### M.S.W. SEMESTER- IV

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| **S.****N.** | **Title of the Paper** | **Total Hours** | **Credits** | **Total Marks** |
| 1 | Social policy , planning and development | 45 | 04 | 100 |
| 2 | Specialization paper –IV | 45 | 04 | 100 |
| 3 | Specialization paper –V | 45 | 04 | 100 |
| 4 | Specialization paper –VI | 45 | 04 | 100 |
| 5 | **Foundation Course –II (Choice/Open Elective)****Application in Social work Practice**(For Students of Other Subjects) or **Elective course** – Social entrepreneurship  | 45 | 04 | 100 |
| 6 | **Research project :**1. Research project based on

Specialization (180 hours; 50 Marks)1. Class Room Presentations

(3 hours, 15 Marks)1. Internal viva voce (15Marks)
2. External viva voce – Research project

(20) Marks) | 183 | 04 | 100 |
| 7 | **Social Work Practicum** (Total: 194 hrs) i)Orientation ,skill labs ,Concurrent Field Work Practicum based on specialization (144 hours; 50Marks)1. EducationalTour

(5 Days/50 hours; 15 Marks)1. Internalviva voce (15Marks)
 | 194hours | 04 | 100 |
|  |  **Block Placement (Internship)**(One month after the 4th Semester) |  |  |  |
|  | **Total** |  | **28** | **700** |
|  |  | 45 Hours | 4 | 100 |

**Core Paper 1(4T1)**

**Group 13: Social Policy, Planning & Development**

**Learner Objectives:**

#### 1. To develop an understanding of social policy and models.

####  2. To Critically understand the sectoral policies in India

#### 3. To understand and identify dimensions of social planning in India,

#### 4. To examine the components and indicators of social development

1. **Social Policy:** Concept of social policy, Evolution of social policy in India, Values in social policy and planning based on the Constitutional provisions (i.e. the Directive Principles of State Policy and Fundamental Rights), Different models of social policy and their applicability to the Indian situation.
2. **Sectoral Social Policies in India:** Different sectoral policies and their implementation: - education, health, women, children, youth, Senior Citizen, housing, population and family welfare, environment and ecology, urban and rural development, tribal development, backward classes and poverty alleviation.
3. **Social Planning:** Concept, Scope and process of social planning, Post Independence history of Social planning in India , The structure & functions of the NITI Aayog.
4. **Social Development :** Concept, Definition & goals of social development, Elements of Development, Approaches to development, Development indicators, Human Development Index (HDI), Global happiness Index (GHI), Sustainable Development Goals 2030.

Assignments:

* Presentation on Sectoral Social Policies
* Written assignment on given topics
* Group discussion/seminar on Sustainable development goals2030

**Outcomes:**

#### 1. Developed an understanding of social policy and models.

####  2. Critically understood the sectoral policies in India

#### 3. Understood and identified dimensions of social planning in India,

4. Examined the components and indicators of social development

**Specialization Paper- IV (4T2)**

**Specialization Group A: Family & Child Studies Group20: - Situation of Women in India**

**Learners Objectives:**

1. To know situation and status of women in India.
2. To understand issues related to development and empowerment of women in India.
3. To take appraisal of women related legislations.
4. To study the women’s movements at National and International levels.
5. **Situation and status of women in India**: Historical review of status of women in Indian society; Status of women in family, religion, Education, health Political, economic and legal status; **Situation of girl child in India**: Sex determination, Sex ratio and mortality; Malnutrition and health; Education; Early marriage and teenage pregnancies.
6. **Problems of Women:** Physical and psychological problems; Dowry, Domestic violence, divorce, desertion, Rape, sexual abuse, sexual harassment, prostitution and economic problems – employment and self -employment.
7. **Women and Law**: Rights guaranteed under constitution; Family laws – marriage, divorce, maintenance, adoption; Laws related to offences against women – Sati, Property & Succession; Domestic Violence, Rape, Trafficking, Prenatal Diagnostic Test, Sexual Harassment at work place; Provisions for empowerment, family courts, National and State Women Commissions; Special Cells for women; All women police stations.
8. **Women’s Movement**: International women's movement; Women's movement in India– 19th and early 20th century; Nationalist movement; Post-1975 campaigns, gender equality and empowerment; Governmental efforts for women's development – National and State level women's Policies.

Assignment:

1. Presentation on women empowerment
2. Written assignment on given topics
3. Group discussion/seminar on women development

**Outcomes:**

1. Understood the situation and status of women in India.
2. Understood issues related to development and empowerment of women in India.
3. Appraised women related legislations.
4. Studied the women’s movements at National and International levels.

**Recommended Readings** :

1. Agnes,Flavia(1999)LawandGenderInequality–ThePoliticsofWomen‟sRightsinIndia, New Delhi :Oxford UniversityPress.
2. Agrawal,Namita(2002)WomenandLawinIndia,WomenStudiesandDevelopmentCentre, December, New CenturyPublication.
3. Desai Murli (1986) Family and Intervention – Some Case Studies, Mumbai :TISS.
4. Djetrich,Galmele(1992)ReflectionsontheWomen‟sMovementinIndia–Religion, Ecology,Development, New Delhi : Horizon IndiaBooks.
5. Goel,Aruna(2004)OrganisationandstructureofWomenDevelopmentandempowerment, New Delhi : Deep and Deep Publication Pvt.Ltd.
6. Kumar,A.(2006)WomenandFamilyWelfareInstituteforsustainableDevelopment, Lucknow, New Delhi : Anmol Publications Pvt.Ltd.
7. LaxmiDevi(1996)Women&FamilyWelfareInstituteforsustainable Development :Lucknow, New Delhi : Anmol Publications Pvt.Ltd.
8. Maitreyi,KrishnaRaj(1980)WomenandDevelopment–TheIndianExperiencePune: Shubhada Saraswalt Prakashan
9. NaomiNeft&AnnD.Levine(97-98)WhereWomenStand–AnInternationalReportonthe status of women in 140 countries, New York : RandomHouse.
10. Sen,Ilina(1990):Aspacewithinthestrugglewomen‟sparticipationinpeople‟s movement, Kali for women, NewDelhi.
11. Seth,Mira(2001)WomenandDevelopmentTheIndianExperience,NewDelhi:Sage Publications.
12. Sinha, Niroj (1998) Women and Violence, New Delhi : Vikas Publishing House Pvt.Ltd.
13. Upadhyay, Lalit (2007) Women in Indian Politics, Panchculla : Better Books.

## Master of Social Work (MSW) Semester – IV

### Specialization Paper -V (4T3)

**Specialization Group A: Family & Child Studies**

**Group 21 - Family and Child Welfare : Development and Management**

##### Learner Objectives:

1. To study the relevance of welfare & development organizations in the context of Family and child welfare.
2. To understand the institutions in the field of family and child welfare.
3. To study the organizational management system.
4. To appraise the training, advocacy, campaigns and networking in the field of Family& Child Welfare.
5. **Welfare & Development Organizations**: Nature, characteristics and functions of welfare & development organizations in the context of Family and child welfare; Staff structure and staff policies in welfare organizations; The issue of attrition in welfare organizations; Team building in welfare organization.
6. **Administration of Welfare Organizations :** Administrative set up of Ministry of Women and Child Development at the central, state and district levels; Vision, mission, objectives, functions, systems and procedures at each level; Administration and management of orgnisations **:**a. Residential Organisation; Orphanages and other Charitable Homes (Supervision and Control )Act, 1960, b. Community based projects/organizations, c. Non- institutional setups.
7. **Organizational Management** : Meaning of Co-ordination; Systems of co-ordination; Supervision – objectives, principles and types of supervision; Monitoring – principles and techniques, documentation in monitoring ;Staff evaluation; Staff development– manpower planning, meetings and training, need for training, types of training; training cycle, qualities and skills of trainer, appraisal systems
8. **Advocacy, campaigns and networking in family and child welfare :**  Current initiatives and challenges in campaigns; Strategies for advocacy, planning and use of media and use of technology for advocacy; . networking in the field of family and child welfare. Role of public interest litigation, court judgments, National Human Rights Commission and other concerned commissions.

