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MASTER OF SOCIAL WORK
Semester – III Theory Papers Core Course:
NGO Management and CSR

Learner Objectives:

1. To develop understanding and appreciate the utility of the administrative structures, processes and procedures in formation and functioning of an organization;
2. To acquire knowledge and skills in the use of different management techniques in human service organizations;
3. To understand policies and procedures involved in establishing and maintaining human service organizations.
4. To understand and appreciate the role of corporate social responsibility;
5. Understand the relevance of corporate social responsibility

1. Formation and Administration of NGO: Basic concepts – Organization , Management, Administration, Business , Public Administration; Social Services:-- Need for welfare and developmental organizations, Role of state, voluntary and corporate sector; Organizational Structure, Basic functions and principles. NGO-- Types, roles and characteristics of NGOs, Constitution, rules and procedures; Procedure of registering NGO under legislations (Society's registration act 1860, Bombay public trust act – 1950).

2 NGO Management: Vision, PODSCORB . Styles of Management: Bureaucratic, Democratic, Human Relations Model. Peoples participation & networking , in NGO

management , Capacity building of the staff members. Organizational climate, Organizational Budget, Finance, Records, Audit. Social marketing in social services e.g. health and family welfare, Right to education , environment protection, social forestry, etc.,

3. Introduction to CSR: Meaning & Definition of CSR, History & evolution of CSR. Concept of sustainability & Stakeholder Management. Scope of CSR, Need and Significance of CSR, Carroll's Model of CSR (Pyramid of CSR), Interest Groups Related to CSR, Drivers of CSR, Tools of CSR, and Benefits of CSR.

Unit-4: National and international scenario: Global Perspective of CSR, CSR in India, CSR Activities in Maharashtra carried out by different corporate and their outcomes, Legislation In India & the world and . Section 135 of Companies Act 2013.Scope for CSR Activities under Schedule VII, **Role of government** ,public Sector,Non-profit organization in implementing CSR. ; Contemporary issues in CSR.

Assignments—

i) Workshop/seminars on formation and registration of an NGO

ii) Case study /visit to NGO , CSR projects

iii) Attendance

Recommended Readings: (Registration and Management of Voluntary Organizations)

1. Balsara Jal F., Perspectives on Social Welfare in India. Chand Co. Ltd., New Delhi. 1984.
2. Chowdhury Paul D., Social Welfare Administration. Atma Ram Sons., Delhi. 1979.
3. Goel S. L., Social Welfare Administration VOL. 2: Theory and Practice. Deep & Deep Publications.1988.
4. Goel S. L., & Jain R. K., Social Welfare Administration Vol. 1: Theory and Practice. Deep & Deep Publications. 1998
5. Garain, S., Organizational Effectiveness of NGOs. Jaipur: University Book House. 1998.
6. Garain, S., Towards a Measure of Perceived Organizational Effectiveness in Non-government Organization. Mumbai: Indian Journal of Social Work, 54 (2).
7. Kohli A. S., & Sharma S. R., Encyclopedia of Social Welfare and Administration Vol. 1-7. Anmol Pub. Pvt. Ltd., New Delhi. 1996.

8. Lauffer, A., Getting the Resources You Need. New Delhi: Sage Publications. 1977.
9. Lauffer, A., Understanding Your Social Agency. London: Sage Publications. 1977.
10. Lewis Judith A., Management of Human Services, Programs. Broke Cole Publishing Co. 1991.
11. Luthans, Fred, Organizational Behaviour. Boston, IrwinMcGraw Hill. 1990.
12. PRIA, A Manual on Financial Management - An Accounts Keeping for Voluntary Organizations. New Delhi: Society for Participatory Research in Asia. 1990.
13. PRIA, Training of Trainers: A Manual for Participatory Training Methodology in Development. NewDelhi: Society for Participatory Research in Asia.
14. Rao Vidya, Social Welfare Administration. Tata Institute of Social Sciences, Mumbai. 1987.
15. Sachdeva, D. R., Social Welfare Administration in India. Allahabad, Kitab Mahal. 1998.

Reference Books: CSR

1. Corporate Social Responsibility: An Ethical Approach - Mark S. Schwartz
2. The World Guide to CSR - Wayne Visser and Nick Tolhurst
3. Innovative CSR by Lelouche, Idowu and Filho
4. Corporate Social Responsibility in India - Sanjay K Agarwal
5. Handbook on Corporate Social Responsibility in India, CII.
6. Handbook of Corporate Sustainability: Frameworks, Strategies and Tools - M. A. Quaddus, Muhammed Abu B. Siddique
7. Growth, Sustainability, and India's Economic Reforms – Srinivasan
8. Corporate Social Responsibility: Concepts and Cases: The Indian - C. V. Baxi, Ajit Prasad
9. . Mallin, Christine A., Corporate Governance (Indian Edition), Oxford University Press, New Delhi.
10. Blowfield, Michael, and Alan Murray, Corporate Responsibility, Oxford University Press.
11. Francesco Perrini, Stefano, and Antonio Tencati, Developing Corporate Social Responsibility- AEuropean Perspective, Edward Elgar. University of Delhi.

12. Sharma, J.P., Corporate Governance, Business Ethics & CSR, Ane Books Pvt Ltd, New Delhi.
13. Sharma, J.P., Corporate Governance and Social Responsibility of Business, Ane Books Pvt. Ltd, NewDelhi.

Specialization Paper- I (3T2)

Specialization Group A: Family & Child Studies

Group14: Family as an Institution & Working with Families

Learner Objectives :

1. To understand the family as a social institution.
2. To understand the impact of globalization on family & social system.
3. To sharpen the skills, techniques & interventions required for working with family.
4. To understand the governmental efforts for strengthening the families.

1. Understanding Family: Concept, Types, Functions of family; Family dynamics; power, myths, role and patriarchy in family; Displacement and disaster generated changes in the family (war, conflict, riots and natural calamities) and its implications; Vulnerability and marginalized families due to poverty, caste, cultural inequalities. Concept of Marriage; Review of changing situations in marriages and marital relationship; Characteristics, goals, needs, tasks and problems of each stage in the family life cycle (Evelyn Duwall and Eric Ericsson)

2. The Family in the context of Social Change: Concept and characteristics of social change; Impact of migration, industrialization, urbanization, liberalization, privatization and globalization on family –changing functions, values, relationship, communication.

3. Quality of Life and Family: Concept of quality of life; Indicators of quality of life; Family and Millennium Development Goals.

4. Working with Families - interventions, techniques and skills:

- a) Family centered social work – problem solving approach;
- b) Life enrichment programmes – developmental approach; 69

c) Programmes for family empowerment and protection of human rights;

d) Efforts of government in strengthening families – Policy, Legislation and programmes; -

A brief review of ICDS, Micro-credit, component plan, Schemes for families, Public Distribution System, Health – Family Welfare Programme, Health Insurance.

