

MSW Syllabus

Semester I

Core Course

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| Name of the Course | : | Social Work Profession: Concept, Philosophy and Development |
| Course Number | : | SWCC 101 |
| Course Objectives | : | <ul style="list-style-type: none">• To understand the fundamentals of social work, concepts related to social work and its professionalism.• To learn the historical development of professional social work in India, UK and USA.• To familiarize with the skills and roles of a professional social worker along with its methods and approaches in various settings. |
| Course Outcomes | : | <ul style="list-style-type: none">• Able to know the nature and development of professional social work in India and abroad.• Able to know the principles, values, ethics, knowledge, attitudes, skills and techniques required by a professional social worker working in different settings.• Able to explore and develop professionalism and the persona of a professional social work practitioner. |
| Course Content | | |
| Unit 1 | : | Introduction to Social Work |
| 1.1 | | Social Work and Related Concepts: Social Work, Social Service, Social Welfare, Social Reform, Social Change, Social Development, Social Justice and Human Rights |
| 1.2 | | Social Work: Meaning, Definitions, Objectives and Assumptions |
| 1.3 | | Social Work: Principles, Values and Philosophy |
| 1.4 | | Social Work and its Relation to Other Social Sciences |
| Unit 2 | : | Historical Development of Professional Social Work |
| 2.1 | | History of Professional Social Work in UK |
| 2.2 | | History of Professional Social Work in USA |
| 2.3 | | History of Professional Social Work in India |
| 2.4 | | Voluntarism and Gandhian Social Work |
| Unit 3 | : | Methods and Approaches to Social Work |
| 3.1 | | Unit of Social Work: Individual, Family, Group, Community and Society |
| 3.2 | | Social Work Practice Methods: Direct Methods- Social Casework, Social Group Work, and Community Organization |
| 3.3 | | Social Work Practice Methods: Indirect Methods- Social Welfare Administration, Social Work Research, and Social Action |
| 3.4 | | Approaches to Social Work Practice: Right Based, Ecological, Integrated and Radical |
| Unit 4 | : | Professional Social Work |
| 4.1 | | Profession, Professionalism and Professionalization: Meaning, Definitions and Characteristics |
| 4.2 | | Professional Attributes in Social Work |
| 4.3 | | Skills for Social Work Professionals |
| 4.4 | | Role and Functions of Professional Social Workers |

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| Unit 5 | : | Professional Social Work Practice |
| 5.1 | | Social Work Intervention Levels: Micro, Meso and Macro |
| 5.2 | | Social Work Process: Intake, Assessment, Intervention, Evaluation, Termination and Follow up |
| 5.3 | | Major Associations of Professional Social Work : National- ASSWI, NAPSWI, ISPSW |
| 5.4 | | Major Associations of Professional Social Work : International- NASW, BASW, IASSW, IFSW |

Core Readings:

- Bhattacharya, S. (2004). Social work: An integrated approach. New Delhi: Deep & Deep Publications
- Brenda Dubois and Kalra. (2002). Social-Work an Empowering Profession, Keogsrud Miley
- Desai, Murli, 2006. Ideologies and social Work: Historical and Contemporary analyses, Rawat Publication, New Delhi
- Diwakar, V. D. (1991) Social Reform Movement in India, Mumbai: Popular Prakashan
- Gold Begg EM (1979). Ends and Means in Social Work, Allen and Unwin, London
- Heun, Linda R., Heun, Richard E. (2001) Developing Skills for Human Interaction, London : Charles E. Merrill Co
- Joyce, Lishman (1994) Communication in Social Work, New York: Palgrave
- Rao, MSA (1979) Social Movements in India, New Delhi : Vol. 1 and 2, Manohar
- Reamer & Fredric (2005) Social Work Values and Ethics, New Delhi : Rawat Publication
- Singh, D. K. and Bhartiya, A.K. (2010). Social Work: Concept and Methods. Lucknow: New Royal Book Company.
- Surendra Singh (Chief Editor) (2012): Encyclopedia of Social work in India. Lucknow: New Royal Book Company.
- Friedlander, Walter A. (1977) Concepts and Methods of Social Work, New Delhi: Prentice Hall of India Pvt. Ltd

Additional Readings:

- Batra, Nitin (2004) Dynamics of Social Work in India, Jaipur: Raj Publishing House
- Compton, B. R. (1980). Introduction to Social Welfare and Social Work. Illinois: The Dorsey Press.
- O' Hagan, Kieran, Kingsley, Jessica (2003) Competence in Social Work Practice- A Practical Guide for Professionals, London
- Rameshwari, Devi and Ravi Prakash (2000) Social Work Practice, Jaipur: Mangal Deep Publications
- Wadia, A. & Hormasji, N. (1968). History and Philosophy of Social Work in India (2nd ed). Bombay: Allied Publishers.

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| Name of the Course | : | Social and Psychological Foundation of Social Work |
| Course Number | : | SWCC 102 |
| Course Objectives | : | <ul style="list-style-type: none"> • To understand the society in its totality along with its concept and notions. • To develop an insight into human growth and personality development. • To understand the concept of Social Psychology. |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to know about Society, its complexities, different institutions in it and the phenomena's that keep it going. • Able to decipher the different personality traits and develop an understanding towards it. • Able to understand the different theories of personality and develop the skills to apply the required therapy. |
| Course Content | | |
| Unit 1 | : | Understanding Sociological Concept |
| 1.1 | | Society, Community, and Social Groups |
| 1.2 | | Sociological Concepts: Caste, Class, Social Values, Norms, Culture, and Customs. |
| 1.3 | | Major Social Institutions: Family, Marriage and Religion |
| Unit 2 | : | Basic Notions of Society |
| 2.1 | | Social Process: Concept, Features and Types |
| 2.2 | | Social Change: Concept, Theories and Factors |
| 2.3 | | Social Control: Concept, Features and Agencies |
| Unit 3 | : | Human Behavior and Personality |
| 3.1 | | Human Behavior: Concept, Determinants and Types |
| 3.2 | | Concept of: Stress, Frustration and Conflict, Coping and Defense Mechanism |
| 3.3 | | Personality Development: Concept, Definition, Types and Determinants |
| 3.4 | | Rumors and Social Affects, Prejudices, Biases and Stereotypes |
| Unit 4 | : | Orientation of Social Psychology |
| 4.1 | | Learning and Motivation: Concept and Theories |
| 4.2 | | Emotions and Cognitive Development |
| 4.3 | | Leadership: Concept and Types |
| 4.4 | | Attitude and Perception: Concept and Significance |
| Unit 5 | : | Theories and Therapeutic Approaches |
| 5.1 | | Psychoanalytical Theory of Sigmund Freud, Eric Erikson's Theory of Psycho-Social Development |
| 5.2 | | Humanistic Theory of Personality: Roger and Maslow |
| 5.3 | | Behavioral Theories of Personality: Miller and Bandura |

Core Readings:

- Ahuja, H. L. (2016). Macro Economics: Theory and Policy. Agra: S. Chand Publication
- Ahuja, H. L. (2016). Principle of Macro Economics. Agra: S. Chand Publication
- Ahuja, Ram (1997) Social Problem in India Jaipur: Rawat Publishers,
- Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi : Commonwealth Publishers
- Bhusan, Vidya & Sachdeva, D. R. (2000) An Introduction to Sociology, Allahabad : Kitab Mahal
- Clifford, Morgen and King, Richard (1975) Introduction to Psychology, New York : McGraw Hill Inc.
- Colman, James C. & Broen William E. (1972) Abnormal Psychology and Modern life, India: D. B. Taraporevala Sons.

- Dacey & Travers (1996). Human development: Across the lifespan. McGraw Hill
- Gandhi P. Jagadish (1982) Indian Economy – Some Issues, Institute of Social Sciences and Research, Vellore
- Gauba, O. P. (2000). An Introduction to Political Theory. Delhi: Macmillan
- Ghosh and Ghosh (2014). Public Finance. New Delhi: Prentice Hall
- Heywood, A. (2004). Political Theory- An Introduction. NY: Palgrave Macmillan
- Hurlock, E.B. : Developmental Psychology, A Life Span Approach (Tata McGraw-Hill, New Delhi, 1977)
- Hurlock, Elizabeth (1976) Personality Development, New Delhi: Tata McGraw Hill Publishing Co. Ltd.
- Jhington, M. L. (2016). Macro Economics Theory. Delhi: Vrinda Publication.
- Jhington, M. L. (2016). Micro Economics. Delhi: Vrinda Publication.
- Kapoor, A. C. (2009). Principles of Political Science. Delhi: S. Chand Publication.
- Koutsoyiannis, A., (1978) Modern Micro Economics. Palgrave
- Masgrav and Masgrav. (1989). Public Finance in Theory and Practice. US: McGraw Hill
- McConnel, James V., Understanding Human Behaviour, Holt Rinehart and Winston
- Mohanty, Manoranjan (2004) Class, Caste, Gender – Readings in Indian Government and Politics, New Delhi: Sage Publication
- Morgan. K., Weisz. & Schopler. (1993). Introduction to psychology. New York: Tata McGraw Hill
- Norlin, J., Chess. W, Dale, O & Smith, R. (2003). Human behavior and the social environment: social systems theory (4th Ed). Boston: Allyn Bacon
- Sherif, Muzafer and Sherif, Carolyn W. (1969) Social Psychology, New York: Harper and Row
- Singh, S. K. (1982). Public Finance in Theory and Practice. Delhi: S. Chand Publication.
- Singh, Yogendra (1997) Social Stratification & Change in India, New Delhi: Manohar Publication
- Srinivas, M.N. (1991) Indian Social Structure. New Delhi: Hindustan Publishing House.

