

Unit – III: Laws Related to Children

- Juvenile Justice Act(Care and Protection), 2000
- Right to Education Act, 2009
- Child Labour Prohibition and Regulation Act 1986.

Unit – IV: Laws Related to Women

- The Family Court Act 1984
- The Dowry Prohibition Act, 1961

Unit – V: Protective Laws

- The Sexual Harassment of Women at Work Place (prevention , prohibition and redressal) Act, 2013
- Protection of Women from Domestic Violence Act 2005
- The Pre-conception and Pre-natal Diagnostic Techniques (Prohibition of Sex Selection) Act ,1994

Unit – VI: General Laws

- Right to Information Act, 2005.
- The Scheduled Castes and Scheduled Tribes (Prevention and Atrocities) Act 1989
- Maintenance and Welfare of Parents, Senior Citizens Act, 2007

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- 1) Bhanti, R., Social policy & development in Rajasthan, Udaipur Himanshu publications
- 2) Bulmer, M., The Goals of social policy, London: Unwin Hyman.
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CC – 8 : NON GOVERNMENT ORGANISATION AND PROGRAMME MANAGEMENT

Unit – I: Introduction

- Nature, Concept and Definitions of NGOs
- Types of Organizations - VOs, POs, CBOs, Charitable Trusts, and Govt. Sponsored Welfare Organizations.
- Historical Growth of Voluntary Action in India

Unit – II: Laws Related to NGOs - I

- The Societies Registration Act, 1860
- The Bombay Public Trusts Act, 1950
- Foreign Contribution Regulations Act, 1976
- The Indian Income Tax Act, 1961 (Sec. 50cc, 80G)
- The Companies Act, 1956 (Sec.20)
- The Companies (CSR Policy) Amendment Rules, 2015

Unit – III: Procedure of NGO Registration

- Procedure and Steps in Registration
- Documents of Registration
- Model By-Laws and Memorandum of Associations
- Authorities of Registration

Unit – IV: Aspects of NGO management

- Concept of NGO and office Management
- Training and Development
- Administration of Human Resources
- Financial Management
- Maintenance of Important Records

Unit – V: Project and Programme Management

- Nature and Concept of Project Management
- Preparation of Project Proposals
- Implementation of Programmes and Projects
- Monitoring and Supervision of Project
- Evaluation of Projects and programmes.

Unit -VI: Globalisation and NGO management

- Globalisation and changing scenario
- Global policies of NGO management
- Globalisation and challenges in NGO management

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 - The Societies Registration Act, 1860.
 - The Bombay Public Trusts Act, 1950.
 - The Companies Act, 1956. (Sec.20)
 - The Indian Income Tax Act, 1961. (Sec. 50cc, 80G)
 - Foreign Contribution Regulations Act, 1976.

CC-9 : SOCIAL POLICY AND PLANNING

Unit – I: Social Policy

- Concept and definitions of Social Policy and Social Welfare Policy
- Relationship between Social Policy, Social Welfare Policy and Social Development
- Values underlying Social Policy based on the Constitutional Provisions (i.e. the directive principles of state policy and fundamental rights)

Unit – II: Approaches to Social Policy

- Unified Approach
- Integrated Approach
- Sectoral Approach

Unit – III: Sectoral Social Policies

- Women's Policy
- Backward Class Policy
- Youth Policy
- Family Policy

Unit – IV: Social Planning

- Concept of Social and Developmental Planning
- Scope of Social Planning
- Planning as an Instrument and Source of Policy
- The Constitutional Provisions for Planning

Unit – V: The Machinery of Social Planning.