Recommended Readings:

1. Agnes, Flavia (1999) Law and Gender Inequality – The Politics of Women’s Rights in India, New Delhi : Oxford University Press.
2. Agrawal, Namita (2002) Women and Law in India, Women Studies and Development.
3. Avasti, Abha & Srivastava, A. K. (2001) Modernity Feminism and Women Empowerment, Jaipur: Rawat Publications.
4. Baxamusa, Ramala, Subramanian, Hema (1992) Assistance for Women’s Development from National Agencies – Employment Progress, Bombay : Popular Prakashan Centre, December, New Century Publications.
5. Djetchich, Galmele (1992) Reflections on the Women’s Movement in India – Religion, Ecology, Development, New Delhi : Horizon India Books.
6. Datar, Chaya (1993) The Struggle against Violence, Calcutta : StreeVani.
7. Gate, Smita (1998) Development of Women – The Maharashtra Experiences in Women’s Policy Implement, Pune : YASHADA.
8. Goel, Aruna (2004) Organisation and structure of Women Development and empowerment, New Delhi : Deep and Deep Publication Pvt. Ltd.
9. Herman & Julia R. Schewendinger (1983) Rare and Inequality, California : Sage Publication
10. Kaur, Manmohan (1982) Women in Indian’s Freedom Struggle, New Delhi : Stevling Publishers Pvt. Ltd.
11. Khan, M. A. (2006) Women and Human Rights, New Delhi : SBS Publishers & Distributors Pvt. Ltd. 70

12. Khanna, Girija&Mariamma, Vargheso (1970) Indian Women Today, New Delhi : Vikas Publishing House Pvt. Ltd.
13. Kishwar, Madhu Ruth, Vanita (1991) In search of Answers – Indian Women”s voices from Manushi, New Delhi : Horizon India Books.
14. Kumar, A. (2006) Women and Family Welfare Institute for sustainable Development, Lucknow, New Delhi : Anmol Publications Pvt. Ltd.
15. Laxmi Devi (1996) Women & Family Welfare Institute for sustainable Development :Lucknow, New Delhi : Anmol Publications Pvt. Ltd.
16. Maithreyi, Krishna Raj (1980) Women and Development – The Indian Experience Pune :ShubhadaSaraswaltPrakashan.
17. Malladt, Subbamma (1992) Hinduism and Women, Delhi : Ajanta Publications.
18. Mehta, Vera Yayas, Frances (1990) Exploring Feminist Vision - Case Studies on Social Justice, Pune : StreeVani / Ishwar Kendra.
19. Mishra, Prachi (2006) Domestic Violence against Women Legal Control and Judicial Response, New Delhi : Deep & Deep Publication, Pvt. Ltd.
20. NarsimhanSakuntala (1999) Empowering Women – An alternative Strategy from Rural India, New Delhi : Sage Publications.

Master of Social Work (MSW) Semester III

Specialization Paper _II(3T3)

Specialization Group A: Family & Child Studies

Group 15 : Socialization of the Child and Child Welfare

Learner Objectives:

1. To understand the concept & process of socialization
2. To understand the situation of children in India
3. To understand the history & philosophy of child welfare in India
4. To understand the national & international efforts for child welfare
5. To know the child related laws.
6. To know the programmes & services for child welfare
7. To understand & acquire the skills for working with children

1. The Situation of children in India : Demographic characteristics - Needs and Problems of children in India - Street child, destitute, delinquent, abandoned, orphaned, sexually abused, child labour, child trafficking, natural calamity affected children, HIV-AIDS affected and infected children, tribal child, child beggar, child prostitute, children from poverty groups, special problems of girl child.

2. Child Health: A Situational Analysis: Causes of infant mortality and morbidity; - Reproductive and child health, health of adolescent girls; Common childhood diseases; Nutritional deficiencies; Genetic disabilities.

3 Child Welfare : Historical review of child welfare in India - Changing philosophy of work with children - UN Declaration on the Rights of the Child and other international initiatives; Constitutional Provisions, National Policy for Children, National Charter for Children, National Action Plan for Children, Commissions for Protection of Child Rights and Maharashtra State policy for children; An overview of Legislation for children to 72

ensure child rights - Juvenile Justice (Care and Protection of Children) Act; Hindu Adoption and Maintenance Act; Guardianship and Wards Act; Child Labour (Prohibition and Regulation) Act 1986.

4. Services for Children & Skills for Social Work with children:

Current initiative: Statutory and non-statutory services; Supportive services (for example, supplementary nutrition); Developmental services (for example, non-formal education); Remedial services (for example, residential care, child guidance clinic); Child rights approach - Challenges in developing comprehensive approach to child protection; Helplines for children; Skills in advocacy and campaigning for children.

Recommended Readings :

1. Zimmerman, S.L. 1995 Understanding Family Policy: Theories and Applications, London: Sage Publications.
2. Desai, M. (ed.) 1994 Family and Intervention: A Course Compendium, Bombay: TISS.
3. Tata Institute of Social Sciences 1994 Enhancing the Role of Family as an Agency for Social and Economic Development. Mumbai: Unit for Family Studies, TISS.
4. Bajpai, A. 2003 Child Rights in India – Law, Policy and Practice, Delhi: Oxford University press.
5. Swaminathan, M.(ed.) 1998 The First Five years – A Critical Perspective on Early Childhood Care and Education in India, New Delhi: Sage publications.
6. Enakshi, G.T. (ed) 2002 Children in Globalising India – Challenging Our Conscience, New Delhi: HAQ Centre for child Rights.
7. Joshi, S. 1996 Child Survival, Health and Social Work Intervention, New Delhi: Concept Publishing company.
8. Kumari, V., Brooks, S.L. 2004 Creative Child Advocacy – Global Perspectives, New Delhi: Sage Publications
9. Gandhi, A. 1990 School Social Work, New Delhi: Commonwealth publishers.
10. Boss, P.G., et al. 1993 Sourcebook of Family Theories and Methods: A Contextual Approach. Plenum.

11. Zimmerman, S.L. 1995 : Understanding Family Policy: Theories and Applications, London: Sage Publication 73

Master of Social Work (MSW) Semester III

Specialization Paper -III (3T4)

Specialization Group A: Family & Child Studies

Group 16 - Family Life Education and Population

Learner Objectives:

1. Understand the ideological base of quality of life and needs of family in the context of family life cycle.
2. Understand the concept sexual health and develop insight into the human sexuality and sexual behaviour.
3. Understand characteristics and determinants of population growth.
4. Examine population and other related policies and initiatives by government and NGOs.
5. Develop skills to participate in programmes and activities related to the three areas, population, sexuality and life skill education.

1. Family Life Education: Concept, philosophy, goals and significance of FLE in the context of quality of life; Value education as part of FLE programme, objectives of family life education for various age groups (family life cycle and developmental stages).

2. Areas of family life education: Premarital preparation, marriage and married life, planned parenthood, family relationships; Communication in family; home management; Aging and retirement, special focus on adolescent life skill training.

3. Population Studies & Population Policy: i) Demography and demographic characteristics, concept of population, determinants of growth, global perspective of population, characteristics of Indian population; ii) Population Policy - Concept and contents of population policy (Population Policy and Family Welfare Policy); Review of population policy in India, influence of international organisations on India's policy, objectives and key programmes of population policy; Population education – concept, objectives and

content for various age groups, review of government and NGO initiatives. 74

4. Curriculum Development for Family Life Education, (Sexuality education, population education and life skill education); Steps in developing curriculum – need assessment, preparation and planning of modules, preparing audio-visual aids for the programme, using participatory methodology. Implementation of programme, evaluation, followup; Qualities and skills required for family life educator.