Additional Readings:

- Adinarayan, S. P. (1964) Social Psychology, New Delhi: Allied Publishers Pvt. Ltd.
- Crawford, K. (2004). Social Work and Human Development: Transforming Social Work Practice. Exeter: Learning Matters
- D'souza, Anthony & D'souza, Alfred (1974) Population Growth and Human Development, New Delhi: Indian Social Institute
- Flippo, Osella and Katy, Gardner (2003) Contraventions to Indian Sociology, Migration Modernity and Social Transformation in South Asia, New Delhi : Sage Publication

- Gandhi P. Jagadish (1982) Indian Economy – some issues, Institute of Social Sciences and Research, Vellore
- Hall, C.S. and Lindzey, G. : Theories of Personality (Wiley New York,1978)
- Kuppaswamy, B. : Introduction to Social Psychology (Asia Pub. House, Bombay,1961)
- Madan, G.R. 2002 (revised edition) Indian Social Problems, Mumbai: Allied Publishers Pvt. Ltd
- Mahajan, G. (Ed.). (1998). Democracy, Difference and Social Justice. New Delhi: Cambridge University Press.
- Mangal, S.K. (1990) Psychology – An Introduction to Human Behaviour, Sterling Pub.Pvt.Ltd.
- Maslow, A. (1943). A Theory of Human Motivation. New York: Harper & Row Publication
- Morgen and King (1975) General Psychology, New Delhi: Tata McGraw Hill
- Murray H.A.(1938) Exploration in personality. N.Y. Oxford University Press
- Sarrasson & Sarasson (1996) Abnormal Psychology, New Delh : Prentice Hall

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| Name of the Paper | : | Social Work Intervention with Community |
| Core Course | : | SWCC 103 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • Developing an insight of community and its dynamics. • Knowing about the practice, tools and techniques applied in community work. • Understanding the essential skills and role of community work with different groups. |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to understand the notions and dynamics of the community. • Able to know the essential skills and role of community work with different groups. • Develop the skills about the practice, tools and techniques applied in community work. |
| Course Content | | |
| Unit 1 | : | Understanding of Community |
| 1.1 | | Community: Concept, Meaning, Characteristics, and Elements |
| 1.2 | | Types of Community: Urban, Rural and Tribal Community |
| 1.3 | | Community Dynamics: Caste, Class, Religion, Cooperation and Conflict |
| 1.4 | | Community Power Structure: Major Power Structures in Community |
| Unit 2 | : | Practice of Community Organization |
| 2.1 | | Community Organization: Concept, Need, Features and Process |
| 2.2 | | Goals and Models of Community Organization |
| 2.3 | | Community Organization: Strategies and Principles |
| 2.4 | | Approaches to Community Organization: Welfare Approach and Development Approach |
| Unit 3 | : | People's Participation in Community Organization |
| 3.1 | | People's Participation: Concept, Objectives, Principles, Methods, Process and Challenges |
| 3.2 | | Roles, Functions and Limitations of Community Worker |
| 3.3 | | Various approaches to enlist to people's participation in community organization. |
| 3.4 | | Various Tools/Techniques for people's participation: PLA, RRA/PRA, and SARAR |
| Unit 4 | : | Working with Community |
| 4.1 | | Basic Steps for community work: Need Identification, Resource Assessment, Action Plan, Mobilization, participation, monitoring and evaluation. |
| 4.2 | | Community Work with Women, Marginalized Groups, Weaker and vulnerable Sections, Minorities and Tribes |
| 4.3 | | Community Leadership: Formal and Informal |
| 4.4 | | Community Development: Concept, Definition and inter-relationship between Community Development and Community Organization. |

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| Unit 5 | : | Management of Community Conflict |
| 5.1 | | Community Conflict: Meaning, Nature, Severity, Causes and Consequences |
| 5.2 | | Role and Continuation of Different Power Groups in Community Conflict and Factionalism |
| 5.3 | | Conflict Management Process: Steps, Strategies and Approaches |
| 5.4 | | Community Organizer's Role for an Empowered Community |

Core Readings:

- Cox Fred (1987), Community Organization, Michigan: F.E. Peacock Publishers
- Gangrade K. D. (1971). Community Organization in India. Bombay: Popular Prakashan
- Gangrade, K.D (1971) Community Organization in India, Mumbai: popular Prakashan.
- Hardcastle, David A., Stanley Wenocur, & Patricia Powers (1996). Community Practice: Theories and Skills for Social Workers. New York: Oxford University Press
- Ledwith, M. (2005). Community Development a Critical Approach. New Delhi: Rawat Publications
- Ross, M. G. (1967). Community Organizations: Theory, Principles, and Practice. New York: Harper and Row Publishers
- Siddique, H. Y. (1997). Working with Communities – Introduction to community work. New Delhi: Hira Publications
- Somesh Kumar (2002) Methods for Community Participation: A Complete Guide for practitioners, New Delhi: Sage Publication (Vistaar)
- Yadav C.P. (2007). Encyclopedia of Social Work and Community Organization. New Delhi: Anmol Publications Pvt.
- Patil, A. R. (2013). Community Organization and Development. Delhi: PHI
- Singh, G. (2013). Samudayee Sangathan (Hindi). Lucknow: Rapid Book Service.
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Additional Readings

- B. Clinard. Marshal (1957). Slums and Community Development. New York: The Free Press
- Boraian, M. P. (2008). Community development: An Outreach Approach. New Delhi: Anmol Publications
- Clarke, Stephen J.G. (2000). Social work as Community Development: a Management Model for Social Change. England: Aldershot
- Dunham Arthur (1962) Community Welfare Organization: Principles and Practice, New York : Thomas Crowell
- Ramachandran, P. (1996). Towards an Understanding of People's Movements: History from Below. Institute for Community Organization Research
- Sanoff, Henry (2000) Community Participation Methods in Design and Planning, London : John Wiley and Sons
- Siddiqui, H. Y. (1984). Social work and social action. New Delhi: Harnam Publications.

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| Name of the Course | : | Human Rights and Social Justice |
| Course Number | : | SWCC 104 |
| Course Objectives | : | <ul style="list-style-type: none"> • To understand human rights and identify the inequalities existing in the society with special reference to the Indian context. • To understand the different theories of human rights. • To learn the concept of Social Justice and the vulnerable sections affected by it. |
| Course Outcomes | : | <ul style="list-style-type: none"> • Understand a clear insight of the human rights philosophy and provisions at the national and inter-national level. • Able to know the importance social justice as a core value of social work profession and also the injustices existing in society and measures to mete it. • Able to analyze the inequalities and mal treatment of people at the minutest level in society. |
| Course Content | | |
| Unit 1 | : | Introduction to Human Rights |
| 1.1 | | Human Rights: Concept, Sources and Classification (Natural, Moral and Legal) |
| 1.2 | | Basic Concepts I: Values, Dignity Liberty, and Equality |
| 1.3 | | Basic Concepts II: Justice, Unity and Diversity |
| 1.4 | | Basic Concepts III: Inherent, Inalienable, Universal and Individual |
| Unit 2 | : | History and Philosophy of Human Rights |
| 2.1 | | Human Rights History National and International Perspectives |
| 2.2 | | First and Second Generations of Human Rights |
| 2.3 | | Third and Fourth Generations of Human Rights |
| 2.4 | | Human Right and Social Movements in India |
| Unit 3 | : | Human Rights in India |
| 3.1 | | Constitutional Provisions and Laws related to Human Rights |
| 3.2 | | National Human Rights Commission: Structure and functions |
| 3.3 | | State Human Rights Commission: Structure and functions |
| 3.4 | | Factors of and Consequences for Violation of Human Rights |
| Unit 4 | : | Understanding Social Justice |
| 4.1 | | Social Justice: Concept, Meaning, Definition and Features |
| 4.2 | | Approaches and Philosophy of Social Justice |
| 4.3 | | Constitutional and Legal Provisions for social justice |
| 4.4 | | Role and Functions of Civil Society Organization for Social Justice |
| Unit 5 | : | Social Justice Provisions |
| 5.1 | | Social Justice for Vulnerable Sections: Minority and SC/ST |
| 5.2 | | Social Justice for Vulnerable Sections: Slum Dwellers and Indigenous Population |
| 5.3 | | Schemes for Social Justice and Empowerment |

Core Readings:

- Alcock, P., A. Erskine and M. May (eds.). (1998). The Student's Companion to Social Policy. Oxford: Blackwell/ Social Policy Association
- Baxi, U. (2002), The Future of Human Rights. Oxford University press, New Delhi
- Borgohain, B. (1999), Human Rights – Social Justice and Political Challenges. Kanishka Publishers, New Delhi

- Desrochers, J. (1987), India's Search for Development and Social Justice: Analysis of Indian Society, The Development Debate. CSA Publications, Bangalore
- Gangrade, K.D. 1008. Social Legislation in India Vol. 1 & 2, Concept Publishing Co. New Delhi.
- Iyer, Krishna V.K. 2007. Social Justice; Sunset or Dawn. Eastern Book Company, Lucknow,
- Kothari S. & Sethi H (Ed) 2001. Rethinking Human Rights, Lokayan.
- Lyer V.R.K. (1980). Some Half-Hidden Aspects of Indian Social Justice, Eastern Book Co., Lucknow.
- Lyer V.R.K. 2011. Justice in Words and Justice in Deed for Depressed Classes, Indian Social Institution, New Delhi.
- Mahajan, G. (ed.). (1998). Democracy, Difference and Social Justice. New Delhi: Cambridge University Press
- Naseema, C. (2002), Human Rights Education: Conceptual and Pedagogical aspects. Kanishka Publishing House, New Delhi
- Nirmal, C.J. (1999) Human Rights in India – Historical, Social and Political Perspectives. Oxford University Press, Delhi
- Rehman, K. (2002), Human Rights and the Deprived. Commonwealth publishers, New Delhi
- Subramaniam, S (2007) Human Rights- International Challenges, Manes Publications, New Delhi.
- Waghmare, B,S, (2001), Human Rights – Problems and Prospects. Kalinga Publications, Delhi.

Additional Readings:

- Hallen G.C. 2007 Dynamics of Social Security, Rastogi Publication: Meerut.
- Hughes, G. and G. Lewis (eds.). (1998). Unsettling Welfare: The Reconstruction of Social Policy. Routledge, London
- Hungama For Change. (2012). The Hungama Survey Report– 2011. Naandi: Hyderabad
- Ife, J. (2001), Human Rights and Social Work: Towards Rights-based Practice. Cambridge University Press, UK

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| Name of the Paper | : | Social Work Practicum |
| Core Course | : | SWCC 105 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • To understand the importance of Orientation Programme in the field of professional discipline. • To know the importance of social work practicum in the social work profession • Developing the knowledge about the basics of field work and its documentation. |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to understand the importance of Orientation Programme in the field of professional discipline. • Table to know the importance of social work practicum in the social work profession. |

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| | | • Develop the knowledge about the basics of field work and its documentation. |
| Course Contents | | |
| | | Orientation Programme |
| | | Observational Visits of Agencies (Five) |
| | | Open Community Visit/ Skill Laboratory Workshop |

Core Readings:

- Aptekar, Herbert (1955) The Dynamics of Casework and Counselling, New York: Houghton Mifflin Co.
- CIDT. (2001). Participation, Learning and Action. Walsall: University of Wolverhampton
- Garrett, Annett (1972) Interviewing – Its Principles and Methods, Family Service Association of America, New York
- Madhukar Indira (2000) Guidance and Counselling, New Delhi: Authors Press
- Nelson Jones, Richard, (1984) Practical Counselling and Helping Skills, London: Harper and Row
- Singh, R. R. (1985). Field Work in Social Work Education. New Delhi: Printway India
- Subedar, I. S. (2001), Field Work Training in Social Work. New Delhi: Rawat Publication.
- Sudha Datar, et al. (2010). Skill Training for Social Workers: A Manual. New Delhi: Sage.
- Verma, R.B.S. & Singh, Atul Pratap. (2010). Handbook of Field Work Practice Learning in Social Work. Lucknow: New Royal Book Company.
- Verma, R.B.S. & Singh, Atul Pratap. (2013). Standard Manual for Field Work Practicum in Social Work. Lucknow: New Royal Book Company

Additional Readings:

- Delhi School Of Social Work ed. (1957) Field Work Supervision – Report of Seminar, New Delhi: Delhi School of Social Work
- Government of India (1987) Encyclopedia in Social Work, New Delhi: Publication Division (Social Welfare Ministry).
- Kadushin, Alfred Harkness, Daniel (2005) Supervision in Social Work, New Delhi: Rawat Publication
- Kumar, S. (2002). Methods for Community Participation: A Complete Guide for Practitioners. London: ITDG Publishing.
- Narayana Rao, S. (2002). Counselling and Guidance. Tata McGraw-Hill Publishing Company Ltd
- O'Hagan, Kieran, et al (2003) Competence in Social Work Practice – A Practical Guide for Professionals, London
- Patri Vasantha (2001) Counselling Psychology, New Delhi : Authors Press
- Singh, R.R.ed. (1985) Field Work in Social Work Education, New Delhi : Concept Publishing Company.