- Niti Aayog of India – The Legal Status, Structure and Functions
- State Niti Aayog and District Planning Committee

Unit – VI: Process of Planning in India

- Role of Central Government and Five Years Plans
- Role of State Government.
- Role of Panchayat Raj Institution

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24. Mullard, M. & Spicker, Social Policy in a Changing Society, London: Routledge.
25. Rao V., Social policy : The means & Ends Question” Indian Journal of public Administration,

EC-7: PROGRAMMES AND SERVICES FOR CHILDREN

Unit – I: Child Welfare

- Concept and Goals of Child Welfare
- Constitutional Provisions for Children in India
- Juvenile Justice (Care and Protection of Children) Act 2000

Unit – II: Special Initiatives for Children

- UN Convention on Rights of Children (CRC)
- National Policy for Children

Unit – III: Family based Programmes / Non- Institutional Services

- Adoption ,
- Foster Care,
- Sponsorship

Unit – IV: Institutional Services For Children

- Observation Homes
- Juvenile Homes
- Special Homes
- SOS Village

Unit – V: Family Strengthening Programmes (FSP) –

- Integrated Child Development Services (ICDS),
- Child Guidance Clinic,
- Child Line,
- Crèches

Unit – VI: Factors Affecting Child Welfare Services

- Governmental Factors
- Societal Factors
- International Factors

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2. Prof. Usha Nayar and V. V. Kulkarni, (2013), Interventions to Save the Girl Child in Punjab Vol. II ISBN – 978-1-329-70944-7, Published by, Lulu Publication 3101 Hillsborough St, Raleigh, NC 27607, United States of America
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4. Prof. Usha Nayar and V. V. Kulkarni, (2013), Interventions to Save the Girl Child in Haryana, Vol. IV ISBN – 978-1-329-70948-5 Published by Lulu Publication 3101 Hillsborough St, Raleigh, NC 27607, United States of America
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16. Rane Asha, "Street Children" TISS (1994).
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20. Dolly Singh, Child Development Vol.I (Issues Policies and Programmes), Kanishka Publishers (1995).

EC – 8: URBAN GOVERNANCE

Unit – I: Urban Governance

- Concept, Meaning and Significance
- History of Local Self Government in India
- Forms of Local Self Government – Municipal Council, Municipality and Municipal Corporation.
- Concept of Town Planning and Smart City

Unit – II: Statutory Provisions

- The 74th Constitutional Amendment Act, 1992
- Bombay Municipal Corporation Act, 1956
- Housing and Urban Development Act 1968

Unit – III: Organizational and Administrative Structure of Municipal Institutions

- Infrastructure and Developmental functions
- State Control over Urban Local Bodies
- Statutory and Non-Statutory functions

Unit – IV: Role of NGOs and Corporate Sector in Urban Governance

- NGOs working in Urban Development
- Contribution of Corporate Sector in Urban Development – Infrastructure and Service Sector.
- Administrative Structure and functions of Urban Community Development (UCD)

Unit – V: Policies and Programmes

- Policies Related to Urban Development
- Urban Development Schemes –
 - National urban Health Mission,
 - Urban livelihoods mission,
 - Jawaharlal Nehru National Urban Renewal Mission (JNNURM),
 - Urban Youth development programme

Unit – VI: Public Administration and good governance

- Concept and meaning of Public Administration and good governance
- Urban Planning and governance
- Decentralization planning
- Human Resource Development and Management approach towards Municipal Administration

REFERENCES:

1. Urban Development New Localism – Sudha Mohan – Rawan Publications, Jaipur, 2005.
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8. Urbanisation Trends in India, H.G. Hannumappa.
9. Social Work in Urban India – Nagpaul Hans.
10. Urbanisation in India –K.C. Sivaram Krishna.