Recommended Readings :

1. Badshah Bindu (2006) Senses and Soul, New Delhi :Sakshi
2. Bhatlavande, Prakash, Gangakhedkar, Raman (1999) On the Horizon to Adulthood, Unicef.
3. Dyalchand, A., Khale M., Kapadia N. Kurdu, (2000) Life Skills for Adolescent girls (Volume 1 & 2), Pachod : Institute of Health Management
4. FernandesGracy, PierinaD"souza, VinnySammuel (2002) Resilience (Part 1 & 2) Mumbai : The Research Unit, College of Social Work, Nirmala Niketan
5. Grugni, Anthony (1988) Sex Education, Mumbai : Better Yourself Books
6. Khwaja, Ali (2005) A Handbook on Life Skills, Bangalore :Banjara Academy
7. Mascarenhas, Marie (1986) Family Life Education, Value, Education, Bangalore : CREST
8. Monteiro, Anjali (1994) Five Booklets, Reflections on My Family, Mumbai : Tata Institute of Social Sciences.
9. Pathak, Lalit P. (1998) Population Studies, New Delhi: Rawal Publications.
10. Salkar, K. R. (1989) Population Education for Developing Countries, New Delhi : Sterling Publishers Pvt. Ltd.
11. Sinha, P. N. (2000) Population Education and Family Planning, Delhi : Authors Press 75

Master of Social Work (MSW) Semester – III

Specialization Paper- I (3T2)

Specialization Group B : Medical & Psychiatric Social Work

Group 14: Health Care Social Work Practice

Learner Objectives:

1. Understand the changing concept of health as an aspect of social development.
2. Develop a critical perspective of healthcare services and programmes in the context of health scenario in the country.
3. Gain understanding of relevance, domains and nature of social work intervention in different health settings.

1. Concept of Health, Well-Being and Disease : Health: Meaning, components, determinants of health; Indicators of health status of people in a community; Disease: Causation and prevention; Health scenario of India: epidemiology and etiology of major communicable and non communicable diseases; Health as an aspect of social development. Concept of positive health

2. Healthcare Services and Programmes : Structure of healthcare services in India: Primary, secondary and tertiary level healthcare structure and their functions; Primary healthcare: Concept, issues of availability, affordability and accessibility of healthcare services, Post Alma Ata declaration initiatives in India; Critical appraisal of Health planning and policy: National health policies, current health policies and health planning

3. Medical Social Work in Various Settings: Functions of medical and psychiatric social workers in-- a) General Hospitals, Government, Corporate and private, specific disease hospitals, Specialized Clinics, community health centers, blood banks, eye banks, health camps; b) Schools for the physically and mentally

challenged, sheltered workshops, residential institutions for physically and mentally challenged. 76

4. Emerging Concerns in Healthcare : Public-private participation and collaboration in health care: Role of NGO and private sector in health care; Health Activism, health tourism Social mobilization at the grassroots: Case studies of People's Health Movement; RCH: Concept, components, strategies, and emphasis on reproductive rights. Jamkhed project , SEARCH , Aanadwan , ,Lok Biradari Prakalp, Aamhi Aamchyaa Aarogyasaathi.

Recommended Readings:

1. Baru, R.V. 1998 Private Health Care in India: Social Characteristics and Trends. New Delhi: Sage Publications.
2. Burman, P. & Khan, M.E. 1993 Paying for India's Health Care. New Delhi: Sage Publications.
3. Dasgupta, M. & Lincoln, C. C. 1996 Health, Poverty and Development in India. New Delhi: Oxford University Press.
4. Dhillon, H.S. & Philip, L. 1994 Health Promotion and Community Action for Health in Developing Countries. Geneva: WHO.
5. Drinka, T. J. K. & Clark, P.G. 2000 Health Care Teamwork: Interdisciplinary Practice and Teaching. Westport, CT: Auburn House.
6. Germain, C.B. 1993 Social Work Practice in Health Care: An Ecological Perspective. New York: The Free Press.
7. Katja, J. (Ed.) 1996 Health Policy and Systems Development. Geneva: WHO.
8. Oak, T.M. (Ed.) 1991 Sociology of Health in India. Jaipur: Rawat Publications.
9. Park, K. 2005 Textbook of Prevention and Social Medicine (18th edition). Jabalpur: Banarsidas Bhanot.
10. Phillips, D. R. & Verhasselt, Y. 1994 Health and Development. London: Routledge.
11. WHO 1978 Primary Health Care: A Joint Report by Director General of WHO and Director of UNICEF. International Conference on Primary Health Care. Alma Ata: USSR.
12. Yesudian, C.A.K (ed.) 1991 Primary Health Care. Mumbai: Tata Institute of Social Sciences. 77

13. Hiramani, A.B. 1996 Health Education: An Indian Perspective. New Delhi: B. R. Publishing Corporation.
14. Macdonald, G. & Peterson, J. L. (Eds.) 1992 Health Promotion: Disciplines and Diversities. London: Routledge.
15. McLeod, E., & Bywaters, P. 2000 Social Work, Health and Equality. London: Routledge.
16. Nadkarni, V.V. 1985 Proceedings of the Seminar on Changing Trends in Healthcare and Implications for Social Work. Bombay: Tata Institute of Social Sciences.
17. Rao, M. (Ed.) 1999 Disinvesting in Health: The World Bank's Prescriptions for Health. New Delhi: Sage Publications.
18. Sundaram, T. 1996 Reaching Health to the Poor, Sourcebook on District Health Management. New Delhi: VHAI.
19. Voluntary Health Association of India 1995 Reproductive Health and Reproductive Rights. New Delhi: VHAI.
20. Voluntary Health Association of India 1997 Report of the Independent Commission on Health in India. New Delhi: VHAI.
21. Voluntary Health Association of India 1992 State of India's Health. New Delhi: Voluntary Health Association of India 78

Master of Social Work (MSW) Semester – III

Specialization Paper - II (3T3)

Specialization Group B : Medical & Psychiatric Social Work

Group:15 -Medical Information for Social Workers

Learners objectives -

1. Understand the changing concept of health as an aspect of social development.
2. To develop knowledge about the important concepts in health
3. Develop a critical perspective of healthcare services and programmes in the context of health scenario in the country.
4. To understand various health problems.

1. Concept of Health, Well-Being and Disease : Health: Meaning, components, determinants of health; Indicators of health status of people in a community— MMR, IMR, life expectancy ; Concept of morbidity, Health as an aspect of social development , Concept of epidemiology. Concept of primary, secondary and tertiary levels of intervention ; Concept of social medicine, Classification of diseases.

2. Some medical conditions Requiring social work Intervention: Symptoms, causes and treatment for 1) Cancers , 2) Kidney/renal failure and treatments, 3) Diabetes related health issues 4) **Diseases of Cardio Vascular System—**Myocardial infarction ,Ischemic heart disease , Hypertension, Stroke/paralysis, **5) Degenerative Diseases and Geriatric health problems like --** Arthritis, Parkinson’s disease, Cataract, Glaucoma , Retinal detachment, Senile dementia, Alzheimer’s diseases.

3 Some Infectious diseases and genetic disorders : Symptoms, causes and treatment for Tuberculosis, Leprosy, Sexually Transmitted Diseases (bacterial and viral) HIV, AIDS, Hepatitis,

Poliomyelitis, Ameobiasis, Dysentery and Worm infection, Rabies, Thalassemia, Sickle cell anemia, Epilepsy, Asthma, Mental deficiency, spasticity. , 79

4 Functions of the important systems a) Respiratory System, b) Digestive System, c) Central Nervous System, d) Cardio Vascular System, e) Skeleto- Muscular System, f) Geneto- Urinary System, g) Reproductive System (male and female), h) Endocrine System

Various treatments in medical field --- Allopathy , Homeopathy , Ayurved , Alternate medicine . Need of curbing superstitions in health related issue , Major medical procedures and their implications –like surgeries , general anesthesia , amputations/removing an organ , by pass , Life supporting services.