**Assignment**:

1. Presentation on welfare & development organizations.
2. Written assignment on given topics
3. Group discussion/seminar on institutions in the field of family and child welfare

Outcomes

1. Studied the relevance of welfare & development organizations.
2. Understood the institutions in the field of family and child welfare.
3. Studied the organizational management system.
4. Appraised the training, advocacy, campaigns and networking in the field of Family& Child Welfare.

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##### Recommended Readings :

1. Arora,S.P.(1980)OfficeorganizationandManagement,Sahibabad,UP:VikasPublishing House
2. Charactcetroul(1982)IntroductiontoSocialWelfareInstitution,Homeword:TheDorsey Press.
3. D Paul Choudhari (1962) Social Welfare Administration, Delhi : Atma Ram &Sons.
4. Fred Luthans (1977) (IInd Ed.) : Organisational Behaviour, McGraw, Hill Kogakusha,Ltd.
5. Goal&R.K.Jain(1988)SocialWelfareAdministrationVol.2.5,NewDelhi:Deep&Deep Publications.
6. John M. Romnyshyn (1971) Social Welfare : Charity toJustice.
7. L.Littlefield,FrankM.Rachel,DonaldL.Caruth(1974):Office&AdministrativeManagement (SystemsAnalysis,Dataprocessing&OfficeService,PrenticeHallofIndiaPvt;Ltd;NewDelhi.
8. MaxD.Richards&WilliamANielandev(1971):ReadingsinManagement,D.B.Taraporevala Sons & Company Pvt; Ltd;Bombay.
9. N.Y.LolitaSmadhaKohai(1989)FinancialAssistancetoVoluntaryOrganization,NewDelhi: NationalInstitute of Publican Cooperation & ChildDevelopment.
10. O.P.Dhama&O.P.Bhatnager(1994)Education&CommunicationforDevelopment,New Delhi : Oxford & IBH Pub. Co Pvt. Ltd.
11. Padaki, Vijay, Vaz, Manjulika (2005) Management Development in Non-Profitorganization

– AProgramme for Governing Boards, New Delhi: Sage Publications.

1. Ray, Reuben (1998) Time Management, Mumbai : Himalaya PublishingHouse.
2. RajeshwarPrasad,G.C.Hallen,KusumPathak(1975)ConspectusofIndianSociety,Satish BookEnterprises, Agra.
3. Romesh Thapar (1978) Change & Conflict in India, New Delhi : Macmillan Co. of IndiaLtd.
4. RobertDubin(1970)(3rdedition):HumanRelationsinAdministration,PrenticeHallof India Pvt; Ltd, NewDelhi.
5. S. Neelamegham (1973) : Management Development New Perspectives and ViewPoints
6. Kalyani Publishers, Delhi, Ludhiayana, Bhopal.
7. S.Dubey&KalnaMuskseOrganisationalDesigns&ManagementMethodsforHuman serviceOrganisations.
8. S.Dubey(1973)AdministrationofSocialWorkProgramme,NewDelhi:SomaiyaPub. Pvt.ltd.
9. Vohar,Manish(2006)ManagementtrainingandDevelopment,NewDelhi:Anmo Publicaitons Pvt. Ltd

## Master of Social Work (MSW) Semester – IV

### Specialization Paper -VI (4T4)

**Specialization Group A: Family & Child Studies Group 22 - Youth and Elderly in the Family**

1. To gain knowledge about the situation of youth in India
2. To get familiar with the youth related issues.
3. To gain knowledge about the situation of elderly in India.
4. To get familiar with the elderly related issues.
5. **Situation of Youth**: Concept, definition and characteristics of youth; Youth in India–urban, rural, tribal; Role–student, non-student. Situation of youth- Gender, class, religion, caste. Influence of socio-economic and political situation on youths.
6. **Needs and Problems of Youth in Family**: Socialization, Health, Education, Development, Self-Identity, Employment, Psycho-social needs, Changing Lifestyle, addictions, and changing values in the context of Indian family.
7. **Situation of Elderly:** Concept, definition and characteristics of elderly; Elderly in India – urban, rural, tribal; Guiding principles of working with elderly, Physical, psychological, sexual, emotional, economic, social and spiritual aspects of elderly, Laws affecting elderly population; Policies and developmental programs for elderly.
8. **Needs and Problems of Elderly in Family:** Needs and problems of elderly in different family types in India; Issues of neglect, loneliness, abuse, violence and abandonment; Evolution of gerontological social work in India.

**Assignment**:

1. Presentation on youth and elderly.
2. Written assignment on given topics
3. Group discussion/seminar on needs and problems youth and elderly.

**Outcomes:**

1. Gained knowledge about the situation of youth in India
2. Got familiar with the youth related issues.
3. Gained knowledge about the situation of elderly in India.
4. Got familiar with the elderly related issues

##### Recommended Readings (Youth):

1. AgendaJayaswal(1992)Modernization&YouthinIndia,Jaipur&NewDelhi:Rawat Publications.
2. Ahuja, Ram (1996) Youth & Crime, Jaipur & New Delhi : RawatPublications.
3. Altbach,PhilipG.(1970)TheStudentRevolution–AGlobalAnalysis,Bombay:Lalvani Publishing House.
4. Anthony,A.D‟souza(1979)SexEducation&Personalitydevelopment,NewDelhi:Usha Publication.
5. Baja,PremedKumar(1992)YouthEducation&Unemployment,NewDelhi:Hashish Publishing House
6. Choudhary, D. Paul (1985 )Child Welfare & Development, New Delhi, Atma Ram &Sons.
7. Chowdhari,D.Paul(1967)Handbookofsocialwelfare(Fieldsofsocialwork),NewDelhi: Atmaram &Sons.
8. Engene Morris, C (1956) Counselling with Young People, New York : AssociationPress.
9. Erik H. Erikson (1965) The Challenge of Youth, Doubleday and Com. Inc, NewYork

Recommended Readings (Elderly):

1. Abrahams,E.(1987)Letthemallbedammed-I”lldoasIplease,AmericanHeritage,(Sept. Oct.)
2. Achenbaum,W.A.(1978)Oldageinanewland:AAmericanexperiencesince1790. Baltimore: John Hopkins UniversityPress.
3. Anderson, H.C. (1971) Newton‟s Geriatric Nursing, 5th Ed. St. Louis: C.V. MosbyCompany,
4. Aren, J. (1987) The legal Status of Consent Obtained from families of adult patients131

to with hold or withdraw treatment JAMA

1. BennettG.KingstonP.&PenhaleB.(1997)Thedimensionsofelderabuse:Perspectivesfor Practitioners, London: MacmillanPress.
2. Biswas,SuhasKumar(1987)AgeinginContemporaryIndia,NewDelhi:Indian AnthropologicalSociety.
3. HandbookofAgeingandtheSocialSciences(1985)2ndEd.NewYork:VanNostrand ReinholdCo.
4. Tulankar,L.S.,&Menachery,J.A.,(2000)SocialWorkInterventionwiththeAgeinginRural Areas: A Micro Level Study in Rural Vidarbha. In Desai, Murali & Raju, Siva: Gerontological Social Work in India: Some Issues and Perspectives. Delhi: B R PublishingCorporation.
5. VijayaKumar,(1991)Familylifeandsocio-economicproblemsoftheaged”Ashish publishing house, NewDelhi.
6. Vora.R.andS.Palshikar(1994)Class,CasteandideologyinMaharashtra.InK.L.Sharma (Eds) Caste andClass in India, Rawat Publications,Delhi.
7. Shah,V.P.,(1993)TheelderlyinGujarat,(Projectreport),Ahmadabad:University, Department ofSociology.
8. SinghPuran,(1989)Problemsofeducationamongscheduledcastes.NewDelhi:Mittal publications.