EC-9: HUMAN RESOURCES MANAGEMENT

Unit – I: Human Resources Management

- Nature and Concept of H.R.M.
- Definitions and Scope of H.R.M.
- Objectives of H.R.M.
- Difference between Personnel Management, H.R.M. and H.R.D.
- Functions of H.R.M. Manager

Unit – II: H.R.M. Sub-System

- Career Planning and Development
- Performance Appraisal
- Potential Appraisal
- Organizational Development

Unit – III: Training and Development

- Nature, Concept and Definitions of Training and Development
- Objectives and Scope of Training and Development
- Need and Importance of Training and Development
- Types and Methods of Training
- Executive Development Programmes

Unit – IV: Total Quality Management

- Nature, Concept and Principles of Total Quality Management
- Quality Management Process
- Productivity and Quality Management
- Quality Circles

Unit -V: Professional Management and Skills Development

- Skills Development
- Managerial Levels and Skills
- Institution Building : A skill of Top Executive
- Tasks of a Professional Manager

Unit – VI: Human Needs and Motivation

- Human Needs and theories
- Motivation and its theories
- Employee Morale

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G – 5: MEDIA AND DEVELOPMENT

Unit – I: Understanding Media

- Concept and meaning of Media
- Scope of media in development
- Functions of Mass Media
- Role of Media in a Democracy

Unit – II: Types of Media:

- Print Media: Types and Characteristics of Print Media
- Electronic media
- Folk and cultural media
- Approaches to media
- Challenges for media

Unit – III: Media and Development – I

- Role of Press in Social & Political Movements
- Freedom of Press- Role of Press Council of India
- Making and analyzing News

Unit – IV: Media and Development – II

- Representation of Different Groups- Stereotyping and Labelling in Media
- Content of Newspaper: News Stories, Features, Articles, Editorial, Advertorial, Advertisements & Public Relations

Unit –V: Media and Society

- Understanding the Role of Media in Development
- Writing on Development Issues
- Media as Public Sphere
- Media as Public Service
- Media and Civil Society
- Media and Gender

Unit – VI: Advertising

- Role of Advertising in Marketing
- Functions of Advertising
- Types of Advertisements
- Ethics in Advertising
- Current Issues in Advertising

REFERENCES:

1. Kumar, Kewal J Mass Communication in India, Jaico Books, New Delhi,
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G – 6 : Research Project

- 1** The Research Project shall be of 100 marks.
- 2** Every MSW student is required to select an appropriate topic for his/her research project during the third semester and complete the Project Report and submit it to the Institute, 15 days before appearing the fourth semester examination.
- 3** The research project report shall be evaluated externally by the University Examiners.
- 4** A candidate failing in research project will have to re-write and submit the revised project report within a period of three months after the declaration of results.
- 5** The topic of Research must be related to the area of Social Work.
- 6** The candidate must follow the scientific process and method of Social Work Research or Social Science Research.

SEMESTER – IV

CC- 10: COUNSELLING IN SOCIAL WORK

Unit – I: Conceptual Framework

- Concept, definitions, and Scope of Counselling
- Counselling- as an Art and Science
- Levels and types of Counselling
- Principles of Counselling

Unit – II: Counselling Goals and Skills

- Counselling Expectations
- Goals of Counselling
- Essential Qualities for a Counsellor
- Counselling Skills

Unit – III: Phases in the Counselling Process

- Attending Phase
- Exploration Phase
- Understanding /Problem Analysis Phase
- Action Phase
- Termination Phase

Unit – IV: Techniques and Models of Counselling

- Directive Model
- Non-directive Model
- REBT Model
- Transactional analysis

Unit – V: Counselling in Various Settings - I

- School Counselling
- Sexuality Counselling
- HIV/AIDS Counselling
- Marriage Counselling

Unit – VI: Counselling in Various Settings -II

- De- Addiction Counselling
- Industrial Counselling
- Crisis Counselling

REFERENCES:

1. A.K. Nayak, Guidance and Counselling, APH Publishing Corporation, 1997.
2. Jacobs Masson Harvill, Brooks / Cole, Group Counselling Strategies and Skills – IVth Edition, 2002.
3. K.K. Shrivastava, Principles of Guidance and Counselling, Kanishka Publishers, New Delhi, 2003.
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15. Vineeta Chitale, Melita Vaz, Telephone Counselling for HIV / AIDS – A Counsellor's Resource Book, Tata Institute Publication, 2000