Recommended reading--

1. Baru, R.V. 1998 Private Health Care in India: Social Characteristics and Trends. New Delhi: Sage Publications.
2. Burman, P. & Khan, M.E. 1993 Paying for India's Health Care. New Delhi: SagePublications.
3. Dasgupta, M. & Lincoln, C. C. 1996 Health, Poverty and Development in India. New Delhi: Oxford University Press.
4. Dhillon, H.S. & Philip, L. 1994 Health Promotion and Community Action for Health in Developing Countries. Geneva: WHO.
5. Oak, T.M. (Ed.) 1991 Sociology of Health in India. Jaipur: Rawat Publications.
6. Park, K. 2005 Textbook of Prevention and Social Medicine (18th edition). Jabalpur: Banarsidas Bhanot.
7. Phillips, D. R. & Verhasselt, Y. 1994 Health and Development. London: Routledge.
8. WHO 1978 Primary Health Care: A Joint Report by Director General of WHO and Director of UNICEF. International Conference on Primary Health Care. Alma Ata: USSR.
9. Yesudian, C.A.K (ed.) 1991 Primary Health Care. Mumbai: Tata Institute of Social Sciences.
10. Hiramani, A.B. 1996 Health Education: An Indian Perspective. New Delhi: B. R. Publishing Corporation. 80

11. Macdonald, G. & Peterson, J. L. (Eds.) 1992 Health Promotion: Disciplines and Diversities. London: Routledge.
12. McLeod, E., & Bywaters, P. 2000 Social Work, Health and Equality. London: Routledge.
13. Nadkarni, V.V. 1985 Proceedings of the Seminar on Changing Trends in Healthcare and Implications for Social Work. Bombay: Tata Institute of Social Sciences.
14. Rao, M. (Ed.) 1999 Disinvesting in Health: The World Bank's Prescriptions for Health. New Delhi: Sage Publications.
15. Sundaram, T. 1996 Reaching Health to the Poor, Sourcebook on District Health Management. New Delhi: VHAI.
16. Voluntary Health Association of India 1995 Reproductive Health and Reproductive Rights. New Delhi: VHAI.
17. Voluntary Health Association of India 1997 Report of the Independent Commission on Health in India. New Delhi: VHAI.
18. Voluntary Health Association of India 1992 State of India's Health. New Delhi: Voluntary Health Association of India

Master of Social Work (MSW) Semester – III

Specialization Paper- I (3T2)

Specialization Group B : Medical & Psychiatric Social Work

Group 14: Health Care Social Work Practice

Learner Objectives:

1. Understand the changing concept of health as an aspect of social development.
2. Develop a critical perspective of healthcare services and programmes in the context of health scenario in the country.
3. Gain understanding of relevance, domains and nature of social work intervention in different health settings.

1. Concept of Health, Well-Being and Disease : Health: Meaning, components, determinants of health; Indicators of health status of people in a community; Disease: Causation and prevention; Health scenario of India: epidemiology and etiology of major communicable and non communicable diseases; Health as an aspect of social development. Concept of positive health

2. Healthcare Services and Programmes : Structure of healthcare services in India: Primary, secondary and tertiary level healthcare structure and their functions; Primary healthcare: Concept, issues of availability, affordability and accessibility of healthcare services, Post Alma Ata declaration initiatives in India; Critical appraisal of Health planning and policy: National health policies, current health policies and health planning

3. Medical Social Work in Various Settings: Functions of medical and psychiatric social workers in-- a) General Hospitals, Government, Corporate and private, specific disease hospitals, Specialized Clinics, community health centers, blood banks, eye banks, health camps; b) Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged. 76

4. Emerging Concerns in Healthcare : Public-private participation and collaboration in health care: Role of NGO and private sector in health care; Health Activism, health tourism Social mobilization at the grassroots: Case studies of People's Health Movement; RCH: Concept, components, strategies, and emphasis on reproductive rights. Jamkhed project , SEARCH , Aanadwan , ,Lok Biradari Prakalp, Aamhi Aamchyya Aarogyasaathi.

Recommended Readings:

1. Baru, R.V. 1998 Private Health Care in India: Social Characteristics and Trends. New Delhi: Sage Publications.
2. Burman, P. & Khan, M.E. 1993 Paying for India's Health Care. New Delhi: Sage Publications.
3. Dasgupta, M. & Lincoln, C. C. 1996 Health, Poverty and Development in India. New Delhi: Oxford University Press.
4. Dhillon, H.S. & Philip, L. 1994 Health Promotion and Community Action for Health in Developing Countries. Geneva: WHO.
5. Drinka, T. J. K. & Clark, P.G. 2000 Health Care Teamwork: Interdisciplinary Practice and Teaching. Westport, CT: Auburn House.
6. Germain, C.B. 1993 Social Work Practice in Health Care: An Ecological Perspective. New York: The Free Press.
7. Katja, J. (Ed.) 1996 Health Policy and Systems Development. Geneva: WHO.
8. Oak, T.M. (Ed.) 1991 Sociology of Health in India. Jaipur: Rawat Publications.
9. Park, K. 2005 Textbook of Prevention and Social Medicine (18th edition). Jabalpur: Banarsidas Bhanot.
10. Phillips, D. R. & Verhasselt, Y. 1994 Health and Development. London: Routledge.
11. WHO 1978 Primary Health Care: A Joint Report by Director General of WHO and Director of UNICEF. International Conference on Primary Health Care. Alma Ata: USSR.
12. Yesudian, C.A.K (ed.) 1991 Primary Health Care. Mumbai: Tata Institute of Social Sciences.

13. Hiramani, A.B. 1996 Health Education: An Indian Perspective. New Delhi: B. R. Publishing Corporation.
14. Macdonald, G. & Peterson, J. L. (Eds.) 1992 Health Promotion: Disciplines and Diversities. London: Routledge.
15. McLeod, E., & Bywaters, P. 2000 Social Work, Health and Equality. London: Routledge.
16. Nadkarni, V.V. 1985 Proceedings of the Seminar on Changing Trends in Healthcare and Implications for Social Work. Bombay: Tata Institute of Social Sciences.
17. Rao, M. (Ed.) 1999 Disinvesting in Health: The World Bank's Prescriptions for Health. New Delhi: Sage Publications.
18. Sundaram, T. 1996 Reaching Health to the Poor, Sourcebook on District Health Management. New Delhi: VHAI.
19. Voluntary Health Association of India 1995 Reproductive Health and Reproductive Rights. New Delhi: VHAI.
20. Voluntary Health Association of India 1997 Report of the Independent Commission on Health in India. New Delhi: VHAI.
21. Voluntary Health Association of India 1992 State of India's Health. New Delhi: Voluntary Health Association of India 78

Master of Social Work (MSW) Semester – III

Specialization Paper- III (3T4)