### Specialization Paper- IV (4T2)

**Specialization Group B : Medical & Psychiatric Social Work Group 20- Psychiatric Information for Social Workers**

**Learner Objectives:**

1. To gain knowledge about the concept of Mental Health as an important attribute oflife.
2. Todevelopanunderstandingofminor&majorpsychiatricdisorders,theircauses, symptoms, diagnosis, manifestations andmanagement.
3. Todevelopskillstofunctionaspsychiatricsocialworkersinchild&adultpsychiatricsetups.
4. Understandtherelevance,natureandtypesofsocialworkinterventionsinmentalhealth.
5. Developappropriateskillsandattitudesrequiredforthepracticeofmentalhealthsocial work.
6. **Concepts of Mental Health and Illness: :** Relationship between social sciences and psychiatry; Understanding normal and abnormal behavior; Definitions and perspectives of mentalhealth;componentsofmentalhealth**.**Relationshipbetweenpsychologyandpsychiatry, Classification of mental and behavioural disorders. Use of classification and its importance. Etiology of mental and behavioural disorders: socio cultural factors specific toIndia;
7. Psychiatric Disorders : Causes, Symptoms, Treatment ( to be deleted & Management):

A) Major (Psychotic) psychiatric disorders : Schizophrenia and its types; Symptoms, and Treatment of: A)Mood Disorders; B) Minor (Neurotic) Psychiatric disorders : i) Anxiety disorder; ii) Phobias; iii) Obsessive compulsive disorder; iv) Post traumatic stress disorder; C) Somatoform Disorders: i) Conversion disorder; ii) Hypochondriasis;; D) Dissociative disorder;

E) Sexual Dysfunction; Gender Identity disorders. 133

1. **Personality Disorders: Causes, Symptoms, Treatment & Management:** a) Personality of disorders; b) Sleep disorders; c) Psychosomatic disorders; d) Suicide; e) Substance related disorders; f) Eatingdisorders.
2. **Childhood Psychiatric Disorders : Causes, Symptoms, treatment & Management :** a) Mentalretardation;b)DevelopmentaldisordersincludingAutism;AttentionDeficitdisorders;

c) Behaviour disorders; f) Elimination disorders.

**Recommended Readings :**

1. Batchelor, Ivor (1969): Text book of Psychiatry for Students andParishioners.
2. Desai,Arvind(1988):PsychiatricandModernLife,NewDelhi:SterlingPublishersPvt.Ltd.
3. Faulk,Malcom(1988):BasicForensicPsychiatry,London:BlackwellScientificPublications
4. Henderson & Gilespie’s Revised edition, London : Oxford UniversityPress
5. Hillard,JamesRandolph,(1992):ManualofClinicalEmergencyPsychiatry,NewDelhi: JaypeeBrothers.
6. Coleman, James & Broen, William (1970): Abnormal Psychology and Modern Life.Bombay:

D.B. Tarporewala Sons & Co.

1. Gelder,MichaelllGath,etal(1996):OxfordTextbookofPsychiatry,Delhi,OxfordUniversity Press.
2. KaplanandSaddock,Wippincott,WilliamsandWilkinswithedition(1998)Synopsisof Psychiatry , NewYork, Lippricot.
3. Kolbe & Brodie (1982): Modern Clinical Psychiatry, London: W.B. SaundersCo.
4. Lois Meredith French (1948) : Psychiatric Social Work. New York : CommonwealthFund.
5. Patel,Vikram(2002):WherethereisNoPsychiatrist,NewDelhi:VoluntaryHealth Association ofIndia.
6. Priest, Robert & Woolfson, Gerald (1986) :Handbook of Psychiatry. Delhi:CBS.
7. Sarason,Irwin&Sarason,(1998):BarbaraAbnormalPsychology,NewDelhi:PrenticeHall of India Pvt. Ltd.134
8. Shah, L. P. & Shah, Hema (1988) : A Handbook of Psychiatry, Mumbai : UCB Pvt.Ltd.
9. Slater,Eliot&Roth,Martin(1992):ClinicalPsychiatry,NewDelhi:AllIndiaTravelerBook Seller.
10. Stafford,David,Clark(1964):PsychiatryforStudents,London:GeorgeAllen&UnwinLtd.
11. Verma, Ratna (1991) : Psychiatric Social Work in India, New Delhi : SagePublications.
12. Vyas & Ahuja (1992) : Postgraduate Psychiatry, Delhi: B.I. Publications

## Master of Social Work (MSW) Semester – IV

### Specialization Paper - V (4T3)

**Specialization Group B : Medical & Psychiatric SocialWork Group 21 : Counselling in Medical and Psychiatric Settings**

**LearnerObjectives:**

1. To gain knowledge about theory of different approaches incounseling.
2. To acquire skills in counsellingpractice.
3. To develop counselling competencies for working in various specializedset-ups.
4. **Counselling**: Goals, stages, skills in medical and psychiatric setting ,counseling, qualities of effective counselors; factors affecting counseling –gender , age ,intelligence, ares of residence like(urban/rural)ofthecounselee.Clinicalsensitivity.Transferenceandcountertransference. **Theories of Personality and their significance for counseling:** Erikson, Maslow, Freud, Adler.
5. **Treatmentofindividualsandfamiliesincrisis:** a.Maritaldiscordsandconflicts,reasons, areas of counseling; b. Domestic violence; c. couple counseling. e. Helplines and crisis intervention,telephoniccounselingforsuicideprevention.f.Workingwiththefamiliesincase of physical and mental handicap and geneticcounseling.
6. **Special areas in counseling in medical field :** a. Counselling in – HIV/AIDS : Pre and Post Test Counselling, adherence counseling; b. Counselling in drug addiction and alcoholism; c. Counselling in medical termination of pregnancy, abortion cases, infertility; d. Counselling in adoptionandfostercare;e.HealthProblemsofindustrialworkersandemployeecounseling;f. Grief counseling, death counseling, counseling for organdonation;
7. **Psycho therapeutic approaches in the field of health :** a. Rational Emotive therapy; b. Clientcenteredtherapy;c.Behaviourtherapy;d.Transactionalanalysis;e.Familytherapyf. Play therapy and child guidance , g. Yoga.

Recommended Readings :

1. Bayne,RowanNicolson,PaulaHorton,Ian(2000)Counselling&CommunicationSkillsfor Medical & Health Practitioners, Hyderabad, University BookStall.
2. Felham, Colin (1997) What is counseling, London, SagePublications.
3. Brubaker, Timothy H. (1990): Family relationships in later life, New Delhi : SagePub.
4. Fonseca, Mabel : Counselling for MaritalHappiness.
5. Hackney,HaroldCormier,L.Sherilyn(1979):CounsellingStrategies&Objectives,Edinburg. ChurchillLivingstone.
6. Janet, Moursund (1993) : The Process of Counselling, Pub. Place PrenticeHall.
7. Lakshmi,K.S.(2000)EncyclopediaofGuidance&Counselling.Vol.1&4.Delhi,Mittal Publications.
8. Megranahan, Michael (1989) Counselling, Institute of PersonnelManagement.
9. Miller, David (1987) : Living with AIDS & HIV. London, Macmillan EducationPublications.
10. Pandey, V. C. (2004) : Child Counselling & Education. Vol. I, II, Delhi, IshaBooks.
11. Patri, Vasanta (2001) : Counseling Psychology, New Delhi, AuthorsPress.
12. Paul, Gillert (2004) : Counselling for Depression New Delhi: SagePublications.
13. Rao,D.B.(2000):HIV/AIDSIssues&ChallengesDiscoveryPublishingHousePartI,II,III. Pub.
14. Sher,Lorraine(1991):HIV&AIDSinMothers&Babies,London,BlackwellScientific Publications.
15. Wicks, Robert J. (1979) : Helping others, Pennsylvania : Chilton Book Company