Value Added Course (Credited)

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| Name of the Course | : | Development of Self and Professional Competencies |
| Course Number | : | SWVC 101 |
| Course Objectives | : | <ul style="list-style-type: none"> • Develop an insight of self, factors affecting its development and significance of self. • Knowing the various attributes of a professional personality and personality assessment techniques. • Understanding professional knowledge, capacity building and team building as competencies of professional social work practice. |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to get a clear view of the self and the factors responsible in building it. • Develop the professional practices and skills. • Able to apply the professional competencies of social work in the field of practice. |
| Course Content | | |
| Unit 1 | : | Understanding Self |
| 1.1 | : | Meaning and Concept of Self, Self Esteem, Self-Image and Self-Acceptance, Significance of Understanding Self. |
| 1.2 | : | Factors Affecting Self: Attitudes, Values, Experiences and Reactions of Self to Various Life Situations: Achievements, Frustrations, Failures, Crisis. |
| 1.3 | : | Achievement Orientation and Striving Behaviour, Understanding one's own Emotions and Self-Defeating Behavior |
| Unit 2 | : | Self-Development and Attitude |
| 2.1 | : | Self-Development: Concept and Need, Differences between Real Self and Ideal Self, and Self as „being“ and „becoming“, Setting Goals for Self-Development |
| 2.2 | : | Distinguishing the Personal and the Professional Self, Understanding and Internalization of Professional Values and Value Conflicts. |
| 2.3 | : | Attitudes: Honesty and Integrity, Sense of Responsibility and Commitment, Punctuality, Acceptance of Self and Others, Sensitivity and Respect, Life Long Learning. |
| Unit 3 | : | Techniques and Attributes of Professional Personality |
| 3.1 | : | Transactional Analysis and SWOT Analysis |
| 3.2 | : | Johari Window, Mirror Reflection Techniques, Six Thinking Hats Technique |
| 3.3 | : | Qualities and Traits: Ethical Values and Decision Making, Appropriate Professional Habits, Self-Control and Professional Behavior, Multi-Tasking Abilities |
| Unit 4 | : | Professional Knowledge and Skills |
| 4.1 | : | Professional Knowledge Relevant to Practice: Creativity, Priority Setting and Time Management |
| 4.2 | : | Public Speaking: Planning, Preparation and Presentation; Professional Ethics and Ethical Practices |
| 4.3 | : | Stress and Burnout in Professional Practice: Causes and Impact of Stress, Stress management, Techniques for coping with Stress and Preventing Burnout |
| 4.4 | : | Skills for Effective Interpersonal Relationships: Listening, Observation, Use of Appropriate Language, Facilitation, Responding, Written Communication Skills |
| Unit 5 | : | Professional Competencies |
| 5.1 | : | Capacity Building: Concept, Process, Importance, Adult Learner and Principles of Adult Learning |
| 5.2 | : | Team Building: Concept, Meaning, Process, Significance, Role of Effective Team Building. |
| 5.3 | : | Training: Concept, Methods, Need Assessment, Setting Objectives and Designing Training Content, Training Cycles, Training Methodologies, Tools and Techniques, Qualities of Trainer, Evaluation of Training |
| 5.4 | : | Documentation: Concept, Types, Process and Importance, Writing for Publication, Types of Administrative Reports. |

Core Readings:

- Aswathappa, K. (2001). Human Resource & Personal Management (Text & Cases). New Delhi: Tata McGraw Hill
- Beckett, C. (2002). Human Growth and Development. New Delhi: Sage Publication
- Crawford, Karen and Janet Walker. (2010). Social Work and Human Development, UK: Learning Matters Pvt Ltd. (3rd Edition)
- Davis, Martin (Ed.) (2002) Companion to Social Work, USA: Blackwell Publishers Ltd.
- Heun, Linda R., Heun, Richard E. (2001) Developing Skills for Human Interaction, London : Charles E. Merrill Co
- Hurlock, Elizabeth (1976) Personality Development, New Delhi :Tata McGraw Hill Publishing Co. Ltd
- O'Hagan, Kieran, et al (2003) Competence in Social Work Practice – A Practical Guide for Professionals, London
- Parth Sarathi. (2002). Planning, Auditing and Developing Human Resources. New Delhi: Manak Publications.
- Reamer & Fredric (2005) Social Work Values and Ethics, New Delhi: Rawat Publication

Additional Readings:

- Butin, D. (2010). Service-learning in theory and practice. USA: Palgrave Macmillan
- Hogan, R., Johnson, J. & Briggs S. (1997). Handbook of Personality Psychology. San Diego: Academic Press
- Mangal, S. K. (2007). General Psychology, New Delhi: Sterling Publisher Pvt. Ltd
- Michael, B. Hunsaker, F.G. & Dawson E.J. (1994). Human Communication (3rd ed). New Delhi: Sage
- Pervin, L.A. John, O.P. (ed.) (1999). Handbook of Personality: Theory and Research New York: The Guilford Press
- Philip Priestley, Jasmes McGuire (1983) Learning to Help, London : Tavistock Publication Ltd
- Sehgal, Seema (2006) Handbook on Competency Mapping, New Delhi : Sage Publications

Semester II

Core Course

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| Name of the Course | : | Social Work Intervention with Individuals |
| Course Number | : | SWCC 201 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • Developing in-depth knowledge of social case work and its application to filed. • Understanding various approaches to social case work. • Developing the social case work skills to be applied in different settings. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • Able to develop in-depth knowledge of social case work and its application to filed. • Able to understanding various approaches to social case work. • Able to know the social case work skills to be applied in different settings. |
| Course Content | | |
| Unit 1 | : | Understanding Social Casework |
| 1.1 | : | Historical Development of Social Casework as a Method of Social Work. |
| 1.2 | : | Social Casework: Meaning, Definition and Objectives. |
| 1.3 | : | Social Casework: Assumptions, Values and Scope. |
| 1.4 | : | Social Casework Concepts: Need, Social Environment, Person in Environment, Social Functioning, Social Role, Adjustment and Adaptation. |
| Unit 2 | : | Principles and Process of Social Casework |
| 2.1 | : | Social Casework: Client-Worker Relationship. |
| 2.2 | : | Social Casework: Generic and Specific Principles |
| 2.3 | : | Social Casework Components: The Person, The Problem, The Place and The Process. |
| 2.4 | : | Social Casework Process: Intake, Study, Diagnosis, Treatment, Termination, Evaluation and Follow-up. |
| Unit 3 | : | Therapeutic Approaches to Social Casework |
| 3.1 | : | Schools of Social Casework: Diagnostic and Functional. |
| 3.2 | : | Social Casework Approaches: Psycho-Social, Psycho-Analysis, Problem Solving. |
| 3.3 | : | Eclectic, Crisis and Family Intervention Approaches to Social Casework. |
| 3.4 | : | Rational Emotive Therapy and Task Centered Approach in Social Casework. |
| Unit 4 | : | Tools and Techniques of Social Casework |
| 4.1 | : | Tools of Social Casework: Use of Self, Use of Authority, Use of relationship, Use of Interaction and Programme Planning and Development. |
| 4.2 | : | Techniques of Social Casework: Interviewing, Clarification, Reality Perception, Counseling, Ego Strengthening and Insight Development |
| 4.3 | : | Techniques of Social Casework: Re-assurance, Psychotherapy, Resource Mobilization, Psycho-Drama, |
| 4.4 | : | Techniques of Social Casework: Environmental Manipulation, Behavior Modification, Communication, Home Visit and Referrals |
| Unit 5 | : | Skills and Practice of Social Casework |
| 5.1 | : | Skills of Social Casework: Introducing, Listening, Speaking, Observation and Expression of Attitude. |
| 5.2 | : | Role of Professional Social Caseworker. |
| 5.3 | : | Recording and Evaluation in Social Casework: Meaning, Definition, Nature and Types. |
| 5.4 | : | Social Casework Intervention with Different Clients/Service Users. |

Core Readings:

- Aptekar, Herbert (1955) The Dynamics of Casework and Counselling, New York: Houghton Mifflin Co.

- Fisher, J.(1978), Effective Casework Practice: an Eclectic Approach, New York: McGraw Hill
- Fuster, J.M. (2005). Personal Counselling, Better Yourself Books, Mumbai, Eleventh Edition.
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- Timms, Noel. (1964). Case work: principles and practices. London: Routledge & Kegan Paul.
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- Dean, H., & Hepworth, R. H. (2010). Theory and skills in social work. New Delhi: Cengage Learning India Private limited
- Francis Joseph Turner (2011) Social work treatment: Interlocking Theoretical Approaches
- Garret, A (1949) Interviewing: Principles and Methods, New York, family Service Association of America
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- Mathew, Grace (1992) An Introduction to Social Case Work, TISS, Mumbai
- O’ Hagan, Kieran, Kingsley, Jessica (2003) Competence in Social Work Practice- A Practical Guide for Professionals, London
- Schubert, M. (1982), Interviewing in Social Work Practice: an Introduction, CSWE
- Shulman, Lawrence. (1993). Interactional supervision. NASW Press.
- Thompson, Neil (2006 2nd Ed.) People Skills, New York: Palgrave Macmillan