CC–11: POVERTY ALLEVIATION AND DEVELOPMENT

Unit – I: Poverty

- Concept, Meaning and Definition of Poverty
- Causes of Poverty
- Implications of Poverty
- Contemporary approach

Unit – II: Development and Poverty Relationship

- Social Exclusion And Poverty
- Gender And Poverty
- Weaker Section And Poverty

Unit – III: Poverty Alleviation Policy

- Tribal Poverty Alleviation
- Rural Poverty Alleviation
- Urban Poverty Alleviation

Unit – IV: Tribal Poverty Alleviation Programme

- Scheme Related to Educational Development
- Special Assistance to NGO.
- Financial Assistance to Economically Weak Families
- Schemes Related To Agriculture Development
- Schemes Related To Animal Husbandry Development
- Tribal Health Promotion Programme

Unit – V: Rural Poverty Alleviation Programmes

- Pradhan Mantri Gramodaya Yojana
- Swarna Jayanti Gram Swarajgar Yojana
- Sampurna Gramin Swarajgar Yojana
- Pradhan Mantri Gram Sadak Yojana
- Antodya Anna Yojana
- Mahatma Gandhi Employment Guarantee Scheme
- Walmiki Ambedkar Awas Yojana

Unit – VI: Urban Poverty Alleviation Programme

- Swarna Jayanti Shahari Swarajgar Yojana
- Urban Self & Wage Employment Programme
- Urban Women Self Help Programme
- Skill Training For Employment Promotion amongst Urban Poor

REFERENCES:

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3. Kanaskar. M.P. (2007) ‘ Study of Microenterprises and Microfinancing Systems in Rjural Non-Farm Sector with Special Reference to the Jawahar Tribal Block in Maharshtra.
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CC – 12: CORPORATE SOCIAL RESPONSIBILITY

Unit – I: Introduction

- Concept, meaning and definitions of CSR
- Objectives and Scope of CSR
- Development of CSR
- Functions of CSR
- Scope for Social Work in CSR Activities

Unit – II: Fields of Corporate Social Responsibility

- Education
- Health and Sanitation
- Gender Empowerment
- Infrastructure development
- Rural Development
- Environment

Unit – III: Essentials of Corporate Social Responsibility

- Identifying Priorities of the Community
- Community Investment and Employee Volunteering
- Partnership and Stakeholder Dialogue
- Managing CSR Along with Supply Chains

Unit – IV: Aspects of Corporate Social Responsibility

- Social Aspects
- Economical Aspects
- Environment Aspects
- Role of Social Worker in CSR activities

Unit – V: Corporate Social Responsibility Policy and Programmes

- Policies and Programmes of CSR
- CSR programmes for employees
- Networking with Stakeholders

Unit – VI: Corporate Social Responsibility Strategic Planning and Management

- Non-financial Risk Assessment and Management
- Aligning CSR Strategies with Financial Performance
- CSR Investment for Poverty Alleviation
- Long Term Development and Commitment

REFERENCES:

1. Changing Course, Stephan Schmidheiny & BCSD, MIT Press, 1992
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3. The fortune at the Bottom of the Pyramid, C.K. Prahalad, Wharton School Publishing, 2005
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- 11 Corruption in International Business, Harvard Business Case 9-701-128, December 2001
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- 14 Accounting Fraud at Worldcom, Robert S Kaplan and David Kiron, Harvard Business School Case study 9-104-071, May 2005, Management Lessons from Enron, B. Bowonder, TMTC, 2006
- 15 The Parable of the Sadhu, Bowen H. McCoy, Harvard Business Review, May-June 1997

EC – 10 : Family Counseling

Unit – I: Family as a System

- Holistic Family Assessment
- Characteristics of Healthy Marriage / Family
- Complexities of Marital Relationships
- Marital Conflicts and Divorce