## Master of Social Work (MSW) Semester – IV

### Specialization Paper - VI (4T4)

**Specialization Group B : Medical & Psychiatric Social Work Group 22 - Mental Health Policy & Health Care Social Work**

**LearnerObjectives:**

1. To become familiar with the Policy and Programmes in mental healthcare.
2. To study about the social work strategies andservices.
3. To gain knowledge about intervention models and strategies and health care socialwork.
4. **Mental Health care Services, Policy and Programmes :** Mental Health care scenario in India;Communitymentalhealth:Primarymentalhealthcare,communityinitiatives,andDe- institutionalization of psychiatric services; District and National mental health programme; Law and mental health; Innovative approaches to mental health care like SHGs. Social work applications in mental health: Principles and concepts of community organization in mental health, preventive and promotive approaches; role of support grups in psychiatric interventions
5. **PsychosocialInterventions:**FamilyInterventions:Psycho-educationalandsupportive interventions; Social skills training: Activities of daily living and vocational skills training; Therapeutic community; Psychiatric rehabilitation day care and half wayhomes)
6. **Healthcare Social Work practice** Social worker as a multidisciplinary healthcare team member:roles,skillsandinterventions;Domainsofsocialworkpracticeininstitutionalhealth services: communication, social assistance, social support strategies, problems of treatment adherence,counselingandrehabilitation,hospiceandpalliativecare.Rightsofthepatients.
7. **Community Health and Social Work :** Community Health: Meaning, and philosophy, Communityneedsassessment,developingmechanismsforpeople’sparticipation;Health extension and community outreach services; Designing, implementing and monitoring of community health programmes, facilitating inter- sectoral collaboration; Influencing community attitudes and health behaviors, life style issues **Recommended**

**Readings:**

1. Bentley,K.J.2001SocialWorkPracticeinMentalHealth:ContemporaryRoles,Tasks, andTechniques. WadsworthPublishing.
2. Callicutt,J.W.,&Lecca,P.J.(eds.)1983SocialWorkandMentalHealth.NewYork:TheFree Press.
3. CarsonR.C.,Butcher,J.N.&Mineka,S.2000AbnormalPsychologyandModernLife. Singapore:PearsonEducation.
4. Dhanda,A.2000LegalOrderandMentalDisorder.NewDelhi:SagePublications.
5. French,L.M.1940PsychiatricSocialWork.NewYork:TheCommonwealthFund.
6. Gelder, M., Mayou, R., &Cowen, P.2004 Oxford Textbook of Psychiatry 4thEdition.
7. Horwitz,A.V.,&Scheid,T.L.(eds.)1999AHandbookfortheStudyofMentalHealth: SocialContexts, Theories, and Systems. Cambridge: Cambridge UniversityPress.
8. Mane,P.,&Gandevia,K.Y.(eds.)1993MentalHealthInIndia:IssuesandConcerns.Bombay: Tata Institute of SocialSciences.
9. Mguire,L.2002ClinicalSocialWork:BeyondGeneralistPracticewithIndividuals,Groups and Families. CA:Brooks/Cole.
10. Murthy,R.S.1992MentalHealth,InA.Mukhpadhyay,(Ed.)StateofIndia’sHealth(pp.401- 4). New Delhi: VHAI.
11. Patel,V.,&Thara,R.2002MeetingtheMentalHealthNeedsofDevelopingCountries:NGO Innovations in India. New Delhi: SagePublications.
12. Sadock,B.J.,&Sadock,V.A.(eds.)2005ComprehensiveTextbookofPsychiatry8thedition. Philadelphia: Lippincott Williams &Wilkins.
13. Gottlieb,B.H.1983SocialSupportStrategies:GuidelinesforMentalHealthPractice.New Delhi: Sage Publications.
14. Sahni,A.1999MentalHealthCareinIndia:Diagnosis,TreatmentandRehabilitation. Bangalore: Indian Society of HealthAdministrators.
15. Sheppard,M.1991MentalHealthWorkintheCommunity:TheoryandPracticeinSocial Work and Community Psychiatric Nursing. New York: TheFalmPress.
16. Sutherland, J.D. (ed) 2003 Towards Community Mental Health. London:Routledge.
17. Turner,F.(ed.)1978SocialWorkTreatment:InterlockingPerspectives.NewYork:The FreePress.
18. WorldHealthOrganization1990:TheIntroductionofaMentalHealthComponentinto Primary Health Care.Geneva.
19. WorldHealthOrganization2002:TheICD-10ClassificationofMentaland Behavioural Disorders. Geneva.
20. WorldHealthOrganization2001TheWorldHealthReport2001-MentalHealth:New Understanding, New Hope. New Delhi:Bookwell.

### Specialization Paper IV (4T2)

**Specialization Group C: Urban, Rural & Tribal Community Development**

**Group 20- Strategies and Trends in Urban Community Development**

##### Learner’s Objectives:

1. To understand the concept, approaches and strategies of urban community development .
2. To gain knowledge on current issues and Institutions .
3. To develop knowledge about voluntary action for urban development.
4. To enhance skills in training for urban community development

**1**. **Urban Community Development:** Concept, Approaches and strategies for urban community development, Barriers in urban community Development.

**2: Urban Issues and Agencies**: Housing & Affordable Housing, Urban Sanitation and Clean Cities Index, Pollution, Urban Plantation, Urban Transportation, Waste Management and recycling, Role of HUDCO, CIDCO, MHADA, Slum Rehabilitation Agency, Town Planning.

**3. Voluntary Action and urban Development:** NGOs in urban setting, Umbrella Organizations, Mother Organizations, Nodal Agencies, Contemporary social Action groups, Role of Citizen Forum’s, Public Private Partnership Model for Urban Development.

4.**Training for Urban community Development**: Understanding Training; concept, Objectives, principles, types and process of training ,Skill India initiative ,Entrepreneurship Development Programmes.

**Assignments:**

1. Paper presentations
2. Written assignments on given topic
3. Workshop on training module preparation.

**Outcomes:**

1. Understood the concept, approaches and strategies of urban community development .
2. Gained knowledge on current issues and Institutions .
3. Developed knowledge about voluntary action for urban development.
4. Enhanced skills in training for urban community development

. **Recommended Readings :**

1. Agarwal, Sanjay K. (2008) CSR in India, New Delhi:Sage.
2. Akhtar,Shahid,DelaneyFrancesM.(1976)LowCostRuralHealthCare&HealthManpower Training, Ottawa : IDRC.BAIF(1998)IntegratedRuralDevelopmentforSustainableLivelihood,Pune:BAIF Development ResearchFoundation
3. Briscoe, John & Malik, R. P. S.(Ed.) (2007) Handbook of Water Resources in India - Development,ManagementandStrategies,NewYork,NewDelhi:OUP&WorldBank5.Datar, Chhaya & Prakash, Aseem (Undated) Women Demand Land and Water, Mumbai : Unit for Women’s Studies, Tata Institute of SocialSciences.
4. Datar,Chhaya(Ed)(1998)NurturingNature:WomenattheCentreofNaturalandSocial Regeneration, Bombay: Earth careBooks.
5. Juting,Johannes(2005)HealthInsuranceforthePoorinDevelopingCountries,Hampshire Ashgate PublishingLtd.
6. KapurMehta,Asha(2006)ChronicPoverty&DevelopmentPolicyinIndia,NewDelhi:Sage.
7. Mehrotra,SantoshK.K.(2006)ElementaryEducationinIndia:TheChallengeofPublic finance, Private Provision of Household Costs, New Delhi :Sage.
8. Mehta,Usha&NardeA.D.(1965)HealthInsuranceinIndiaandAbroadUniversityof Michigan : AlliedPublishers.
9. Menon,Ajit,etal(2007)CommunityBasedNaturalResourceManagement-Issuesand Cases from South Asia, New Delhi :Sage
10. Paranjape,Suhas,Joy,K.J.,etal(1998)WatershedDevelopment-ASourceBook,New Delhi : Bharat Gyan Vigyan Samithi.
11. Pillai,G.M(Ed.)(1999)ChallengesofAgricultureinthe21stCentury,Pune:Maharashtra Council of Agricultural Education andResearch.
12. Rao,Nitya&Rurup,Luise(Eds.)(1997)AJustRight:Women’sOwnershipofNatural Resources and Livelihood Security, New Delhi : Friedrich EbertStiftung.
13. Ravindranath,N.H.,Rao,etal(2000)RenewableEnergyandEnvironment-Apolicyanalysis for India , New Delhi: Tata McGrawHill.
14. Sarin,Madhuetal(1998)WhoisGaining?WhoisLosing?GenderandEquityConcernsin Joint

Shah Amita (1998) Watershed Development Programme : Emerging Issues forEnvironment, Ahmedabad: GIDR.