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| Name of the Course | : | Social Work Intervention with Group |
| Course Number | : | CC 202 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • To familiarizing with basics of Social Group Work, group formation and dynamics. • To understanding the practical base of group work practice in various settings. • To understanding communities; leadership, role and responsibilities of a leader in group work. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • Able to familiarizing with basics of Social Group Work, group formation and dynamics. • Able to understanding the practical base of group work practice in various settings. • Able to know communities; leadership, role and responsibilities of a leader in group work. |
| Course Content | | |
| Unit 1 | : | Understanding Group and Social Group Work |
| 1.1 | : | Group: Meaning, Definitions, Characteristics, Types and Functions |
| 1.2 | : | Social Group Work: Meaning, Definition, Objectives and Principles |
| 1.3 | : | Types of Groups in Social Group Work: Open and Closed, Therapeutic, Task Oriented, Developmental |
| 1.4 | : | Social Group Work Models: Remedial, Social Goal and Reciprocal |
| Unit 2 | : | Approaches, Skills, Process and Group Dynamics |
| 2.1 | : | Approaches in Group work: Group Therapy, Gestalt Therapy, and Transactional Analysis. |
| 2.2 | : | Skills and Techniques for Group Worker |
| 2.3 | : | Group Work Process and Steps: Forming, Storming, Norming, Performing, Adjourning |
| 2.4 | : | Group Dynamics: Group Conflict & Confrontation, Group Behavior |
| Unit 3 | : | Group Work in Practice |
| 3.1 | : | Programme Planning in Group Work: Meaning, Definition, Component, Process. |
| 3.2 | : | Group Work Recording: Meaning, Objectives, Types, Process and Techniques. |
| 3.3 | : | Group Work Monitoring and Evaluation: Meaning, Objectives and Methods. |
| 3.4 | : | Roles and Responsibilities of Group Worker. |
| Unit 4 | : | Leadership and Communication in Group Work |
| 4.1 | : | Leadership: Concept, Meaning, Definitions, Characteristics and Types |
| 4.2 | : | Theories of Leadership |
| 4.3 | : | Leadership in Group Work |
| 4.4 | : | Communication and Decision Making in Group work. |
| Unit 5 | : | Social Group Work Intervention |
| 5.1 | : | Social Group Work Intervention with Women and Children |
| 5.2 | : | Social Group work intervention with Persons with disabilities |
| 5.3 | : | Social Group work intervention with Older Person |
| 5.4 | : | Social Group work intervention at School Level |

Core Readings:

- Daniel, L. (2007). Group Dynamics for Teams. Los Angeles: Sage Publication
- Doel, M. & Sawda, C. (2003). The Essentials of Group Worker. London: Jessica Kingsley Pub
- Garvin Charles D; Gutierrez Lorraine M; Galinsky Maeda J (2007), Handbook of Social Work with Groups, Rawat, New Delhi,
- Gladdings ST, (2008), Groups a Counseling Specialty; Pearson, Merrill Prentice Hall, Ohio (GBU No. 158.35/GLA/12854)

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- Phillips, H. (1962). Essentials of Social Group Work Skills. New York: Associate Press
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- Barhard, (1975). The Use of Groups in Social Work Practice. USA: Routledge & Kegan Paul Ltd.
- Coyle, Grace, L. (1947). Group Experience and Democratic Values. New York: The Women's Press
- Douglas, T (1976): Group Process in Social Work – a Theoretical synthesis, New York: John Wiley & Sons
- Klein J. (1967). The Study of Groups. London: Routledge and Kegan Paul Ltd
- Konopka, G. (1954). Group Work in Institution. New York: Associate Press
- Konopka, G. (1983) (3rd Ed.). Social Group Work: A Helping Process. New Jersey: Prentice Hall
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| Name of the Course | : | Social Welfare Administration and Social Action |
| Course Number | : | SWCC 203 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • Developing an insight to social welfare administration, its mechanism and social welfare agencies. • Familiarizing with laws related to social welfare administration. • Understanding the concept of social action, social change and social movement. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • Able to develop an insight to social welfare administration, its mechanism and social welfare agencies. • Able to familiarize with laws related to social welfare administration. • Able to understand the concept of social action, social change and social movement. |
| Course Content | | |
| Unit 1 | : | Introduction to Social Welfare Administration |
| 1.1 | : | Administration: Concept, Meaning, Definitions, Characteristics and Objectives |
| 1.2 | : | Social Welfare Administration: Concept, Meaning, Definition, Objectives and Scope |
| 1.3 | : | Principles and Functions of Social Welfare Administration |
| 1.4 | : | Mechanism of Social Welfare Administration: Decision Making, Communication, Good Governance |

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| Unit 2 | : | Social Welfare Administration Agencies |
| 2.1 | : | Components of Social Welfare Administration-I: Planning, Organising, Staffing and Directing |
| 2.2 | : | Components of Social Welfare Administration-II: Coordinating, Reporting, Budgeting, Evaluation and Feed Back |
| 2.3 | : | Social Welfare Agencies: Concept, Meaning, Definitions and Types |
| 2.4 | : | Organizational Structure and Functions of Social Welfare Agencies: Central and State |
| Unit 3 | : | Laws Related to Social Welfare Administration |
| 3.1 | : | The Registration of Societies Act, 1860 |
| 3.2 | : | Charitable and Endowments Act, 1890 |
| 3.3 | : | The Section Eight of Companies Act, 1956 |
| 3.4 | : | Indian Trust Act, 1882 |
| Unit 4 | : | Understanding Social Action |
| 4.1 | : | Social Action: Concept, Meaning, Definitions, Objectives, Principles, Assumptions, Strategies and Steps |
| 4.2 | : | Approaches of Social Action: Paulo Freire, Saul Alinsky's, Gandhian Approach, Radical Practice, Critical Awareness |
| 4.3 | : | Social Action: Pressure Groups, Networking, Mobilization and Management of People |
| 4.4 | : | Social Action as Method of Social Work, Advocacy as Strategy of Social Action. |
| Unit 5 | : | Introduction to Social Movements |
| 5.1 | : | Social Movement: Genesis, Features, Factors, Type and Stages |
| 5.2 | : | Social Movements in India |
| 5.3 | : | Environmental Movements in India |
| 5.4 | : | Relationship between Social Movement, Social Action and Social Change |

Core Readings:

- Alinsky Saul (1971) Rules for Radicals: A Practice Primer for Realistic Radicals, Vintage Books.
- Balsara Jal F., Perspectives on Social Welfare in India. Chand Co. Ltd., New Delhi. 1984
- Bhattacharya, S. (2006). Social Work Administration and Development. Jaipur: Rawat Publications
- Chowdhry, P.D., 1983, Social Welfare Administration. Delhi: Atma Ram Sons
- Goel, S.L. & Jain, R.K., 1988, Social Welfare Administration: Theory and Practice, (Vol. I & II). New Delhi: Deep and Deep Publications
- Patti, R.J., 2000, The Handbook of Social Welfare Management. Sage Publications
- Rao Vidya, Social Welfare Administration. Tata Institute of Social Sciences, Mumbai. 1987.
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- Sachdeva, D. R., Social Welfare Administration in India. Allahabad, Kitab Mahal. 1998
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- Siddique, H. Y. (1984). Social Work and Social Action. New Delhi: Harnam Publications
- Vedi, D. (1990-91). Social Reforms Movement in India: Historical perspective. India: Popular Prakashan.

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- Beher A & Samuel J (2006) Social Watch in India: Citizens Report on Governance and Development, Pune: NCAS

- Friedlander, Walter, A. (1976). Concepts and Methods of Social Work. New Jersey: Prentice-Hall
- Kuppuswamy, B. (2010). Social Change in India. New Delhi: Vikas Publishing House (P) Ltd.
- Ramachandran, P. (1996). Towards an Understanding of People's Movements: History from below. Institute for Community Organization Research.
- Somesh Kumar (2002) Methods for Community Participation: A Complete Guide for Practitioners, New Delhi: Sage Publication (Vistaar).
- UNDP (2001) The Monitoring and Evaluation Framework, UNDP, Toronto: , University of Toronto Press
- Wadia, A. & Hormasji, N. (1968). History and Philosophy of Social Work in India (2nd ed). Bombay: Allied publishers

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| Name of the Course | : | Social Work Research and Statistics |
| Course Number | : | SWCC 204 |
| Course Objectives | : | <ul style="list-style-type: none"> • To understand the concept of social work research, its method and approaches. • To know of quantitative-qualitative data, methods of data collection and data analysis. • To acquire knowledge of basic statistical concepts, applications, and data presentations. • To understand the use and application of descriptive and inferential statistics. • To familiarize with the application of SPSS and Strata in the field of social work research. |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to understand the concept of social work research, its method and approaches. • Able to develop knowledge of quantitative-qualitative data, methods of data collection and data analysis. • Able to acquire knowledge of basic statistical concepts, applications, and data presentations. • Able to develop the skills of use of descriptive and inferential statistics. • Able to familiarize with the application of SPSS and Strata in the field of social work research. |
| Course Content | | |
| Unit 1 | : | Understanding Research |
| 1.1 | : | Meaning of Research, Scientific Research, Social Research and Social Work Research |
| 1.2 | : | Basic Elements of Social Research: Concept and Constructs, Fact and Theory, Variables, Relation and Association, |
| 1.3 | : | Research Questions, Hypotheses and Operational Definitions, Census and Survey. |
| 1.4 | : | Approaches to Social Research: Qualitative, Quantitative and Mixed |
| Unit 2 | : | Preparation of Research |
| 2.1 | : | Formulation and Selection of Research Problems |
| 2.2 | : | Review of Literature: Meaning, Purpose, Stages and Presentation |
| 2.3 | : | Research Design: Meaning and Dimensions |
| 2.4 | : | Sampling Design: Meaning, Types, Determination in Error; Universe and Sample |
| Unit 3 | : | Quantitative and Qualitative Methods |
| 3.1 | : | Measurement in Social Research |
| 3.2 | : | Sources of Data: Meaning and Classification |

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| | 3.3 | : | Methods and Tools of Qualitative Data Collection |
| | 3.4 | : | Methods and Tools of Quantitative Data Collection |
| Unit 4 | | : | Understanding Data Processing and Statistics |
| | 4.1 | : | Processing of Data |
| | 4.2 | : | Writing Research Report |
| | 4.3 | : | Statistics: Meaning, Definitions, Characteristics, Functions and Limitations |
| | 4.4 | : | Measures of Central Tendency, Dispersion and Distribution |
| Unit 5 | | : | Statistical Analysis |
| | 5.1 | : | Non- Parametric Test |
| | 5.2 | : | Parametric Test |
| | 5.3 | : | SPSS and Strata |

Core Readings:

- Ahuja, Ram (2001) Research Methods, Jaipur: Rawat Publications.
- Alston, M. Bocoles, W. (Indian Edition 2003) Research for Social Workers-An Introduction to Methods, Jaipu : Rawat Publications
- Burns, R.B. (2000), Introduction to Research Methods. New Delhi: Sage Publications
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- Laldas D.K. (2000), Practice of Social Research: Social Work Perspective. New Delhi: Rawat Publications
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- Rubin, Allen & Babbie Earl (4th Ed. 2001) Research Methods for Social Work, USA: Wadsworth, West, Brooks/Cole and Schirmer
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- Bajpai, S.R. (1999), Methods of Social Survey and Research. Kitab Ghar, Kanpur.
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- Garrett, H.E. (1966). Statistics in Psychology and Education (10th Indian reprint). Vakils Feffer and Simons Ltd. Bombay
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- Lal Das, D.K. (2000), Practice of Social Research. Rawat Publications, Jaipur

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- Siokin, R.M. (1955), Statistics for Social Sciences. Sage Publications, New Delhi

Additional Readings:

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- Denzin, N.K., Lincoln, Y.S. (ed), 1994, Handbook of Qualitative Research. Sage Publications, New Delhi.
- Gillham, Bill (2000) Case Study Research Methods. London: Continuum
- Jacob, K. K. (1965) Methods & Fields of Social Work in India, Bombay: Asia Publishing
- Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Himalaya, Bombay
- Kumar, Ranjit. (2005). Research Methodology. New Delhi: Pearson Education
- Ramchandran, P. (1968) Social Work Research and Statistics, Bombay: Allied Publishers.
- Rubin, Allen & Babbie Earl (4th Ed. 2001) Research Methods for Social Work, USA: Wadsworth, West, Brooks/Cole and Schirmer.
- Sharma, K. R. (2002). Research Methodology, Jaipur: National Publishing House.
- Wilkinson, T.S. & Bhandarkar, P. L. (1984) Methodology and Techniques of Social Research, Bombay: Himalaya.
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- Crano, W.D. & Brewer, M.B. (2002), Principles and Methods of Social Research. New Jersey: Lawrence Erlbaum Associates.
- Duane, R.M., Thomas, S., & Cornell, R.D.(1986), Applied Social research – A tool for the human services. Holt, Rinehart and Winston Inc. Fortworth
- Gupta, C.B. (1995): Introduction to Statistical Methods. Vikas Pub. House, New Delhi
- Gupta, S.P. (1997): Statistical Methods. Sultan Chand and Sons, New Delhi
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- Welkowitz, J., Ewey, R. B., & Cohen, J. (1991). Introductory Statistics for the Behavioral Sciences. Harcourt Brace Jovanovich Publications, New York

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| Name of the Course | : | Social Policy, Planning and Development |
| Core Course | : | SWCC 205 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • Building an insight to social policy and social planning. • Understanding the concept of welfare state and social justice as prime focus of social legislations. • To learn about social, sustainable and human development, its approaches, objectives and its various indicators. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • Able to build an insight to social policy and social planning. • Able to understand the concept of welfare state and social justice as prime focus of social legislations. • Able to get clear view of social, sustainable and human development as a people centered approach and its various dimensions. |
| Course Content | | |
| Unit 1 | : | Introduction to Social Policy |
| 1.1 | : | Social Policy: Concept, Meaning, Definition, Characteristics and Objectives, |
| 1.2 | : | Determinants, Sources, Principal and Values of Social Policy |
| 1.3 | : | Social Policy Approaches: The Logical Positivist Approach, The Phenomenological |
| 1.4 | : | Approach, The Participative Approach and Normative Approach |
| | : | Policy Making: Perspectives, Theories and Models |
| Unit 2 | : | Understanding Social Policy |
| 2.1 | : | Social Policy and Related Concepts: Public Policy, Economic Policy and Social Welfare Policy |
| 2.2 | : | Policy Implementation and Evaluation: Concept and Techniques |
| 2.3 | : | Social Policy Relating to Social Issues: Nutrition, Drinking Water, Health, Housing and Habitat |
| 2.4 | : | Social Policy Relating to Vulnerable Groups: Children, Women, Senior Citizens, Youth and Backward Classes |
| Unit 3 | : | Introduction to Social Planning |
| 3.1 | : | Social Planning: Concept, Meaning, Definition, Objectives, Principles and Scope |
| 3.2 | : | Social Planning: Models, Process and Functions |
| 3.3 | : | Approaches to Social Planning: Sectoral Planning Approach, Area Development |
| 3.4 | : | Approach and Integrated Development Approach. |
| | : | Levels of Social Planning: Micro, Meso and Macro |
| Unit 4 | : | Understanding Social Planning |
| 4.1 | : | Social Planning Components: Spatial, Economic, Social and Administration |
| 4.2 | : | Concept of Planned Development and Central Planning and NITI Ayog. |
| 4.3 | : | Contributions of Five Year Plans in Social Planning |
| 4.4 | : | Major Pitfalls of Social Planning, Social Planning and Social Change |
| Unit 5 | : | Dimension of Development |
| 5.1 | : | Concept, Meaning, Objectives of Social, Sustainable and Human Development |
| 5.2 | : | UNDP and Human Development Indicators: HDI, IHDI, MPI and GII; PQLI, DALY's and Social Capability Index |
| 5.3 | : | Human Development Approaches |
| 5.4 | : | Sustainable Development: Goals and Conventions |

Core Readings:

- Adams, Robert (2002), Social Policy for Social Work, Palgraved Mac-Millan, Basingstock
- Ahmad Shamshad and Nafees Ansari (2005), "Planning Commission: Fifty Five Years of Planned Development and Social Sector", Indian Journal of Public Administration, Vol LL 03, July-Sept 2005
- Antony, M. J., (2000): Social Action through Courts: Landmark Judgments in Public interest Litigation, New Delhi: Indian Social Institute.

- Bhartiya, A. K. (2010). Introduction to Social Policy. Lucknow: NRBC
- Bhartiya, A. K., and Singh, D. K. (2010). Social Policy in India. Lucknow: NRBC
- Biju, M. R (2005) Human Rights in a Developing Society, New Delhi: Mittal Prakashan
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- Foster, J. (2000). Social Exclusion, Crime and Drugs. *Drugs: Education, Prevention and Policy*, 7, 317-330.
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- Gangrade, K. D. Social Legislation in India (Vol-1 & Vol.2), Delhi: Concept Publishing Company.
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Additional Readings:

- Crocker, J., Major, B., & Steele, C. (1998). Social Stigma. In D. T. Gilbert, S. T. Fiske, & G. Lindzey (Eds.), *The hand-book of Social Psychology* (Vol. 2, 4th ed., pp. 504-553). Boston, MA: McGraw-Hill.
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- Jones, E. E., Farina, A., Hastorf, A. H., Markus, H., Miller, D. T., & Scott, R. A. (1984). *Social stigma: The psychology of marked relationships*. New York, NY: Freeman.
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- Koskenniemi, M. (2009). International law as sociology: French “solidarism” 1871-1950. In M. Koskenniemi (Ed.), *The gentle civilizer of nations: The rise and fall of international law 1870–1960* (pp. 266-352). Cambridge, UK: Cambridge University Press.
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- Sharma, Arvind (2005), Reservation and Affirmative Action, Sage Publications, New Delhi.
- Shukla, B. M. (1998): Law and Social Welfare. New Delhi: Rawat publications.
- Strang, H., & Braithwaite, J. (2001): Restorative Justice and Civil Society. Cambridge University Press.
- UNDP (2007/8) Human Development Report. Fighting climate change: Human Solidarity in a Divided World, UNDP, and New York.

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|-----------------------------|---|---|
| Name of the Course | : | Social Work Practicum - 2 |
| Course Number | : | SWCC 206 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • To know the Agencies' nature, functions and staffing pattern. • To understand the areas of working of agencies and client's system. • Developing the knowledge about the various fields related to social work practice |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to know the Agencies' nature, functions and staffing pattern. • Able to understand the areas of working of agencies and client's system. • Able to developing the knowledge about the various fields related to social work practice |
| Course Contents | | |
| | | Agency Based Concurrent Field Work |
| | | Field Exposer Visits |

Core Readings:

- Aptekar, Herbert (1955) The Dynamics of Casework and Counselling, New York: Houghton Mifflin Co.
- CIDT. (2001). Participation, Learning and Action. Walsall: University of Wolverhampton
- Garrett, Annett (1972) Interviewing – Its Principles and Methods, Family Service Association of America, New York
- Madhukar Indira (2000) Guidance and Counselling, New Delhi: Authors Press
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- Singh, R. R. (1985). Field Work in Social Work Education. New Delhi: Printway India
- Subedar, I. S. (2001), Field Work Training in Social Work. New Delhi: Rawat Publication.
- Sudha Datar, et al. (2010). Skill Training for Social Workers: A Manual. New Delhi: Sage.
- Verma, R.B.S. & Singh, Atul Pratap. (2010). Handbook of Field Work Practice Learning in Social Work. Lucknow: New Royal Book Company.
- Verma, R.B.S. & Singh, Atul Pratap. (2013). Standard Manual for Field Work Practicum in Social Work. Lucknow: New Royal Book Company

Additional Readings:

- Delhi School Of Social Work ed. (1957) Field Work Supervision – Report of Seminar, New Delhi: Delhi School of Social Work

- Government of India (1987) Encyclopedia in Social Work, New Delhi: Publication Division (Social Welfare Ministry).
- Kadushin, Alfred Harkness, Daniel (2005) Supervision in Social Work, New Delhi: Rawat Publication
- Kumar, S. (2002).Methods for Community Participation: A Complete Guide for Practitioners. London: ITDG Publishing.
- Narayana Rao, S. (2002). Counselling and Guidance. Tata McGraw-Hill Publishing Company Ltd
- O'Hagan, Kieran, et al (2003) Competence in Social Work Practice – A Practical Guide for Professionals, London
- Patri Vasantha (2001) Counselling Psychology, New Delhi : Authors Press
- Singh, R.R.ed. (1985) Field Work in Social Work Education, New Delhi : Concept Publishing Company.

Semester III

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| Name of the Course | : | Social Work: Current Issues and Recent Trends |
| Course Number | : | SWCC 301 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • To familiarize with all aspects water, sanitation and hygiene. • To understanding the concept, problems and challenges faced by LGBTQ. • To know the waste management and population planning methods, approaches and management procedures. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • Able to familiarize with all aspects water, sanitation and hygiene. • Able to understand the concept, problems and challenges faced by LGBTQ. • Able to know the waste management and population planning methods, approaches and management procedures. |
| Course Content | | |
| Unit 1 | : | Water Sanitation and Hygiene |
| 1.1 | : | WASH: Concept, Meaning Definition, Purpose, Needs and Scope |
| 1.2 | : | Component: Water, Environmental Hygiene, Personal Hygiene and Sanitation |
| 1.3 | : | Impact on Health, Hygiene related Diseases, Factor influencing WASH Practices |
| 1.4 | : | WASH in Institutional Settings, Case Studies and Best Practices |
| Unit 2 | : | LGBTQ |
| 2.1 | : | LGBTQ: Concept, Meaning, Definition, Terminology, and History |
| 2.2 | : | Status of LGBTQ: National and International Level |
| 2.3 | : | Problems and Challenges faced by LGBTQ |
| 2.4 | : | Policies and Programmes; LGBTQ Pride Walk |
| Unit 3 | : | Human Trafficking |
| 3.1 | : | Human Trafficking: Concept, Meaning, Definition and Forms |
| 3.2 | : | Causes and Consequences of Human Trafficking |
| 3.3 | : | Legislative Framework: Laws and Policies |
| 3.4 | : | Rehabilitation and Professional Aspects |
| Unit 4 | : | Waste Management |
| 4.1 | : | Waste: Concept, Meaning, Definition, Sources and Composition |
| 4.2 | : | Process and Types of Waste: Municipal Solid Waste, Hazardous Waste and Radioactive Waste |
| 4.3 | : | Waste Management Models and Approaches |
| 4.4 | : | Treatment of Waste |
| Unit 5 | : | Population Planning |
| 5.1 | : | Population: Concept, Meaning, Definitions and Characteristics |
| 5.2 | : | Determination of Population Dynamics |
| 5.3 | : | Status of Population Growth; National Population Policy 2000 |
| 5.4 | : | Population Planning and Programmes |