Unit – II: Marital issues

- Alternatives to Marriage
- Personality Types in Marriage
- Marital Conflict-Causes & Impact
- Divorce And Remarriage

Unit – III: Marriage and Family Counselling

- Pre-Marital Counselling
- Marital Counseling
- Working with Families affected by Crises
- Abuse / Violence in Families

Unit – IV: Intervention in Family Related Issues- I

- Sexuality Counselling
- Pregnancy related Counselling
- Infertility Counselling

Unit – V: Intervention in Family Related Issues- II

- Pre and Post Adoptive Counselling
- Child Counselling
- School Counselling
- Counseling for Special Needs Children

Unit – VI: Techniques and Models in Family Counselling

- Egan's Model
- Directive and Non Directive Models
- Rational Emotive Therapy
- Transactional Analysis

REFERENCES:

1. A.K. Nayak, Guidance and Counselling, APH Publishing Corporation, 1997.
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EC-11: LIVELIHOOD SKILLS AND MICROFINANCE

Unit – I: Introduction

- Concept of livelihood
- Definition of livelihood
- Meaning of ‘Livelihood Skills’ and ‘Sustainable Livelihoods’
- Sources Of Livelihoods

Unit – II: Microfinance

- Meaning of Microfinance and micro credit
- Importance Of Microfinance For Poverty Alleviation
- Present scenario of Microfinance In India
- Microfinance As A Tool For Sustainable Livelihoods
- Microfinance And Women’s Empowerment

Unit – III: Approaches for Livelihood Promotions

- Self Help Groups
- Neighbourhood Groups
- Community Development
- International Development Agencies

Unit – IV: Microfinance Agencies

- NABARD
- National banks
- Gramin banks
- Cooperative banks
- Federations – Vasantnao Naik Mahamandal, Annabhau Sathe Mahamandal, Mahila Arthik Vikas Mahanadal (MAVIM)
- Khadi and village industries Commission (KVIC)
- Western Maharashtra Development Corporation (WMDC)

Unit – V: Inclusive Growth

- Inclusive growth and microfinance
- Social exclusion and social development
- Gender and inclusive growth
- Globalization and inclusive growth

Unit – VI: Case Studies in Microfinance

- Gramin Bank - Bangladesh
- Self Employed Women’s Association(SEWA,)
- Mysore Resettlement and Development Agency (MYRADA)
- Development of Human Action (DHAN)
- Anna Purna Women’s Organization
- Chaitnya. Khed Rajgurnagar
- Bahrtiya Agro Industries Foundation (BAIF)

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EC – 12: LABOUR WELFARE

Unit – I: Introduction to Labour Welfare

- Concept, definitions and objectives of labour welfare
- Historical development of labour welfare
- Scope of Labour Welfare
- Current trends of labour welfare

Unit- II: Labour Welfare Policy & Practices in India

- National policy on labour welfare
- Agencies of labour welfare
- Statutory and non-statutory welfare facilities
- Role of labour welfare officer

Unit – III: Types of Labour Welfare

- Intra-mural and Extra-mural Labour Welfare Facilities
- Statutory and Non-statutory Welfare Facilities
- Functions and Responsibilities of the Labour Welfare Officer

Unit – IV: Welfare of Special Category Labour

- Female Labour
- Child Labour
- Construction Labour
- Agriculture Labour and other unorganized sector labour

Unit – V: Maharashtra Labour Welfare Board

- Structure of Maharashtra labour welfare board
- Functions of labour welfare board
- Activities/Schemes of Maharashtra labour welfare board
- Bombay Labour Welfare Fund Act, 1953

Unit – VI: Social Work in Industry

- Meaning and Concept of Industrial Social Work
- Application of Social Work Methods
- Employee Counselling
- Corporate Social Responsibility