1. WASHProject(1993)LessonsLearnedinWaterSanitationandHealth:ThirteenYears Experience in Developing Countries, Virginia:WASH.
2. WorldBank&Govt.ofIndia(1999)InitiatingandSustainingWaterSectorReforms:A Synthesis, New Delhi:Allied.
3. WorldBank(S.AsiaRegion)&GOIMin.ofUrbanAreas&Employment,UrbanDevt.Sector Unit(1999) Urban Water Supply and Sanitation, New Delhi: Allied Forest Management, New Delhi: Society for Promotion of Wasteland Development.

## Master of Social Work (MSW) Semester – IV

### Specialization Paper V (4T3)

**Specialization Group C: Urban, Rural & Tribal Community Development**

**Group 21 – Rural Governance : Programmes and Institutions**

##### Learner’s Objectives:

1. To understand rural issues and development institutions,.
2. To develop knowledge about community development programmes,
3. To examine rural development and social work intervention,
4. To study some rural development initiatives.
5. **Rural Issues and Institutions for Rural Development:** Livelihood (Employment, poverty, Food security, financial exclusions, agriculture) , education, health, energy, environment, livestock, cropping pattern, and water resources. Institutions for Rural Development: CAPART, NIRDPR, NABARD, DRDA, KVIC, Rural Co-operatives, ATMA, Panchyati Raj Training Institutions.
6. **Rural community Development Programmes:** A review of Govt. programs: MGNREGA, Ujjwala Yojana, Direct Benefit Transfer Scheme, CM Fellowship Programme, Sansad Adarsh Gram Yojana, National Social Assistance Programme, National Rural livelihood Programme( NRLP)
7. **Rural Development and Social Work Intervention :** Social Advocacy, Social Audit, Monitoring and Evaluation, Lobbying, Rapid Need Assessment, Participatory Rural Assessment(PRA) Focus Group Discussion (FGD), Project Development and Writing Funding Proposal, Data Bank.
8. **Rural Development Initiatives**: Developing and strengthening of community- based organizations; Farmers’ organizations, associations and movements. Rural Development Projects-Lok Biradari Prakalp, Sampoorna Bamboo Kendra, MAHAN, Nayi Talim, Hiware Bazar, Ralegaon Siddhi, Patoda Gram Panchayat, Center of Science for Villages.

##### Assignments:

##### Paper presentations

##### Field visits

##### Written assignments on given topic

##### Outcomes :

1. Understood rural issues and development institutions.
2. Developed knowledge about community development programmes.
3. Examined rural development and social work intervention.

##### Studied some rural development initiatives.

##### References:

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3. EtienneG.1995RuralChangeinSouthAsia.NewDelhi:VikasPublishingHousePvt.Ltd.
4. Harisswhite,B.,&Janakrajan,S.2004RuralIndia.Facingthe21stCentury.London:Anthem Press
5. Epstein,T.S.Suryanaraya,A.P.,&Thimmegowda,T.1998VillageVoices.FortyYearsof Rural Transformation in South India. New Delhi: SagePublications.
6. Radhakrishna,R.,Sharma,A.N.(Ed)1998EmpoweringRuralLabourinIndiaMarket,State and Mobilisati on. New Delhi : Institute for HumanDevelopment.
7. Shiva,V.,&Bedi,G.(Eds)2002SustainableAgricultureandFoodSecurity:theImpactof Globalisation. New Delhi: sagePublications
8. Habibullah,W.&Ahuja,M.2005LandReformsinIndia:ComputerizationofLandRecords Vol. X. New Delhi: SagePublications.
9. Kumar,S.2002MethodsforCommunityParticipation:ACompleteGuideforPractitioners. New Delhi: Vistaar Publications.
10. Reddy,G.R.,&Subrahmanyam,P.2003DynamicsofSustainableRuralDevelopment.New Delhi: SerialsPublication.
11. Desai, V. 1998 Rural Development (Vol1to4). Bombay: Himalaya PublishingHouse.
12. Misra, R. P. 1985 Rural Development (Vol1to5). New Delhi: Concept PublishingCompany.
13. Mehta, B.C. 1993 Rural Poverty in India. New Delhi: Concept PublishingCompany.
14. Documentaries on Mendha Lekha, Tapasya, Mahan, Search, Lokbiradari

## Master of Social Work (MSW) Semester – IV

### Specialization Paper- VI (4T4)

**Specialization Group C : Urban, Rural & Tribal Community Development**

**Group 22 - Tribal Development & Governance**

##### Learner Objectives:

1. To understand the concerns of tribal society.
2. To understand the tribal development schemes.
3. To examine administrative structure for tribal development.
4. To gain knowledge about Tribal Institutions and voluntary action.
5. **Social & Health Concerns of Tribal Society:** Social concerns**:** Migration, educational Status, Challenges in relation to culture and traditions, Early marriage, Caste, Certificate and its Validity. Health Problems: Malnutrition, Sickle cell disease, Skin diseases, Alcoholism, Women’s health, Traditional heath practices, Drinking water and health.
6. **Economic & Political Concerns**: Minor Forest Produce (MFP), employment. Impact of developmental projects, Displacement, Isolation, land alienation; Status of tribal’ s in the current political system, Naxalite movement and its impact on tribal’s.
7. **Administrative Structure for Tribal Development:** Structure and functions of tribal development Administration at Central, State level-Role & functions, Ministry of Tribal Affairs, Tribal Sub Plan; Integrated Tribal Development Project (ITDP), Modified Area Development Approach and Mini MADA. Scheduled & Tribal Area.
8. **Institutions and voluntary action for Tribal Development:** National Commission for Scheduled Tribes(NCST),Tribal Research &Training Institute(TRTI)**-**,Tribal Cooperative Marketing Development Federation of India, Caste verification and validity Committee, Tribal Development Corporation, Mendha (Lekha) experiment,
9. Vanwasi Kalyan Ashram, Adim Jati Sewak Sangh.

##### Assignments:

##### Paper presentations

##### Field visits

##### Written assignments on given topic

Outcomes

1. Understood the concerns of tribal society.
2. Understood the tribal development schemes.
3. Examined administrative structure for tribal development.
4. Gained knowledge about tribal institutions and voluntary action.

##### Recommended Readings:

1. Bogaert,M.V.D.etal(1975):TrainingTribalEntrepreneures:anexperimentinsocial change, Social change, 5, (1-2), June,1975.
2. Bogaert,M.V.D.etal(1973):TribalEntrepreneurs,ICSSRResearchandAbstractQuarterly, July,1973.
3. Gare, G.M., (1974) : Social Change Among the Tribals of WesternMaharashtra.
4. Jain, P. O., Tribal Agrarian Movement: Case Study of the Shil Movement ofRajasthan.
5. Mishra, R. N., Tribal Cultural and Economy. RituPublication.
6. Ministry of Tribal Affairs (GOI): Annual Report2016-2017
7. NationalInstituteofCommunityDevelopment,Hyderabad,1974.PerspectivesonTribal Development and Administration : Proceedings of the Workshop held atNICD.
8. NationalInstituteofCommunity,IntegratedTribalDevelopment,Hyderabad,Proceedingsof a seminar held at NICD, May,1975.
9. Orissa,TribalandRuralDevelopmentDepartment,Dec.,1975,Bhuvaneshwar:Seminaron Integrated Tribal Developmentsprojects.
10. Pandey,G.(1979):Government'sApproachtoTribal’sDevelopment:SomeRethinking, Prashasanika, 8 (1), 56-68,1979.
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12. ProblemsandprospectsoftribaldevelopmentinRajasthan.Vanyajati23(1)3-12,Jan., 1975.
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Roy, P. K. M. (1980): Struggle against economic exploitation achievements by Mah.State Co.-op. Tribal Development Corporation. 1980.