Core Readings:

- Bales K and soodalter R (2009) the slave next door : Human trafficking and slavery in America today
- Bernat, F.P(2011) Human Sex trafficking . Oxon , Enland : Routledge
- Gender Issues in water and sanitation Programmes- Lessons from India edited by Aiban A.cronin New Delhi , Pradeep K Mehta and Anjali Prakash ; New Delhi Sage Publication
- H. Slephanie and Simon R. (2013) Human trafficking around the world: Hidden in plain sight
- Keith F.(2002). Handbook on Solid waste Management MCgraw Hill
- Lee M(2007) Human trafficking. London: Routledge
- Lloyd R (2012) Girls like us : fighting for a world where girls are not for sale :A Memoir
- WASH handbook for teachers and facilitators UNICEF publication.
https://www.unicef.org/publications/files/CFS_WASH_E_web.pdf
- Water Sanitation and Hygiene (WASH) in school UNICEF.
https://reliefweb.int/sites/reliefweb.int/files/resources/wash_handbook_-_english_version.pdf
- Water, Sanitation and Hygiene (WASH) Guidelines Swiss Red Cross.
[file:///C:/Users/a%20k/Downloads/wash_guidelines_2014_en%20\(2\).pdf](file:///C:/Users/a%20k/Downloads/wash_guidelines_2014_en%20(2).pdf)
- Winter Dyk J., perin, B. and Reichel P.(2012) Human trafficking : Exploring International nature, concern and complexities. Boca Ration: CRC press.
- Agnes, Flavia (1999) Law and Gender Inequality – The Politics of Women’s Rights in India, New Delhi: Oxford University Press.
- Weinstein and Pillai (2017). Demography the Science of Population. Jaipur: Rawat Book Publications
- Srinivasan (2017). Population Concerns in India: Shifting Trends, Policies and Programmes.New Delhi: Sage Publications

Additional Readings:

- Agrawal, Namita (2002) Women and Law in India, Women Studies and Development Centre, December, New Century Publication.
- Meena Acharya and Puspa Ghimre., (2005). Gender Indicators of Equality, Inclusion and Poverty Reduction: Measuring Programme/Project Effectiveness. *Economic and Political Weekly*. Vol 40 No. 44 and 45 October 29 – November 04
- Neshla (1997): Atrocities Against Women. New Delhi: Harman Publishing House.
- Pandey, A K. (2004). Gender Equality Development and Women Empowerment, Anmol Publications Pvt. Ltd, New Delhi.
- Prabhas C. Sinha: Disaster Mitigation: Preparedness. Recovery & Response, SBS Publishers & Distributors Pvt.Ltd.
- Sinha Prabhas C: Disaster Management Process Law & Strategy, SBS Publishers & Distributors Pvt. Ltd.

- Sinha Prabhas C: Disaster Relief, Rehabilitation & Emergency Humanitarian Assistance, SBS Publishers & Distributors Pvt. Ltd
 - Upadhyay, Lalit (2007) Women in Indian Politics, Panchculla: Better Books.
- Vernooy, Ronnie (2006), Social and Gender Analysis in Natural Resource Management, Sage Publications, New Delhi.

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| Name of the Course | : | Social Work Practicum - 3 |
| Course Number | : | SWCC 302 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • To know the Agencies' nature, functions and staffing pattern. • To understand the areas of working of agencies and client's system. • Developing the knowledge about the various fields related to social work practice |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to know the Agencies' nature, functions and staffing pattern. • Able to understand the areas of working of agencies and client's system. • Able to developing the knowledge about the various fields related to social work practice |
| Course Contents | | |
| | | Agency Based Concurrent Field Work |
| | | Field Exposer Visits |

Core Readings:

- Aptekar, Herbert (1955) The Dynamics of Casework and Counselling, New York: Houghton Mifflin Co.
- CIDT. (2001). Participation, Learning and Action. Walsall: University of Wolverhampton
- Garrett, Annett (1972) Interviewing – Its Principles and Methods, Family Service Association of America, New York
- Madhukar Indira (2000) Guidance and Counselling, New Delhi: Authors Press
- Nelson Jones, Richard, (1984) Practical Counselling and Helping Skills, London: Harper and Row
- Singh, R. R. (1985). Field Work in Social Work Education. New Delhi: Printway India
- Subedar, I. S. (2001), Field Work Training in Social Work. New Delhi: Rawat Publication.
- Sudha Datar, et al. (2010). Skill Training for Social Workers: A Manual. New Delhi: Sage.
- Verma, R.B.S. & Singh, Atul Pratap. (2010). Handbook of Field Work Practice Learning in Social Work. Lucknow: New Royal Book Company.
- Verma, R.B.S. & Singh, Atul Pratap. (2013). Standard Manual for Field Work Practicum in Social Work. Lucknow: New Royal Book Company

Additional Readings:

- Delhi School Of Social Work ed. (1957) Field Work Supervision – Report of Seminar, New Delhi: Delhi School of Social Work
- Government of India (1987) Encyclopedia in Social Work, New Delhi: Publication Division (Social Welfare Ministry).

- Kadushin, Alfred Harkness, Daniel (2005) Supervision in Social Work, New Delhi: Rawat Publication
- Kumar, S. (2002). Methods for Community Participation: A Complete Guide for Practitioners. London: ITDG Publishing.
- Narayana Rao, S. (2002). Counselling and Guidance. Tata McGraw-Hill Publishing Company Ltd
- O'Hagan, Kieran, et al (2003) Competence in Social Work Practice – A Practical Guide for Professionals, London
- Patri Vasantha (2001) Counselling Psychology, New Delhi : Authors Press
- Singh, R.R.ed. (1985) Field Work in Social Work Education, New Delhi : Concept Publishing Company.

Elective Course (Specialisation Based)

Human Resource and Industrial Relations

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| Name of the Course | : | Labour Welfare, Industrial Relation and Trade Unionism |
| Course Number | : | SWEL 301 A |
| Learner's Objectives | : | <ul style="list-style-type: none"> • To become familiar with the concepts of labour welfare and industrial relations. • To know the role and contributions of trade unions and ILO. • To understand the problems of labour in different settings and workers' participation and industrial social work. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • Able to become familiar with the concepts of labour welfare and industrial relations. • Able to know the role and contributions of trade unions and ILO. • Able to understand the problems of labour in different settings and workers' participation and industrial social work |
| Course Content | | |
| Unit 1 | : | Understanding Labour Welfare |
| 1.1 | : | Origin and Growth of Labour Welfare: Indian and Global Perspectives |
| 1.2 | : | Labour Welfare: Concept, Meaning, Definition, Objectives, Types, Need and Scope |
| 1.3 | : | Labour Welfare: Approaches, Principles, Policy and Programmes |
| 1.4 | : | Welfare Officer: Qualifications, Role and Functions |
| Unit 2 | : | Introduction to Industrial Relations |
| 2.1 | : | Industrial Relations: Concept, Meaning, Definition, Objectives and Scope |
| 2.2 | : | Evolution and Approaches of Industrial Relations |
| 2.3 | : | Reflectors and Determinants of Industrial Relations |
| 2.4 | : | The Industrial Employment (Standing Orders) Act, 1946 |
| Unit 3 | : | Understanding Trade Unionism and Collective Bargaining |
| 3.1 | : | Origin and Growth of Trade Unionism in India; Labour Movement in India and ILO |
| 3.2 | : | Trade Union: Concept, Meaning, Definition, Objectives, Types and Functions, The Indian Trade Unions Act, 1926 |
| 3.3 | : | Collective Bargaining: Concept, Meaning, Definition, Objective, Principles and Stages, Theories of Collective Bargaining, Essentials for Sound Collective Bargaining |
| 3.4 | : | Industrial Disputes: Concept, Meaning, Definition, Types, Causes and Consequences, Machinery for Settlement of Industrial Disputes, The Industrial Disputes Act, 1947 |

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| Unit 4 | : | Understanding Labor Problems |
| 4.1 | : | Labour: Meaning, Definition, Characteristics, Need and Significance |
| 4.2 | : | Problems of Indian Labour: Types, Causes and Consequences |
| 4.3 | : | Constitutional and Legal Provisions Relating to Indian Working Class |
| 4.4 | : | Special Categories of Indian Labour: Organized and Unorganized Labour, Bonded Labour, Women and Child Labour, Contract Labour, Agriculture Labour, Domestic Worker and Migrant Labour |
| Unit 5 | : | Workers' Participation and Industrial Social Work |
| 5.1 | : | Workers' Participation: Concept, Meaning, Definition, Objectives, Need and Importance |
| 5.2 | : | Workers' Participation in Management: Process, Strategies, Policy and Schemes |
| 5.3 | : | Industrial Social Work: Concept, Meaning, Definition, Objectives and Scope |
| 5.4 | : | Industrial Social Work: Provisions and Role of Social Worker |

Core Readings:

- Agarwal, D., Dynamics of Labour Relations in India, Tata McGraw Hill Publishing Company.
- Ahuja, K. K. (1988) Industrial relations - Theory & Practice; New Delhi : Kalyani Publishers.
- Chand, K. V. (1989) Industrial relations, New Delhi : Ashish Publishing House.
- Chatterjee N. N. (1984) : Industrial relations in India's Developing Economy; Allied Book Agency.
- Fred Luthans. (2001). Organizational Behaviour. New Delhi: Mc.Graw-Hill.
- ILO: An Introductory Course in Teaching and Training Methods for Management Development. New Delhi: Sterling Publishers.
- Malik, Dipak, Indian Trade Unionism in Developmental Perspective, Commonwealth Publishers
- Mamoria, C.B., Dynamics of Industrial Relations, Mumbai: Himalaya Publishing House
- Mongia, J. N. (1976) Readings in Indian Labour & Social Welfare, Delhi : Atma Ram & Sons
- **Puneka, Deodhar, and Sankaran, (2014)** Labour Welfare, Trade Unionism and Industrial Relations Mumbai: Himalaya Publishers
- Pylee, M.v. , Worker's Participation in Management, New Delhi : Vikas Publications
- Reddy, R. Ram (1990) Industrial relations in India; New Delhi : Mittal Publications
- Tyagi, B. P. (1986) Labour Economics and Social Welfare, Meerut: Jai Prakash Nath & Co.
- Venugopal Rao, G., and Prasad Ram, Trade Unionism in India, Printwell

Additional Readings:

- Goswami, v.G., Labour and Industrial Law, Central Law Agency
- Malik, P.L., (2017) Industrial Law, Vol. 1 & 2, 25th Ed. Lucknow: Eastern Book Co.
- Mathur, D.C (1993) Personnel Problems and Labour Welfare, New Delhi: Mittal Publications.
- Mehrotra, S. N (1981 Ed3) Labour Problems in India; New Delhi : S. Chand and Co
- Pant, S. C. (1976) Indian Labour Problems; Allahabad: Chaitanya Publication House.
- Pratap, K. (1992) Rural Labour in India; Problems & Welfare Scheme; New Delhi: Deep & Deep Publications.
- Sarma, A.M. (2005), Aspects of Labour Welfare and Social Security, Mumbai: Himalaya Publishing House.