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G-7: ENVIRONMENTAL ISSUES AND DISASTER MANAGEMENT

Unit – I: Introduction

- Concept and Definitions of Environment
- Physical, Social and Communal Environment
- Environment Education; need and objectives
- Global Environmental Issues

Unit – II: Approaches and Models of Environment Education

- Service approach
- Action approach
- Sustainable development approach
- Interdisciplinary model
- Multi – disciplinary model
- Social Development model
- Economic development model

Unit – III: Concepts in Disaster Management

- Disasters, Risks, Hazards, Vulnerability, Disaster Cycle
- Relief and Rehabilitation in Disaster, Logistic Management
- Disaster preparedness and disaster mitigation
- Initiatives in disaster management

Unit – IV: Classification of Disasters

- Meaning of Natural and Human made disasters.
- Types of disasters: Famine and drought, Floods, Cyclone, Storms, Tsunami, Earthquakes, Riots, Industrial Accidents, Road-Air-Rail Accidents, Bomb-blast and explosions, War, Avalanches and landslides.

Unit – V: Disaster Responses and Mitigation:

- Prevention and preparedness – Disaster response at various stages of disasters: evacuation and rescue; emergency supplies; early warning systems and vulnerability reduction; disaster financing; provisions and procedures.
- Aid administration and management
- Technological options for disaster response and preparedness

Unit – VI: Relief and Rehabilitation

- Relief – Damage and needs assessment.
- Rehabilitation and Recovery - Planning for rehabilitation and recovery, displacement and resettlement.
- Community Participation and capacity building for facing disasters
- Disaster Management Act, 2005.

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G – 8: INTRODUCTION TO CONSTITUTION OF INDIA

Unit – I: Nature of the Constitution

- Nature and Concept of the Indian Constitution
- Historical background of Indian Constitution.
- The Preamble
- Special Features of the Indian Constitution

Unit – II: Philosophy of the Constitution

- Independent and Sovereign
- A Representative Democracy and Democratic Society.
- Political, Economic and Social Justice.
- Liberty, Equality and Fraternity.

Unit – III: Citizenship

- Meaning of Citizenship
- Constitutional Rights and Privileges of Citizen of India.
- Constitutional and Statutory basis of Citizenship in India.
 - A person who become Citizenship on January 19th 1950.
 - Acquisition of Citizenship after January 26th 1950
 - Fundamental Duties

Unit – IV: Directive Principle of State Policy: Part - A

- Arti – 38: State to Secure a Social order for the promotion of Welfare of the People
- Arti – 39a: Equal Justice and Free Legal Aid.
- Arti – 40: Organisation of Village Panchayats
- Arti – 41: Right to Work, to Education and to Public Assistance in certain cases
- Arti – 42: Provision for Judge and Human conditions of work and Maternity relief.

Unit – V: Directive Principle of State Policy: Part – B

- Arti – 43a: Participation of worker in management of Industries.
- Arti – 44: Uniform Civil Court for the Citizens.
- Arti – 45: Provision for free and compulsory Education for Children.
- Arti – 46: Promotion of Educational and Economic interests of Scheduled Caste and Scheduled Tribe and Other Weaker Sections.
- Arti – 47: To raise the level of Nutrition and the Standard of living and to improve the Public Health.
- Arti – 48: Organisation of Agriculture and Animal Husbandary.
- Arti – 51: Promotion of International Peace and Security.

Unit – VI: Special Provisions relating to certain Classes.

- Arti – 330: Reservation of seats for Scheduled Caste and Scheduled Tribe in the House of People.
- Arti – 331: Representation of the Anglo Indian in the House of the People.
- Arti – 332: Reservation of seats for Scheduled Caste and Scheduled Tribe in the Legislative Assemblies of the State.
- Arti – 335: Claims of Scheduled Caste and Scheduled Tribe to services and posts.
- Arti – 340: Appointment of a commission to investigate the conditions of Backward Classes.

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