1. Sachchidananda(1980):Transformationintribalsociety,issues,andpolicies,Journalof Social and Economic Studies, March,1980.
2. Sharma,B.D.(1977):AdministrationfortribalDevelopment,IndianJournalofPublic Administration, 23 (3), July,1977
3. Shah, D.V., (1979): Education and social change among Tribal inIndia
4. Shah,V.P.&Patel,T.(1985):SocialContextsofTribalEducation.NewDelhi:Concept Publishing.
5. Sharma,K.S.:Agro-Forestbasedindustriesforacceleratedgrowthoftribals,Indian Cooperative Review, Jan.,1975.
6. Shashi, Bairathi, Tribal Culture, Economy and Health. New Delhi: RawatPublications
7. Singh, Ajit (1984): Tribal Development in India. Delhi: AmarPrakashan.
8. Vidyarthi,L.P.(ed.):TribalDevelopmentanditsAdministration,NewDelhi,Concept,1981.

# Master of Social Work (MSW) Programme Semester – IV

### Specialization Group E: Human Resource Management

##### Group 22: Specialization Paper IV - Labour Legislation 4T2

###### Learner Objectives:

* 1. To understand labour legislation & the areas of legislative intervention.
	2. To gain knowledge about labour administration and mechanisms.
	3. To develop skills to deal with legislative functions.

1. **Growth of Labour Legislation in India**: Historical perspective; Philosophy underlying labour legislation before and after independence. Review of labour administration in India. **Protective Labour Legislation**: The Factories Act 1948, The Apprentices Act 1961,The Contract Labour (Regulation and Abolition) Act 1970; The Mathadi Workers Act 1969; The Mines Act 1952; The Plantation Labour Act 1951; The Bombay Shops and Establishment Act1948.
2. **Employee Welfare,** S**ocial Security and Welfare Legislations:** Employee Welfare : Concept, Definition, Philosophy, Principles, Scope and Machinery; Role, Duties and Functions of Labour Welfare Officer in Industry: The Workmen’s Compensation Act 1923; The Maternity Benefits Act 1961; The E S I Act 1948; The E P F Act 1952; Family Pension Scheme; The Payment of Gratuity Act 1972; The Maharashtra Labour Welfare Fund Act 1953.
3. **Industrial Relations Legislation & Wage Legislation**: Bombay Industrial Relations Act 1946; Industrial Employment Standing Order Act 1946; Model Standing Order; Trade Union Act 1926; MRTU & PULP Act 1971; The Payment of Wages Act 1936; The Minimum Wages Act 1948; The Payment of Bonus Act1956.
4. **Environment Protection Related Legislation:** The Environment Protection Act 1986: Salient features; definition of environment and environment protection; Offences in handling of hazardous substances by companies and its penalties. Air Pollution Act 1987 & Water Pollution Act 1974: Salient features, definition of air pollution, chimney, water pollution, approval of fuels, and emissions; Power and functions of Central and State Pollution Control Boards; Type of offences by companies, procedures, and penalties.

Assignment :

1. Written assignment on given topics.
2. Extension lecture by Practitioner.
3. Classroom seminar and workshop on given topic.

Outcomes :

1. To understood labour legislation & the areas of legislative intervention.
2. Gained knowledge about labour administration and mechanisms.
3. Developed skills to deal with legislative functions.

**Recommended Readings :**

* 1. Arora, R. (2000) Labour Laws, Mumbai : Himalaya Publishing House.
	2. Balchandani, K. R. (1977) Labour & Industrial Laws, Mumbai : Jeevan Deep Prakashan.
	3. Central Board of Workers Education (1976) Labour Legislation, Nagpur :CBWE Publications.
	4. Chakrabarti,B.K.(1974) Labour Laws of India, Calcutta: International Law Book Centre.
	5. Goswami, V. G. (1986) Labour & Industrial Law, Allahabad : Central Law Agency.
	6. Jain, S. P. & Agrawal, Simmi (1997) Industrial & Labour Law, Delhi : Dhanpat Rai& Co.
	7. Kumar, H. L. (1996) Employers rights under Labour Laws, Delhi : Universal Law Pub.Co.
	8. Malik P. L. (1992) Industrial Law, Lucknow : Eastern Book Company.
	9. Mehrotra, S. H. (1981) Labour Problems in India, New Delhi : S. Chand &Company.
	10. Mongia, J. N. (1976) Readings in Indian Labour & Social Welfare, Delhi : Atma Ram& Sons.
	11. Prakash, Anand et al, (Eds) (1987) Labour Law & Labour Relations : Cases& Materials, Bombay : N. M. Tripathi, Pvt.Ltd.
	12. Saharay,H.K.(1987) Industrial & Labour Laws of India, New Delhi: Prentice Hall of India.
	13. Saini,DebiS.Ed.(1994)LabourJudiciaryAdjudicationandIndustrialJustice,New Delhi : Oxford & IBH Publishing Co.
	14. Saiyed, I. A. (2001) Labour Laws, Mumbai : Himalaya Publishing House.
	15. Saxena, R. C. (1974) Labour Problems and Social Welfare, Meerut : K. Nath &Co.
	16. Sharma, A. M. (1996) Industrial Jurisprudence and Labour Legislation, Mumbai : Himalaya Publishing House.
	17. Shintre, V. P. (1979) Hand Book on Labour Laws : Labour Law Agency,Bombay.
	18. Sing and Singal (1966) Labour Problems, Delhi: Ratan PrakashanMandir.
	19. Singh, D. etc (2000) Commercial & Labour Laws, Chandigarh: AbhishekPublications.
	20. Tietenben, T H: Environment and Natural ResourcesEconomics.
	21. Tripathi,P.C.&Gupta,C.B.(1990) IndustrialRelations&LabourLaws,NewDelhi: Sultan Chand &Sons.
	22. Trivedi. P R: Pollution Management inIndustries.
	23. Trivedi. R K : Hand book on Environmental laws Guidelines Complianceof Standards: Vol 1 &2.
	24. Varghese, V. G. (1987) Industrial Jurisprudences, Mumbai: TISS.

**Group 23: Specialization Paper V – Human Resource Management**

**MSW- 4T3**

**Learner Objectives:**

* + 1. To understand the importance of human resources in industry and various applications of strategies of HRM.
		2. To gain insights of various policies, practices, importance and relevance of HRM.
		3. Develop knowledge and understanding about functions of PM/HRM.
1. **Human Resource Management**: Definition, objectives, goals, scope, principles; importance of HRM, changing concept of HRM, Human factor in Management, importance of Human Resource in industry, Human Relations Movement, evolution of HRM in India, Functions of HRM: Form and structure of HRM department, changing forms, specific functions and role of HR department in modern industrial organizations.
2. **Personnel Policies & Role of Personnel/ HR Manager**: Meaning, objectives & contents of personnel policies, principles & essentials of sound personnel policies, developing of personnel policies. Role & importance of personnel policies in managing human resource. Essential qualities, core competencies, role, Functions and importance of Personnel Managers/ H R managers in industrial organizations. Changing role and emerging challenges before HR managers in the context of HRM.
3. **Recruitment, Selection, Placement & Induction:** Meaning, objectives, types, internal & external sources of recruitment and process of recruitment. Selection process, criteria, steps & methods, importance of systematic and scientific selection procedures, modern practices of recruitment and selection adopted by various organization. Placement - basic principles, criteria & process of placement. Induction -meaning, objectives and importance of induction programme, new approaches.
4. **Promotions and Transfer:** Meaning, goals, principles, policies, criteria/ parameters, types, essentials & salient features of sound promotion and transfer policies. Demotion, discharge, dismissal and lay-off policy and practices, reasons, terms &conditions. **Wage and Salary Administration:** Various aspects of wage & salary administration, peculiarities and structure of ideal wage & salary policy, concept of dearness allowance, method of computing D A and Consumer Price Index, Fringe benefits and perquisites, Piece-rate and Time-rate wage system, modern criteria & methods of payment of wage and salaries/ pay package. Financial and non-financial Incentives, Incentive schemes and its impact on the employees’ performance and the work.