- Saxena, R. C. (1974) Labour Problems and Social Welfare; Meerut: K. Nath and Co.
- Sharma, A.M. (1994. Ed. 5th) Aspects of Labor Welfare & Social Security; Mumbai: Himalaya Publications.
- Yadav, L.B (ed.) (2000), Reading in Social and Labour Welfare. Lucknow: Institute For Sustainable Development.

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| Name of the Course | : | Human Resource Management |
| Course Number | : | SWEL 302 A |
| Learner's Objectives | : | <ul style="list-style-type: none"> • To understand the importance of human resource and its various applications of strategies in HRM. • To develop knowledge and understanding about HRM. • To develop skills of professionals in performance management and employee training. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • Able to understand the Importance of Human Resource and Its various applications of strategies in HRM. • Able to develop knowledge and understanding about HRM. • Able to develop skills of professionals in performance management and employee training. |
| Course Content | | |
| Unit 1 | : | Understanding Human Resource Management |
| 1.1 | : | Human Resource Management: Concept, Meaning, Definition, Objectives and Scope |
| 1.2 | : | Human Resource Management: Principles, Functions and Structure |
| 1.3 | : | Personnel Policies: Meaning, Objectives, Need and Relevance |
| 1.4 | : | HR Manager: Essential Qualities, Core Competencies, Role and Functions of HR / Personnel Manager, Status of HR Manager in Industrial Organizations. |
| Unit 2 | : | Introduction to Human Resource Planning |
| 2.1 | : | Human Resource Planning: Meaning, Objectives Methods, Influencing Factors of HRP, HR Budgeting and Importance. |
| 2.2 | : | Recruitment: Meaning, Objectives, Types, Sources and Process |
| 2.3 | : | Selection: Meaning, Objectives, Steps and Methods. |
| 2.4 | : | Placement and Induction: Concept, Meaning, Definition, Objectives, Principles and Process |
| Unit 3 | : | Training and Appraisal System |
| 3.1 | : | Training: Concept, Meaning, Definition, Objectives, Need, Types and Methods |
| 3.2 | : | Performance Appraisal System: Meaning, Objectives, Needs, Process, Tools, New Trends in PAS-360 Degree Method and Other Modern Techniques and Methods of PAS. |
| 3.3 | : | Job Analysis: Concept, Meaning, Definition, Objectives, Need and Types |
| 3.4 | : | Job Evaluation: Concept, Meaning, Definition, Objectives, Methods and Process |
| Unit 4 | : | Promotion, Transfer and Salary Administration |
| 4.1 | : | Promotion: Meaning, Definition, Objectives, Principles, Types, Criteria, Do's and Dont's of Promotion |
| 4.2 | : | Transfer: Meaning, Definition, Objectives, Principles, Types and Criteria |
| 4.3 | : | Wage and Salary Administration: Policy, Types of Wages and Wage Boards |
| 4.4 | : | Dearness Allowances: Concept, Method of Computing, DA and Consumer Price Index, Fringe Benefits and Perquisites. |
| Unit 5 | : | Human Resource Development |
| 5.1 | : | Human Resource Development: Concept, Meaning, Definitions and Objectives |
| 5.2 | : | Principles, Functions and Role of HRD Manager |
| 5.3 | : | Human Resource Development: Principles, Functions and Role of HRD Manager |
| 5.4 | : | HR Audit: Concept, Needs, Scope and Importance Approaches to Human Resource Audit |

Core Readings:

- Aswathappa, K (2001) Human Resource Management, Text & Cases, New Delhi : Tata McGraw-Hill
- Batia, S. K. (2006) Human Resource Management, New Delhi : Deep & Deep Publication
- Botton, Trevor (2001) An Introduction to Human Resource Management, New Delhi : Infinity Books
- Deb Tapomoy. (2010). Human Resource Development. New Delhi: Anne Books
- Flippo, Edwin B. (1971) Principles of Personnel Management Ed. 4, Tokyo : McGraw Hill Publication
- Martin, John. (2010). Key Concepts in Human Resource Management. London: Sage Publications
- Memoria, C.B. (2002). Personnel Management, Mumbai: Himalaya Publishers
- Monappa, Arun & Saiyadain, Mirza, S. (1999) Personnel Management; New Delhi : Tata McGraw Hill
- Pareek, Udai. (2008). Training Instruments in HRD and OD. New Delhi: Tata Mc Graw-Hill
- Pattanayak, Biswajeet (2002) Human Resource Management, New Delhi : Prentice- Hall of India
- Rao, P.S. (2016) Essentials of *Human Resource Management* and Industrial Relations. Mumbai: Himalaya Publishers.
- Tripathi, P.C. (2010). Human resource Development. New Delhi: Sultan Chand & Sons
- VSP Rao Human Resource Management, Text & Cases, Excel Books

Additional Readings:

- Akhilesh, K. B. and Nagaraj, D. R. Edu. (1990) Human Resource Management 2000, New Delhi: Wiley Eastern Ltd.
- Armstrong, Michael Baron, Angela (2006) Handbook of Strategic HRM, Mumbai : Jaico Publishing House
- Parth Sarathi. (2002). Planning, auditing and developing human resources. New Delhi: Manak Publications
- Pippa Riley. (2012). Human resource management. New Delhi: Viva Books Pvt., Ltd.
- Premavathy, N. (2011). Human Resource Management and Development. Chennai: Sri Vishnu Publications
- Rao T.V. (1984). Performance Appraisal: Theory and Practice. New Delhi: AIMA-Vikas management series
- Rao T.V. et.al. (ed). (1997). Alternative Approaches and Strategies of HRD. Jaipur: Rawat Publications
- Tripathi, P. C. (1978) Personnel Management; Theory & Practice; New Delhi : Sultan Chand & Sons

Health Care and Health Management

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|-----------------------------|---|---|
| Name of the Course | : | Medical Social Work and Ethical Issues |
| Course Number | : | SWEL 301 B |
| Learner's Objectives | : | <ul style="list-style-type: none"> To understand the concept and approaches of medical social work. Developing an understanding about the roles of medical social worker in various indicators. To familiarize with the ethical and legal issues related to health and application of social work practice. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> Able to understand the concept and approaches of medical social work. Able to develop an understanding about the roles of medical social worker in various indicators. Able to familiarize with the ethical and legal issues related to health and application of social work practice. |
| Course Content | | |
| Unit-1 | : | Understanding Medical Social Work |
| 1.1 | : | Medical Social Work: Meaning, Concept, Definition, Nature, Need and Scope. |
| 1.2 | : | Principles of Medical Social Work, Essential Skills of Medical Social Worker. |
| 1.3 | : | Limitations of Medical Social Work. |
| 1.4 | : | Historical Background of Medical Social Work in UK, USA, India. |
| Unit-2 | : | Approaches to Medical Social Work |
| 2.1 | : | Organization and Adjustment of Medical Social Work. |
| 2.2 | : | Approaches in Practicing Medical Social Work- Preventive, Curative and Rehabilitative. |
| 2.3 | : | Development and Rights Based Approaches in Practicing Medical Social Work. |
| 2.4 | : | Prospects and Retrospect of Medical Social Work. |
| Unit -3 | : | Medical Entomology & Insecticides |
| 3.1 | : | Medical Entomology: Concept, Arthropod Borne Diseases, Arthropod Control |
| 3.2 | : | Vector Borne Diseases: Classification, Mode of Transmission and Methods of Vector Control |
| 3.3 | : | Insecticides: Classification, Modes of Action, Application and Toxicity |
| Unit -4 | : | Ethical Issues Related to Health |
| 4.1 | : | Ethics in Health Care: Concept, Need and Importance. |
| 4.2 | : | Medical Ethics, Medical Negligence, Medical Evidence, Laws of Tort, Legal Liabilities and Remedies. |
| 4.3 | : | Laws Applicable to Medical Practices and Hospitals- Consumer Protection Act 1986, Drug and Cosmetic Act, 1940. |
| 4.4 | : | PCPNDT Act 1994, Medical Termination of Pregnancy Act 1971, Transplantation of Human Organ Act, 1994. |
| Unit-5 | : | Application of Medical Social Work |
| 5.1 | : | Application of Medical and Psychiatric Social Work in Different Setting |
| 5.2 | : | Mental Hospital, Child Guidance Clinics, Counseling Centers, Rehabilitation Centre and General Hospitals. |
| 5.3 | : | Working with Schools for Mentally and Physically Challenged, Blood Banks, Eye Banks, Health Camps |

Core Readings

- Das, N P Misra, P. K . Dose. Community Access Affect the Use of Health and Family Welfare Services in Rural India. 2001
- Dutta , P.K. Public Health and Social Aspect. New Delhi: Khanna Publications. 1998.
- Gillan, S. Essential Public Health. New Delhi Rawat Publications. 2007.
- Glasby, J. Understanding Health and Social Care. New Delhi Rawat Publications. 2007.
- Goldstein D., Expanding Horizons in Medical Social Work

- Goldstein D., Readings in the Theory and Practice in Medical Social Work
- Hetzel, Besils. Basic Health care in Developing Countries. New York: Oxford University Press. 1978
- K. Park, Textbook of Preventive & Social Medicine, Banarsidas Bhanot Publishers: Jabalpur India
- Mary Jane Schneider, Introduction to Public Health, Jones and Bartlett Publisher, USA 2004.

Additional Readings:

- Mohd. Akram. Sociology of Health, New Delhi Rawat Publications. 2014.
- Oxfords textbook of Public Health Fifth edition Vol 1,2,3
- Piyush Gupta, O.P. Ghai, Textbook of Preventive & Social Medicine CBS Publishers, New Delhi.
- Sharon D.P., Social Work and Community Practice, Apple Academic Press 2011
- Sundar Lal, Adarsh, Pankaj, Textbook of Community Medicine (Preventive & Social Medicine), CBS Publishers, New Delhi
- Surendra Singh, P.D. Mishra, Health and Disease: Dynamics and Dimensions, New Royal Book Company 2000.