Specialization Group B : Medical & Psychiatric Social Work

Group 16- Medical social work

Learner's objectives -

1. To orient learners to the field of Medical social work
2. To develop understanding and expected competence about the task, role and function of Medical Social Workers in various settings.
3. To create awareness about contemporary issues related to health.
 1. **Medical Social Work**—Concept of medical social work , historical development in U.K.,U.S.A. and India , Team work approach in medical social work , Roles of medical social worker, Rights of the patients. Concept of positive health, Quality of life , Issues of ethical medical practices.
 2. **Healthcare Services and Programmes** : Structure of healthcare services in India: Primary healthcare: Concept, issues of availability, affordability and accessibility of healthcare services, Post Alma Ata declaration initiatives in India; Critical appraisal of Health planning and policy: National health policies, current health policies and health programmes. Role of W.H.O.
 3. **Medical Social Work in Various Settings:** Functions of medical social workers in-- a) General Hospitals, Government, Corporate and Private, Specific disease hospitals, , Blood banks, Eye banks, Organ donation processes b) Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged c) Medico legal cases – accidents , burns , abuses etc.
4. **Emerging Concerns in Health care** : Role of NGO and Private sector in health care; Health Activism, Health tourism, Social mobilization at the grassroots: Case studies of People's Health Movement—Comprehensive Rural Health Project -- Jamkhed , SEARCH –Gadchiroli , Aanadwan - Lok Biradari Prakalp, Aamhi aamchya aarogyasathi --Kurkheda. 82

Recommended readings –

1. Banerjee, G. R. (1988) Papers of Social Work, Mumbai: Tata Institute of Social Service.
2. Banerjee, Gouri Rani (1998) The Tuberculosis Patient, Tata Institute of Social Sciences.
3. Dora, Gold Stien (1954) Expanding Horizons in Medical Social Work, Chicago : The University of Chicago Press.
4. Dora, Goldstain (1954) Readings in Theory and Practice in Medical Social Work, Chicago : The University of Chicago Press.
5. Javeri D. R. (1996) Social Work in Hospital Set up, KEM Hospital, Mumbai.
6. Park, J. E & Park, K.(1997) Preventive and Social Medicine, Jabalpur : Banaridas Bhanot.
7. Pathak, S. H. (1961) Medical social Work in India, Delhi : School of Social Work.
8. Sathe, R. V. (1897 Ed.) You and Your Health, India : D. Bhawe Book Trust.
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26. Voluntary Health Association of India 1995 Reproductive Health and Reproductive Rights. New Delhi: VHAI.
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28. Voluntary Health Association of India 1992 State of India's Health. New Delhi: Voluntary Health Association of India

Specialization Paper -I (3T2)

Specialization Group C : Urban ,Rural and Tribal Community Development

Group 14 - Perspectives on Urban Community Development

Learner Objectives;

1. To gain knowledge on economics of urban areas from a human development perspective.
2. To understand socio-economic situation of urban communities
3. To understand the relevance and Problems of urban communities.
4. Be equipped with theoretical framework to analyze urban community development programmes

Unit 1. Analyzing Communities: ; Definition, Concept and characteristics of Urban Community, process of Urbanization, Slums in India- Growth , Types, major characteristics, problems,

Unit 2. Urban Local Self Government: Structure and functions of Urban Local Self Government; 74th Constitutional Amendment, Ward Sabha's, Capacity Building Scheme for Urban Local Bodies etc.

Unit 3. Urban Planning and Schemes: Concept, laws related to urban development, Schemes: Urban Infrastructure Development Schemes for Small and Medium Towns, Atal Mission for Rejuvenation and Urban Transformation (AMRUT) , Pradhan Mantri Awas Yojana, Deen Dayal Antyodaya Yojana-National Urban Livelihood Mission (NULM), Swachha Bharat Mission, Smart City- meaning, Concept, Scope, nature and strategies .

Unit 4. Urban Economy : i) Urban Economy in the context of : Land, labour, capital , technology , organization, ii) Economy of Local self Government-Revenue and Tax Collection 85

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4. Hajela,T.N.CYearcooperation Principles Problems andPractice(6thEdition),Delhi :Konark Publishers.
5. Higgott,RichardA.(1982) PoliticalDevelopment Theory:The Contemporary Debates Taylor& Francis Group.
6. Jhunjhunwala , Bharat. Globalization and Indian Economy, New Delhi :Gyan Book Pvt. Ltd.
7. Joshi, Deepali Pant (2006) Poverty and sustainable Development, New Delhi : GyanBooks.
8. Mishra & Puri (1995) Indian Economy, Mumbai: Himalaya Publication House.
9. Petras, James & Veltmeyer, Henry (2001) Globalization Unmasked- Imperialisminthe 21st Century,NewDelhi: Madhyam Books.
10. Pillai, G.M(Ed.) (1999) Challengesof Agricultureinthe21st Century, Pune: Maharashtra Councilof AgriculturalEducation andResearch.
11. Simon David,Narman Anders (1999) Developmentas Theory and Practice– Current Perspectiveson Development,Longman– UK. 86

Master of Social Work (MSW) Semester – III
Specialization Paper -II (3T3)
Specialization Group C : Urban ,Rural and Tribal Community
Development

Group 15 : Perspectives on Rural Community Development

Learners Objectives:

- i. To develop the conceptual understanding of Rural Community
- ii. To understand the issues and concerns of Rural community
- iii. Understand the approaches and developmental actions of rural community development.

1. Introduction: Meaning, Characteristics and Types of Villages, , Present scenario of Rural Social Development, understanding concept of development, concept, nature and scope of rural Community Development, Introduction to Community Development programme 1952 and Approaches for Rural Development (Livelihood Approach: Indigenous community development approach), sustainable rural community development, Social work with rural community.

2. Rural Community and Ownership of Resources: Agriculture, Movable and immovable property, 7/12 document, land ownership, house ownership, concept of assets in rural community, Gender and ownership on resources. Community owned resources.

3. Areas and Concerns–Livelihood (Employment, poverty, Food security, financial exclusions, agriculture) education , health , energy, environment, livestock, cropping pattern, and water sources.

4. Socio economic Development in the Rural Context: Gandhian approach to Rural Development, Measures of land reforms, Growth of infrastructure; Green revolution and white revolution; commercialization of Agriculture; Other sectors of rural employment and livelihood options : bamboo, cane, forestry, fisheries, rural industries, small scale industries; Natural resource management. (Water, Forest, Livestock, Land, 87

Human resource.)

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2. Jain, S. C. (1967). Community development and panchayati raj in India: Allied Publishers.
3. Ministry of Rural Development (GOI): Annual Report 2016-2017
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5. Patil K.S. (2013) Farmers Suicides in Vidarbha: An Agrian Crisis, BSPK Publication, Nagpur
6. Patil K. S. (2016) Water Security in India: Sustainable Community Development, Nagpur: BSPK Publication, ISBN: 978-93-84198-91-6
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8. Rajora, R. (1998). Integrated Watershed Management: A Field Manual for Equitable, Productive and Sustainable Development: Rawat Publications.
9. Rao, P. K. (2000). Sustainable Development: Economics and Policy: Wiley.
10. Robinson, J. W., & Green, G. P. Introduction to Community Development: Theory, Practice, and Service-Learning: SAGE Publications.
11. Sharma, R. (2005). Grass-Root Governance: Changes And Challenges In Rural India: Rawat Publications, Jaipur.
12. Singh, K. (2009). Rural Development: Principles, Policies and Management: SAGE Publications.
13. Singh, T. (2006). Disaster Management: Approaches & Strategies: Akansha Publishing House.
14. Sisodia, Y. S., & Madhya Pradesh Institute of Social Science Research, U. (2005). Functioning of panchayat raj system: Rawat Publications. 88

Master of Social Work (MSW) Semester – III
Specialization Paper -III (3T4)
Specialization Group C : Urban, Rural and Tribal Community
Development

Group 16 - Tribal Social System

Learner Objectives:

1. To understand the concept, meaning and definition of tribe, their social conditions, culture, customs, and power structure.