Assignment :

1. Written assignment on given topics.
2. Extension lecture by Practitioner.
3. Classroom seminar and workshop on given topic.

Outcomes :

1. Understood the importance of human resources in industry and various applications of strategies of HRM.
2. Gained insights of various policies, practices, importance and relevance of HRM.
3. Developed knowledge and understanding about functions of PM/HRM.

**Readings:**

* 1. Akhilesh, K. B. and Nagaraj, D. R. Edu. (1990) Human Resource Management2000, New Delhi:
	2. Wiley Eastern Ltd.
	3. Armstrong, Michael Baron, Angela (2006) Handbook of Strategic HRM, Mumbai: Jaico Publishing House.
	4. Aswathappa, K (2001) Human Resource Management, Text & Cases, New Delhi: Tata McGraw-Hill.
	5. Bhagoliwel, T. N. (1990) Personnel Management and IR, Agra : SahityaBhavan.
	6. Batia, S. K. (2006) Human Resource Management, New Delhi : Deep &Deep Publication
	7. Botton, Trevor (2001) An Introduction to Human Resource Management, NewDelhi

: Infinity Books.

* 1. Cursen Ron (1980) Personnel Management; New York : Hadder and Stoughton.
	2. Dale,B.G.etal.(2001) Managing Quality and Human Resources, New Delhi: Infinity Books
	3. Flippo, Edwin B. (1971) Principles of Personnel Management Ed. 4, Tokyo :McGraw Hill Publication.
	4. Ghosh,Subratesh(1980)PersonnelManagementText&Cares;NewDelhi:Oxford and IBH Pub.
	5. Gokhale, Shyamkant (1981) Personnel Management & Org. Behavior; Poona: Susheel Prakashan
	6. Gupta, R. M. Ed. et al (1976) Personnel Management in India; personnel Management Mumbai : Asia Publication House.
	7. Jucius, Michel (1997) Personnel Management; Mumbai : Oxford University Press
	8. Kumar, Prem & Ghosh, Asit, K. (Eds.) (1991) Personnel Management and IR, New Delhi : Anmol Publications.
	9. Mamoria, C. B. (1994) Personnel Management. Mumbai : Himalaya Pub. House.
	10. Monappa, Arun & Saiyadain, Mirza, S. (1999) Personnel Management; New Delhi: Tata
	11. McGrawHill.
	12. Moorthy, M. V. (1992) Human Resource Management, Bangalore : R & M Associates.
	13. Pattanayak, B. & Verma, Harish C. (1998) : Human Resource Management, New Delhi : Wheeler Publications.
	14. Pattanayak, Biswajeet (2002) Human Resource Management, New Delhi :Prentice- Hall of India.
	15. Rao, P. Subba (1999) Essentials of Human Resource Management & I. R; Mumbai: Himalaya Pub.
	16. Saiyadain, Mirza S. (1988) Human Resource Management; New Delhi : Tata McGraw Hill Publications.
	17. Scott, Walter Dill, et al. (1977) Personnel Management. New Delhi : Tata McGraw Hill Publication.
	18. Sarma, A. M. (1998) Personnel & Human Resource Management; Mumbai :Himalaya Publication House.
	19. Sehgal, Seema (2006) Handbook on Competency Mapping, New Delhi :Sage Publications.
	20. Singh, M. K. & Bhattacharya, A. (Eds.) (1990) Personnel Management, New Delhi: Discovery Publishing House.
	21. Tripathi,P.C.(1978)PersonnelManagement;Theory&Practice;NewDelhi:Sultan Chand & Sons.

**Group 24 : Specialization Paper VI – Trade Unionism & Industrial Relations 4T4**

**Learner Objectives:**

* + 1. To gain knowledge about trade unionism and industrial relations perspectives.
		2. To understand the intervention strategies and role of government.
		3. Todevelopanunderstandingaboutthevariousfactorsinfluencingtheindustrial relations.
1. **Concept, Philosophy & History of Trade Unionism:** Growth & Development of Trade Unionism in India – Historical Retrospect. Labour Movement in India and abroad: Philosophy & ideology of labour movement, phases, trends and growth of labour movement in India and abroad. **Trade Unionism:** Meaning, types, structure and functions of Trade Unions, Associations, Federations & Confederation; Local, Regional, National and International Level Unions; Growth & Development of Central organization of workers in India, their membership strategies and policies. Union’s Role in–Job Security, Wage Determination, Labour Welfare, Workers education, Productivity, and Economic Development; Social Responsibility under taken by Trade Unions. ILO & Indian labour movement: ILO - its structure, functions & role in labour movements and industrial development, future of labour movement
2. **Industrial Relations & Workers Participation in Management:** Concept of industrial relations; its philosophy, evolution, principles, key elements, scope, nature and importance in industrial development in India. Role of Government, Trade Unions and Employees in developing harmonious relationships in industries; I R and policies related to employers and employees. Workers Participation in management: Meaning, objectives, need, principles, various forms and levels, critical evaluation of WPM/ participative management schemes in India.
3. **Industrial Discipline, Disciplinary Action & Enquiry Procedures**: Meaning, principles, goals, tools of industrial discipline; Causes of indiscipline; Principles and procedure of disciplinary action; Drafting disciplinary action letters, Show Cause Notices, Charge sheets; domestic enquiry; Principle of natural Justice; Code of discipline and its implementation. Grievance handling procedures and practices in Industries: Meaning, goals, principles, process, methods, model grievance handling procedures.
4. **Mechanisms of Industrial Relations :** Negotiation and Collective bargaining, productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship – process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations.

Assignment :

1. Written assignment on given topics.
2. Extension lecture by Practitioner.
3. Classroom seminar and workshop on given topic.

**Learner Objectives:**

1. Gained knowledge about trade unionism and industrial relations perspectives.
2. Understood the intervention strategies and role of government.
3. Developed and understanding about the various factors influencing the industrial relations.

**Recommended Readings:**

* 1. Ahuja,K.K.(1988)Industrialrelations-Theory&Practice.NewDelhi:Kalyani Publications.
	2. Ahuja,K.K.(1990):PersonnelManagement&IndustrialRelations.NewDelhi: Kalyani Publications.
	3. Chand, K. V. (1989) Industrial Relations. New Delhi : Ashish Publishing House.
	4. ChatterrjeeN.N.(1984):IndustrialrelationsinIndia’sdevelopingeconomy;Allied book Agency.
	5. DavarR.S.(1990):PersonnelManagementandIndustrialrelationsinIndia;Vikas Publication House Pvt. Ltd. New Delhi.
	6. Dhingra O.P .and Chellappa, HV.V.Ed. Casesin Industrial relations; Shri. Ram Centre for Industrial Relations.
	7. Ghosh, B. (2001) Industrial Relations of Developing Economy; Mumbai :Himalaya Publications.
	8. Kautman, B. E. (2006) Industrial relations; New Delhi : International Labour Office.
	9. Kale D. G. (1971) :Trade Unions in Maharashtra, Labour Research Cell,Mumbai.
	10. Moappa, Arun(1989):Industrialrelations;TataMcGraw-HillpublishingCom.Ltd, New Delhi.
	11. Mamoria,C.B.(1990)DynamicsofIndustrialrelationsinIndia;Mumbai:Himalaya Publication House.
	12. Parida,S.C.(1990) Management of Conflictin Industrial relations, Delhi: D.P. House, Geeta Colony.
	13. Punekar S. D. etal.(1994) :LabourWelfare,TradeUnionismandIR;Ed.5.Mumbai: Himalaya Publications.
	14. Pylee,M.V.&George(1995)IndustrialRelations&PersonnelManagement;New Delhi : Vikas Publications.
	15. Ramaswamy, E. A. (1978) Industrial relations in India; Bombay : MacmillanCo.
	16. Reddy, R. Ram (1990) Industrial relations in India; New Delhi : Mittal Publications.
	17. Shejwalkar P.C.(1994):Personnel Management & Industrial Relations; Malegaonkar S Ameya Prakashan, Pune.
	18. Singh,H(1977)Personnel Management and Industrial Relations; New Delhi: Verma Brothers.
	19. Singh,Hirmaland Bhatia(2005):Industrial relations and collective Bargaining :New Delhi : Deep & Deep Publications.
	20. Verma, P (1979) Impact of economic development on Industrial relations; Ahmadabad : Academic Book Centre.
	21. Yoder,Dale(1975):PersonnelManagementandIndustrialrelations.PrenticeHall of India, New Delhi.