2. To become familiar with Particularly Vulnerable Tribal Groups.

1. Identity of Tribe: Definition, Concept and Characteristics of Tribes and Scheduled Tribe , Tribal Demography , Major tribes in Maharashtra and India Tribal Society, Traditions & Culture : Tribal family, Marriage and Kinship; Yuvagruh; Tribal clan organization; Tribal customs, folkways, Components of tribal culture.

2. Introduction to Tribal Economic System: Tribal and forest economy; Forest goods and recent legal provisions; Goods exchange (barter) method, Joint Forest Management

3. Tribal Development and role of Government: Constitutional provisions for Scheduled Tribes; Tribal development Schemes. Tribal development under the different five year plans. Role of Voluntary /People's Organizations; Opportunities of Social Work in tribal development.

4. Tribal Political System and Particularly Vulnerable Tribal Groups (PVTGs): Tribal power structure - traditional and Constitutional; The Panchayat (Extension to the Scheduled Area) Act 1997 (PESA) , Definition, concept ,Characteristics and Demography of PVTGs of Maharashtra.

Recommended Readings :

1. Baviskar, Amita (2004) : In the Belly Of The River : Tribal Conflicts over Development in the Narmada Valley. New Delhi: Oxford University Press, Second Edition. 89

2. Beteille, A., (2006) :Society and Politics in India: Essays in a Comparative Perspective. Berg: Oxford International Publishers (reprinted).
3. Chauhan, V.S., (2009) : "Crystallizing Protest into Movement: Adivasi Community in History, Society and Literature" in G.N. Devy, Geoffrey V. Davis and K.K. Chakravarty (eds) Indigeneity: Culture and Representation, Hyderabad : Orient BlackSwan.
4. Mehta, B. H., (1984) : Gonds of the Central Indian Highlands : A Study of the Dynamics of Gond Society, (Volume One & Two). New Delhi : Concept Publishing House.
5. Munda, Ram Dayal [Undated]: "Introduction" in Indigenous and Tribal Solidarity,
6. Souvenir brought out by the Indian Confederation of Indigenous and Tribal People : New Delhi.
7. Madan, T. N., (1999) : "Introduction" In Religion in India (Ed) T.N. Madan, New Delhi: Oxford University Press.
8. Maharatna, Arup (2005) : Demographic Perspectives on India's Tribes New Delhi: OUP.
9. Patil K. S. (2014) Scheduled caste in India: issues and Challenges in 21st Century, Nagpur: BSPK Publication, ISBN: 978-93-84198-04-6
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11. Puri, V. K., 1978 : Planning for Tribal, Development, Yojana.
12. Report of All India Tribal Conference and National Seminar on Tribal Development, Guwahati, 1979.
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15. Sharma B. D. 1978 : Tribal Development – The concept and the Fame.
16. Sharma, B. D. 1981 : Planning for Dispersed Tribals, Kurukshetra. 90

17. Sinha, S. P. : Planned Change in tribal areas, Journal of Public Administration, 19 (3), July-Sept.1977.
18. Singh, B. 1977: tribal Development at Cross Road : a Critique and a Plea, Man in India, July.
19. Sub-plan for tribal development in Tamil Nadu, Vanyajiti, July, 1978.
20. Umapathi, B. E, 1979 : Review of Tribal Development in Karnataka, Man in India, July-Sept.1979.
21. Vidyarthi, L. P. : Tribal Development in Independent India and it's future, Man in India, Jan.,1974.
22. Vidyarthi, L. P., 1976: Development plans of the tribes of Andamana and Nicobar Island : An action oriented report, Journal of Social Research, 19 (2), Sept.
23. Xaxa, Virginius (2008): State, Society and Tribes: Issues in Post-Colonial India. New Delhi: Pearson-Longman.
24. Yadav and Misra 1980 : Impact of the tribal development programmes on employment, income and asset formation in Bastar, M.P.

Master of Social Work (MSW) Programme Semester – III 3T2

Specialization Group E: Human Resource Management

Group 15: Specialization Paper I - Organizational Behaviour and Social Aspects in Industry

Learner Objectives:

1. Develop an understanding about individual behaviour, inter personal behaviour and group dynamics within the organization.
2. To Gain knowledge in managing human behaviour in organizations.
3. To develop a better understanding of the “self” and professional behaviour in relation to others.
4. To develop understanding about CSR / social responsibility of managers and its various dimensions in an industrial organization.

1. Organizational Behaviour: Meaning; historical perspective; emerging perspectives on OB; importance of OB; other dimensions of OB; Industrial Psychology: Definition, nature, objectives/goals, scope, role & importance, practical application of psychology in industrial settings.

2. Motivation, Employees Morale & Employee Counselling : Definition, basic needs of human being, importance, fundamental theories of motivation and its relevance in present context, positive and negative motivation, motivation and performance. Meaning and importance of morale, measures and techniques of promoting morale, factors contributing

high level of morale in the organization. Relationship between Motivation, Morale and efficiency / productivity. Employee Counselling: Concept, objectives, need, functions, techniques, methods/ types of EC, advantages and effectiveness of EC, role of social worker/ HR manager in Counselling.

3. Managing Occupational Stress: concept of occupational stress; stressors, fatigue; monotony; burnout; impact of stress on employees and employer; modern work-culture, setup; job-demands and stress; stress management; coping mechanisms/ strategies.

4. Industry and society: Industry as a part of social system; socio-cultural environment in industry; impact of industrialization; urbanization; LPG & technological changes on employees. Social problems/issues in industry- quality of life; gender issues; gender discrimination & sexual harassment at work place; human rights issues, new industrial policy & displacement, SEZ related issues.

5. Work-culture and Corporate Social Responsibility: Meaning, aspects, significance, its role in image building, goodwill of the organization. Concept of Corporate Social Responsibility; evolution, philosophy and principles of CSR; CSR-developmental projects; goals & implementation; Critical analysis of CSR approach; role of Social Worker/ HR managers; Social obligations, social responsiveness and ethical aspects in CSR projects. Social auditing.

Recommended Readings:

1. Ahuja, K. K. (1990) - Organizational behaviour, New Delhi: Kalyani Publications.
2. Blum, Naylor (1988): Industrial Psychology, Delhi: Theoretical & Social foundation.
3. Dwivedi R.S. (1995): Human Relations and Organizational Behaviour, Delhi: MacMillan.
4. Ghorpade M.B. (1980) - Industrial Psychology, Bombay : Himalaya Publishing House.
5. Ghosh, P. K. & Ghorpade M.B. (1991): Industrial & Organizational Psychology, Bombay: Himalaya Publishing House.
6. Kalia, H. L.: Industrial and Organizational Psychology, 2006, Volume I & II, Delhi: Kalpaz Publications.
7. Khanka, S. S (2000): Organizational Behavior, New Delhi : Kitab Mahal Publication.
8. Korman Abraham (1971): Organizational Behaviour, Delhi: Prentice Hall of India.
9. Maier (Norman R F) (1955): Psychology in Industry, Bostan : Houghten Mifun, Co.
10. Mc Shane, S. L. & Von Glinow, M. A. (2000) : Organizational Behavior, Tata McGraw-Hill,
11. Mohanty, Girishala (1988): Text book industrial and Organizational Psychology, New Delhi: Oxford Publishing Company, New Delhi.
12. Pareek, Udai : Organizational behaviour .
13. Rao, M.G: Organizational Behaviour.
14. Roger, Courtwright & Michael, Collins (2001): The Handbook for Managing Yourself, New Delhi: Infinity Books.