**Recommended Readings (Trade Unions) :**

1. Dayal, Ishwarand (1976)Management Trade Unions; New Delhi: Shri. Ram Centre for IR &HR.
2. Masihi, EdwinJ.(1985) Trade Union leadership in India; New Delhi: Ajantha Publications.
3. Mccarthy W. E. Year Trade Unions; Penguin Education.
4. Srivastava, K. D. (1982) Lawrelating to trade unionsin India,Ed.2,Lucknow: Eastern BookCo.
5. Vaed,K.H.(1962) Growth and Prazctice of Trade Unionism; Delhi: Delhi School of Social Work.

Verma, Pramod & Mookherjee (1982) Trade Unionismin India, New Delhi: Oxford &IBH Publications.

**Master of Social Work (MSW) Semester – IV**

**Elective Course -II(4T5)**

**: Disaster Management**

**OBJECTIVES**

1. To develop an understanding of Disasters andDisaster Management
2. To gain knowledge of various disaster managementstrategies
3. To learn the international and national policies,institutional mechanisms in disasterservices
4. To introduce various disasters that has occurred in India andtheir management
5. To study the role of Social Work practice in Disastermanagement

**UNIT 1 : Disaster:** Meaning - Concept of Hazard, Risk, Vulnerability and Disaster –Impact of disasters: Physical, economic, political, psychosocial, ecological, Types and classification of Disasters,Trauma counselling and care of various groups in disaster situations.

**UNIT 2: Disaster Management Cycle:** Mitigation and prevention, preparedness, , Rescue and Relief, , Response, Recovery, Reconstruction; Disaster

Risk reduction; Impact assessment, Early warning system, Community Based Disaster Management (CBDRM); Advocacy and Networking; Levels of Intervention – Individual, Community and Societal -National Disaster Profile

**UNIT 3: Global issues and initiatives -** World Conference on Disaster Risk Reduction (2005), Hyogo,Framework for Action (2005-15), Sphere standards –2012, Disaster Management Act 2005; National Disaster Management Policy2009;Standard Operating Procedures (SOPs); National Disaster Management Framework 2005; Administrative and Institutional structures for disaster management,

**UNIT 4: Institutions, Organisations in Disaster Management:**

UNFCC, IPCC, UNDP, UNISDR, SAARC, ADPC, WORLD BANK, UNICEF, NDRF, NDMA, Role of the Central and the State Governments, Local bodies, Community, Media, Non-Governmental Organisations, Educational Institutions, Community Based Organisations, Youth groups, Role of Professional Social Workers in Disaster Management.

**REFERENCES :**

1. Abarquez I. &Murshed Z. Community Based DisasterRisk management . (2004). Field Practitioner‟sHandbook,ADPC, Bangkok, Asian Disaster Preparedness CenterBangkok.
2. Anderson M and Woodrow P. (1998).Rising from theAshes: Development Strategies in Times of Disaster. London: ITDG Publishing, [www.itdgpublishing.org.uk](http://www.itdgpublishing.org.uk/).
3. B.K.Khanna.(2005). Disasters: All You Wanted to KnowAbout, Delhi: New India Publishing Agency,Delhi.
4. Blaikie P, Cannon T, Davis I and Wisner B. (2004). At risk:Natural hazards, people‟s Vulnerability and Disaster. London:Routledge.
5. Maheswari, Sudha Disaster damage estimation models:Data

needs vs. ground reality: By Sudha Maheshwari, Rutgers The State University of New Jersey -New Brunswick.

1. Disaster Management Act. (2005).Ministry of HomeAffairs, Delhi:Government of India.
2. Hyogo Framework for Action 2005 –2015: building theresilience of aations and communities to disasters<http://www.unisdr.org/we/coordinate/hfa>
3. Kapur, A. (2005).Disasters in India: Studies of Grim Reality,Jaipur: Rawat Publications.
4. Manual on Natural Disaster Management inIndia.(2001).New Delhi:NCDM.
5. Narayana R.L., SrinivasaMurthy,R., Daz P.(2003).Disastermental health in India: Monograph. New Delhi: American Red Cross. Indian Redross.
6. National Policy on Disaster Management.(2009).New Delhi:NDMA.
7. Singh, R.B. (2009). NaturalHazards and DisasterManagement, Jaipur: RawatPublications.
8. Parasuraman. S.,andUnnikrishnan. P.V. (Eds).(1999).India Disasters report: Towards Policy Initiative, New Delhi:Oxford UniversityPress.
9. Sahni, Pardeep et.al. (eds.) 2002.Disaster MitigationExperiences and reflections, New Delhi: Prentice Hall ofIndia.
10. The Sphere Handbook: Humanitarian Charter andminimum Standards in Humanitarian Response<http://www.sphereproject.org/handbook/>

Or

**4T5 SOCIAL ENTREPRENEURSHIP**

Learners objectives

* 1. To develop understanding about social entrepreneurship.
	2. To get exposure to the social enterprises.
	3. To strengthen the competencies in social entrepreneurship.
	4. To enhance skill in social marketing

**Introduction to** **Social Entrepreneurship**: Concept, Definition, Importance of social entrepreneurship – Social entrepreneurship Vs business entrepreneurship ,social entrepreneurs and social change, qualities and traits of social entrepreneurs . Select case study of Indian Magsasay award winners as social entrepreneurs- Anshu Gupta, Aruna Roy and Rajendra Singh

**Social Enterprises:** Concept, Definition, Importance of social enterprises – similarities and differences between social enterprises and non-profit organizations, types of social enterprises , Concept of Triple Bottom Line,

Sustainopreneurship – Select case studies of Indian Social Enterprises – SEWA ( Ela Bhatt), Amul (Varghese Kurien), BAIF-Pune, Bhagini Nivedita Gamin Vidnyaan Niketan-Jalgaon (Dr.Neelima Mishra)

**Dimensions of Social Entrepreneurship**: Global & National environment to promote social enterprises and social entrepreneurship. Introduction to the concepts of start-ups, Role of Voluntary Organization in social entreprenurship , Financial Management of social enterprises, venture capital for social enterprises; Corporate, Community and Government support for social enterprises.

 **Social Marketing**: Concept and scope of social marketing & marketing of social services, Case studies related to social marketing in the field of Health, Education, Environment protection, Non- conventional energy, Water and Human rights.

Assignments

1. Field Visits
2. Written assignments on given topic
3. Workshop/seminar on social entrepreneurship

Outcomes

1. Developed understanding about social entrepreneurship.
2. Exposure to the social enterprises.
3. Strengthened the competencies in social entrepreneurship.
4. Enhanced skill in social marketing

REFERENCES 1. Alex Nicholls, (2006), Social Entrepreneurship: New Models of Sustainable Social Change, New York: Oxford University Press. 2. David Bornstein, (2007). How to Change the World: Social Entrepreneurs and the Power of New Ideas, New York: Oxford University Press. 3. Fred Setterberg, Kary Schulman (1985), Beyond Profit: Complete Guide to Managing the Non Profit Organizations, New York: Harper & Row. 4. Gregory Dees, Jed Emerson, Peter Economy (2002), Enterprising Non Profits – A Toolkit for Social Entrepreneurs, New York: John Wiley and Sons. 5. Peter Drucker (1990), Managing the Non Profits Organizations: Practices and Principles, New York: HarperCollins.