15. Shukla K.C. Tara Chand (2005): Industrial Psychology, Commonwealth Publication, New Delhi.
16. Shukla, M. (1996): Understanding Organizations, Organizational Theory & Practice, New Delhi : Prentice hall of India.
17. Wexley C Kenneth (1988): Organizational Behaviour and Personnel Psychology. Delhi: Surjeet Publications.

Group 16 : Specialization Paper II - Human Resource Development3T3

Learner Objectives:

1. Develop an understanding about human resource development policies and practices for organization effectiveness.
2. Develop skills of professionals in performance management and employees training
3. Knowledge of human resource management in relation to OD and its intervention strategies.
4. Develop knowledge of various certifications & Quality Management systems in productivity.

1. Human Resource Development: HRD Concept, objectives & goals; HRD sub-system, principles, policies and practices; functions of HRD; HRD for organizational effectiveness; evolution and changing scenario. Role of HRD managers: Role & functions of HRD manager in public, private, service, co-operative, banking and BPO, IT - Industries. Impact of HRD on the organizational development, changing role & challenges before HRD managers.

2. Performance Management: Merit Rating and Performance Appraisal Systems: Meaning, objectives, need, process, importance, tools and modern techniques of merit rating and performance appraisal, New trends in PAS, PA- 360 degree method, various other new techniques & methods of PA.

3. Organizational development & Management by Objectives: Concept and scope of OD Historical perspective of OD, theory and practice of OD, learning & growth, organizational culture, process & OD intervention strategies- survey feedback, action research, sensitivity training, TA, process consultation, third-party peacemaking, open system planning, other interventions methods, major problems & managing OD, key areas of OD. Concept, MBO philosophy, the process of MBO, benefits and limitations of MBO.

4. Human Resource Audit & Employees Training: Concept of HR audit, nature, scope, need & significance, approaches to HR audit. Meaning of training, education and development, identification of training needs, types and methods of training- Lecture, Case-study, Role-play, management games, use of Audio-Visual Aids, essentials of good training programme, importance of T & D activities in the organization, role of motivation in

training of trainers and trainees, training evaluation. Recent trends in Employees training programme.

5. Supervisory and Management Development: Identification & Assessment of Training needs; importance of training; recent trends in executive/ management Development/ Training programmes; developing and designing effective HRD training programme; skills of effective trainer.

Recommended Readings:

1. Abel, M. (1989): Human Resources Development. Institute of Social Science & Research.
2. Chhabra, T. N. (2005): Human Resource Management, Delhi: D.R. & Co.
3. Chopra, R.K. (2001): Management of Human Resource, (Text & Cases), Allahabad : Kitab Mahal.
4. Dale, h. Besterfield (2001) : Total Quality Management, Delhi : Pearson Education Asia.
5. Dayal, Ishwar (1993) : Designing HRD Systems, New Delhi : Concept Publication Com.
6. Ian, Beardwell & Len, Holden (1996): Human Resource Management: A Contemporary Perspective, New Delhi: Macmillan.
7. John, Story (1997): Human Resource & Change Management, (International Cases), Delhi: Efficient Printer.
8. Kandula, S. R. (2001): Human Resource Development, Delhi: Prentice Hall Publication.
9. Maheshwari, B. L & Sinha D. P., (Eds.) (1991): Management of Change Through Human Resources Development; New Delhi: Tata MCG raw Hill pub. Com. Ltd.
10. Maier, Noiman R : Principles of Human Relations.
11. Nagpal, C. S. & Mittal, A. C. (1993) : HRD, New Delhi : Anmol Publications
12. Nayak, A.K., (Ed.) (1996) : HRD Management, New Delhi : Common Wealth Publication
13. Rao, T. V. (Ed.) (2006): Alternative Approaches and Strategies of HRD, Jaipur : Rawat Publications.
14. Rao, T. V. (1996): Human Resources Development; New Delhi: Sage Publications.
15. Rao, T. V. (1991): Readings in Human Resource Development; Oxford & IBH Publication Co. New Delhi
16. Sheikh, A.M. (1999) Human Resource Development and Management, S. Chand & Co. Delhi.
17. Thomas, L. W & J David, Humger (2002): Strategic Management & Business Policy, Delhi: Pearson Education Asia.

Group 17: Specialization Paper III - Labour Welfare and Labour Economics 3T4

Learner Objectives:

1. To develop an understanding of labour economics and its scope in industry.
2. To learn about recent economic developments and industrial policies.
3. To be familiar with labour problems and its impact economic development.

Unit- 1: Labour welfare/Development and quality of life

1. Labour Welfare: concept, Need, goals & objectives, scope, importance and principles of labour welfare. Statutory and Non-statutory provisions. Evolution of Labour Welfare: Indian and Global perspectives, Globalization, LPG and its impact on welfare and working conditions Historical development of labour welfare in India, National policy on labour welfare. Changing concept of Labour Welfare in contemporary world. Welfare Measures:-
1.Labour welfare legislation:-concept of canteen, crèche, Safety and accident prevention. Co-operatives, Housing, Health care, Family counseling

2. Machinery of Labour Welfare in India: Central & State Government machinery. Salient features of The Maharashtra Labour Welfare Fund Act 1953. The Maharashtra Labour Welfare Board, Structure and functions, objectives and programmes. Welfare Officer: provisions, duties, role & responsibilities, functions of welfare/ labour welfare officer in industry. Changing role and challenges before labour welfare officer in emerging industrial environment. 1. Occupational health and safety: concept, nature, scope and types. 2. Health, Hygiene, Accidents and Safety management 1. Workers' Education: History of workers education, concept, goals and organizations. 2. Quality of Work Life: meaning and indicators of QWL, Programmes & Strategies for enriching QWL. 3 Employees engagement: Concept, activities and recent trends in various sectors.

3. Labour Economics: Concept, nature, scope and importance of labour economics for welfare of personnel. Labour force as a part of population; structure, composition and characteristics of labour i.e. demand and supply aspects. **Recent Economic & Industrial Policies and Labour economics:** New economic & industrial Policies; Technological advancement; Rationalization; Modernization; Automation and change in industrial

organization; Production sectors; global scenario LPG, WTO Policy etc. and its impact of labour market, job opportunities, employment status, and job security; Concept of employees turnover/ attrition; labour-drain and gain; Outsourcing in India.

4. Employment, Wages & Productivity: Concept and theories of employment and under-employment; dimensions of unemployment and full employment; problems of unemployment; causative factors and remedies. Current Trends in employment market and need for multi-skills and skill upgradation; Concept of wages and its types; economics of wages; theories of wages and methods of wage payment. Concept, factors affecting productivity; measurement tool and techniques of productivity. Wage discrimination and gender diversity. **Industrial Unrest:** Concept, nature, factors responsible for labour unrest in India. New dimensions, emerging problems and employees unrest in modern industrial organizations.

Recommended Readings:

1. Bhagoliwal, T. N. (1976) Economics of Labour & Social Welfare, Agra: Sahitya Bhawan.
2. Kumar, H. L. (1990) Labour Problems & Remedies, Delhi: University Book Traders.
3. Mamoria, C. B. & Mamoria S. (1991) Dynamics of Industrial Relations in India, Bombay :
4. Himalaya Publication House.
5. Mathur, D. C. (1992) Personnel Problems & Labour Welfare; New Delhi: Mittal Publications.
6. Mathur, D.C (1993) Personnel Problems and Labour Welfare, New Delhi: Mittal Publications.
7. Mehrotra, S. N (1981 Ed3) Labour Problems in India; New Delhi: S. Chand and Co.
8. Mamoria, C. B. (1966) Labour Problems & Social Welfare in India; Allahabad: Kitab Mahal Publications.
9. Pant, S. C. (1976) Indian Labour Problems; Alahabad : Chaitanya Publication House.
10. Pratap, K. (1992) Rural Labour in India; Problems & Welfare Scheme; New Delhi: Deep & Deep Publications.
11. Saxena, R. C. (1974) Labour Problems and Social Welfare; Meerut: K. Nath and Co.
12. Sharma, A.M. (1994. Ed. 5th) Aspects of Labor Welfare & Social Security; Mumbai : Himalaya Publications.
13. Tyagi, B. P. (1986) Labour Economics and Social Welfare, Meerut: Jai Prakash Nath & Co.

Elective course I

Elective course I (3T5)

Group17: Statistics and Computer Basics in Social Work Research

Learner Objectives:

1. To understand the application of Statistical methods for processing primary data in Social Work Research.
2. To understand the nature, scope and significance of research in Social Work practice
3. To develop competence in conceptualizing, designing and implementing research using quantitative paradigms and techniques
4. To understand basics of Computer applications in Social Work Research
5. To gain knowledge of theory and usage of Information Technology.

1. Basic Statistics: Basic statistical concepts: variables, data, population, sample and parameter/ statistic; simple derivatives (percentage, ratio, proportion) .

2. Descriptive Statistical Methods: Descriptive statistics: Measures of central tendency (mean, median, mode); Measures of dispersion (range, mean deviation, standard deviation, coefficient of variation); Measures of correlation.

3. Inferential Statistical Methods: Inferential Statistics: Parametric (test of difference of means of two samples) and Non-Parametric statistical tests (test of association of attributes and Rank correlation coefficient). Tests of significance (chi square, t-test,) Introduction to Statistical Package for Social Sciences (SPSS); graphical (diagrammatic) presentation, Use of Computer in analyses of data.

4. Basic Computer Applications: Components of a computer; Concept of hardware and Software; Uses of Computer: Word processing, data management,; Office Applications: MS Office (MS word, MS Excel or Spreadsheets, Power Point, MS ACCESS, 116

Word Publishing); Internet Applications and Networking for Social Work; Concept of Database management.

Recommended Readings:

1. Alsoton, M & Bowles, W, (2003) Research for Social Workers, Rawat Publications, New Delhi.
2. Burgess, Robert, 2000 Qualitative Research, Sage publication, New Delhi
3. Jawadekar, W.S, 2001. Management Information Systems Tata Mcgraw-Hill Pub. Company Ltd; New Delhi.
4. Mandell, S. C., 1989 Introduction to Computers, CBS Publisher, New Delhi.
5. Mishra, S.K & Binawal, J.C, 1991 Computer in Social Science Research, Har-Anand Publication, New Delhi.
6. Silverman, David, (Ed) 2000 Qualitative Research: Theory, method and practice Sage Publications, New Delhi.
7. Weinberg, D (Ed) 2002 Qualitative Research Methods Blackwell Publication, Australia.
8. Rubin, A. & Babbie,E. 2001 Research Methods for Social Work (4th Ed.). California: Wadsworth.
9. Reid, W.J. & Smith, A.D. 1981 Research in Social Work. New York: Columbia University Press.
10. Bailey, K.D. 1982 Methods of Social Research. New York: The Free Press.
11. Burns, R.B. 2000 Introduction to Research Methods. New Delhi: Sage Publications.

12. Black, J.A. & Champion, D. J. (1976) *Methods and Issues in Social Research*. New York: John Wiley.
13. Goode, W.J. & Hatt, P.K. (1952) *Methods in Social Research*. New York: McGraw

Hill Book Company, Inc.

14. Selltitz, C., Wrightsman, L.S. & Cook, S.W. 1976
Research Methods in Social Relations. New York: Holt,
Rinehart and Winston.

15. Laldas D.K. 2000 Practice of Social Research: Social
Work Perspective. New Delhi: Rawat publications.

16. Blalock Jr., H.M. 1960 Social Statistics. New York:
McGraw Hill Book Company, Inc.

17. Siokin, R.M. 1955 Statistics for Social Sciences. New
Delhi: Sage Publications.

18. Nicola, B., Richard, K. & Rose Mary, S. 2003 SPSS
for Psychologists: A Guide to Data Analysis Using SPSS
for Windows, Palgrave Macmillan.

Or

Elective course I (3T5)

Group17: Applications of Social Work Skills

Learner Objectives:

1. To get a comprehensive knowledge of skills used for social work practice;
2. To gain an understanding about practice of social Work skills

3. To acquire skills in the practice of counseling;
and

4. To gain an understanding about practice of
counseling in different settings

Unit 1. Social Work Skills: Meaning, need and
importance of various skills in social work
practice, understating about the applicability of
skills , knowledge and applicability, type of Skills:
Basic skills (ex: Empathy, rapport establishment,
observation skills, information gathering group
formation etc,), Intermediate skills (Interviewing,
intervention ,) Advance and specialised

skills (skills needs to be used during conflict and intervention) Presentation skill, Communication skill.

Unit 2 Administrative Skills: Documentation, Networking, Monitoring and Evaluation, Assessment, rapid need assessment during crises, programme implementation and development. Practice skills: PRA, Project formulation, funding proposals, developing professional skills through Internship and Fellowships, Networking,

Unit 3 Applying Counseling Skills: General Counseling, Group Counseling; Family Counseling , Pre-marital & marital counseling; Parent Counselling , Child Counselling & Counselling in School .Counseling to cope with stress, anxiety, depression, suicide and other high risk behaviours.

Unit 4 Counselling in different contexts: Counselling in sexual problems; Personal Problems; Inter- personal problems; Counselling for critical Life Situations – Accident, Death, Disaster, Loss of employment and Severe illness.

HIV-AIDS counseling , Retirement and geriatric counseling.

Recommended Readings:

1. Carkhuff, Robert, 1977, Art of Helping.
2. Carkhuff, Robert R., 1969, Helping and Human Relations: A Primer for Lay and Professional Helpers Vol.1 Section & training, Vol.2 practice & research.
3. Chunkapura, Sr.Dr.Joan, 1999, Counseling & Mental health (Mal.) Addiction, AIDS Etc.
4. Fuster, J.M., 1996, Personal Counseling.
5. Rao, Narayana S., Counseling Psychology.
6. Rogers, C.R., 1952, Client Centred Psychotherapy.
7. Shertzer, Bruce & Stone, Shelley C., 1974, Fundamentals in Counseling.
8. Suppes, Mary Ann & Well, Carolyn Cressy, The Social Work Experience.
9. Zastrow, Charles, 1985,