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|-----------------------------|---|--|
| Name of the Course | : | Health, Disease and Health Care |
| Course Number | : | SWEL 302 B |
| Learner's Objectives | : | <ul style="list-style-type: none"> • To develop understanding about health, disease and health care. • Students will comprehend concepts related to health promotions and disease prevention to enhance health. • To understand the concept and structure of health care in India. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • Able to develop understanding about health, disease and health care. • Able to know comprehend concepts related to health promotions and disease prevention to enhance health. • Able to understand the concept and structure of health care in India. |
| Course Content | | |
| Unit 1 | : | Introduction to Health |
| 1.1 | : | Health: Basic Concepts, Meaning, Definitions, and Positive Health |
| 1.2 | : | Changing Concepts of Health |
| 1.3 | : | Dimensions of Health, Interdependence of Dimensions of Health |
| 1.4 | : | Concept of Wellbeing, Health Responsibility, Health and Development |
| Unit 2 | : | Determinants and Indicators of Health |
| 2.1 | : | Determinants of Health, Spectrum of Health |
| 2.2 | : | Indicators of Health: Concept, Meaning, Definitions, Characteristics and Types |
| 2.3 | : | Mortality Indicators of Health and Morbidity Indicators of Health |
| 2.4 | : | Nutritional Status Indicators, Health Care Delivery Indicators |
| Unit 3 | : | Understanding Disease |
| 3.1 | : | Disease: Concept, Meaning, Definitions, and Spectrum of Disease |
| 3.2 | : | Classification of Diseases: Communicable and Non-communicable |
| 3.3 | : | Factors Responsible for Disease: Physical, Biological, Environmental, Socio-Cultural and Other Factors |
| 3.4 | : | Modes of Transmission of Diseases; Levels of Prevention and Modes of Intervention |

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| Unit 4 | : | Epidemiological concept and Epidemiology of Communicable diseases |
| 4.1 | : | Basic Concepts of Epidemiology |
| 4.2 | : | Epidemiology of Communicable Diseases : Measles, Chicken Pox, Diphtheria, Tetanus, Pertussis, Plague |
| 4.3 | : | Acute Respiratory Infections, Tuberculosis, Rabies, Diarrhea Diseases, Polio Myelitis, Hepatitis, Typhoid, Cholera |
| 4.4 | : | HIV/ AIDS, RTI/STI, Malaria, Filaria, |
| Unit 5 | : | Introduction to Health Care |
| 5.1 | : | Health Care: Concept, Meaning, Definitions, Evolution and Health Committees |
| 5.2 | : | Primary Health Care: Concept, Meaning, Definitions, Components, and Importance |
| 5.3 | : | Levels of Health Care: Sub Centre, PHC, CHC, District Hospitals etc. |
| 5.4 | : | Health Care System in India: Centre, State and District Level |

Core Readings:

- Sundar Lal, Adarsh, Pankaj, Textbook of Community Medicine (Preventive & Social Medicine), CBS Publishers, New Delhi
- Park and Park, Textbook of Preventive & Social Medicine, Jabalpur: Banarsidas Bhanot Publishers
- Piyush Gupta, O.P. Ghai, Textbook of Preventive & Social Medicine CBS Publishers, New Delhi
- James F. Mckenzie, Robert R. Pinger, Jerome E. Kotecki, An Introduction to Community Health (Fifth edition) Jones and Bartlett Publisher, USA 2005.
- Carol Holtz, Global Health Care: Issues & Policies Jones and Bartlett Publisher, USA 2008.
- Surendra Singh, P.D. Mishra, Health and Disease: Dynamics and Dimensions, New Royal Book Company 2000
- Mary Jane Schneider, Introduction to Public Health, Jones and Bartlett Publisher, USA 2004.

Additional Readings:

- Mohd. Akram. Sociology of Health, New Delhi Rawat Publications. 2014.
- Oxfords textbook of Public Health Fifth edition Vol 1,2,3
- Piyush Gupta, O.P. Ghai, Textbook of Preventive & Social Medicine CBS Publishers, New Delhi.
- Sharon D.P., Social Work and Community Practice, Apple Academic Press 2011
- Sundar Lal, Adarsh, Pankaj, Textbook of Community Medicine (Preventive & Social Medicine), CBS Publishers, New Delhi

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|-----------------------------|---|--|
| Name of the Course | : | Block Placement (Summer Internship) |
| Course Number | : | SWIN 301 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • The learner use her/ his skills and knowledge in the area of interest and understand the day today activity in a social work field • The learner develops to integrate learning and generate newer learning by participation through intervention process • The learner acquiring the knowledge about the direct practice with the client system. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • The learner able to use her/ his skills and knowledge in the area of interest and understand the day today activity in a social work field • The learner able to developed to integrate learning and generate newer learning by participation through intervention process • The learner able to acquire the knowledge about the direct practice with the client system. |
| Description | : | Internship is mandatory one of the important components of social work practicum, wherein after the completion of the required field work, an opportunity is provided to the learner to strengthen his/her skill and knowledge base in his/her area |

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| | <p>of interest. Summer Internship / Block Placement aims to provide an opportunity to experience day-to-day work in a social work setting. The learner gets involved with direct practice with the client system and with the ongoing management operations of the setting. It also enables learners to integrate learning and generate newer learning by participating in the intervention processes over a period of 4 weeks (one month) continuously, in a specific agency. Internship / Block Fieldwork is provided at the end of 3rd semester, after the end of the examinations of the 3rd semester of the post graduate programme. Although it is an optional activity, all students should be encouraged to take up Internship / Block Placement.</p> <p>The student shall be placed in an agency of their choice, which could be a non-government organization, government organization, social movement, or advocacy group depending upon the students' choice as far as possible, after they complete the 3rd Semester.</p> <p>A student has to start the Summer Internship / Block Placement on the date specified by the Department in the placement letter. Any unreasonable delay in joining Summer Internship / Block Placement or discontinuation will be treated as misconduct. If a student leaves Internship / Block Placement agency without prior approval of agency and/or Department or if his/her performance is found to be unsatisfactory, then he/she will have to repeat the Internship / Block Placement. However, it shall be obligatory on the part of the department, where the student is pursuing his/her studies, to issue a certificate to those students who successfully complete such Internship / Block Placement to that effect, provided the student produces such internship completion certificate which is issued by the agency.</p> |
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Inter-departmental Course

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| Title of Course | : | Public Legal Education |
| Course Number | : | SWIER 301 |
| Course Objectives | : | <ul style="list-style-type: none"> • To learn about legal literacy and its related concepts. • To understand the judicial and legal system in India and its operational Instruments. • To understand the laws and acts on various important issues affecting the social system. |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to develop an insight on social legislations and its scope in relation to Indian Constitution. • Able to understand the judicial and legal system in India and its operational Instruments. • Able to explore the roles of social worker in dealing with legal issues at various levels |
| Course Content | | |
| Unit 1 | : | Introduction to Judicial System |
| 1.1 | | Judicial System: Structure of Courts |
| 1.2 | | Judicial Process: Substantive and Procedural Laws |
| 1.3 | | National Commissions for: Women, Minorities, SC, ST and BC |
| Unit 2 | : | Indian Legal System |
| 2.1 | | Social Welfare Legislation |
| 2.2 | | Constitutional Mechanism: Legislative, Executive and Judiciary |
| 2.3 | | Legal Services Authorities Act and Right to Legal Aid |
| Unit 3 | : | Understanding Legal Literacy I |
| 3.1 | | Legal Literacy: Concept, Meaning, Definitions, Need and Importance |
| 3.2 | | Related Concepts: Legal Consciousness, Legal Mobilization, Legal Socialization and Legal Empowerment. |
| 3.3 | | Democratic Awareness through Legal Literacy |

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| Unit 4 | : | Understanding Legal Literacy II |
| 4.1 | | Lok Adalats: Purpose and Legal Provisions |
| 4.2 | | Legal Aid: Concept and History |
| 4.3 | | Legal Aid Schemes and Programmes |
| Unit 5 | : | Laws and Acts |
| 5.1 | | Personal Laws in India: Pluralism and Democracy |
| 5.2 | | Laws relating to Dowry, Cyber Crime, and Environmental Laws |
| 5.3 | | Right to Information Act 2005, Consumer Protection Act 1986 |

Semester IV

Core Course

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| Name of the Course | : | Social Work Practicum - 4 |
| Course Number | : | SWCC 401 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • To know the Agencies' nature, functions and staffing pattern. • To understand the areas of working of agencies and client's system. • Developing the knowledge about the various fields related to social work practice |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to know the Agencies' nature, functions and staffing pattern. • Able to understand the areas of working of agencies and client's system. • Able to developing the knowledge about the various fields related to social work practice |
| Course Contents | | |
| | | Agency Based Concurrent Field Work |

Core Readings:

- Aptekar, Herbert (1955) The Dynamics of Casework and Counselling, New York: Houghton Mifflin Co.
- CIDT. (2001). Participation, Learning and Action. Walsall: University of Wolverhampton
- Garrett, Annett (1972) Interviewing – Its Principles and Methods, Family Service Association of America, New York
- Madhukar Indira (2000) Guidance and Counselling, New Delhi: Authors Press
- Nelson Jones, Richard, (1984) Practical Counselling and Helping Skills, London: Harper and Row
- Singh, R. R. (1985). Field Work in Social Work Education. New Delhi: Printway India
- Subedar, I. S. (2001), Field Work Training in Social Work. New Delhi: Rawat Publication.
- Sudha Datar, et al. (2010). Skill Training for Social Workers: A Manual. New Delhi: Sage.
- Verma, R.B.S. & Singh, Atul Pratap. (2010). Handbook of Field Work Practice Learning in Social Work. Lucknow: New Royal Book Company.
- Verma, R.B.S. & Singh, Atul Pratap. (2013). Standard Manual for Field Work Practicum in Social Work. Lucknow: New Royal Book Company

Additional Readings:

- Delhi School Of Social Work ed. (1957) Field Work Supervision – Report of Seminar, New Delhi: Delhi School of Social Work

- Government of India (1987) Encyclopedia in Social Work, New Delhi: Publication Division (Social Welfare Ministry).
- Kadushin, Alfred Harkness, Daniel (2005) Supervision in Social Work, New Delhi: Rawat Publication
- Kumar, S. (2002). Methods for Community Participation: A Complete Guide for Practitioners. London: ITDG Publishing.
- Narayana Rao, S. (2002). Counselling and Guidance. Tata McGraw-Hill Publishing Company Ltd
- O'Hagan, Kieran, et al (2003) Competence in Social Work Practice – A Practical Guide for Professionals, London
- Patri Vasantha (2001) Counselling Psychology, New Delhi : Authors Press
- Singh, R.R.ed. (1985) Field Work in Social Work Education, New Delhi: Concept Publishing Company.

Elective Course (Specialisation Based)

Human Resource and Industrial Relations

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| Name of the Course | : | Organizational Behavior and Organizational Development |
| Course Number | : | SWEL 401 A |
| Learner's Objectives | : | <ul style="list-style-type: none"> • Building an insight to organizational behaviour. • Understanding the concept of employee morale, motivation and employee counselling. • Knowing the organizational structure and communication. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • Able to build an insight to organizational behaviour. • Able to understand the concept of employee morale, motivation and employee counselling. • Able to know the organizational structure and communication. |
| Course Content | | |
| Unit 1 | : | Introduction to Organizational Behavior |
| 1.1 | : | Organizational Behavior: Evolution, Concept, Meaning, Definitions, Objectives |
| 1.2 | : | Organizational Behavior: Dimensions, Models, Approaches and Importance |
| 1.3 | : | Industrial Psychology: Meaning, Definitions, Nature, Objectives and Scope |
| 1.4 | : | Practical Application in Industrial Setting |
| Unit 2 | : | Understanding Employee Morale and Decision Making |
| 2.1 | : | Employee Morale: Meaning, Importance, Measures and Techniques of promoting Morale in the Organization. |
| 2.2 | : | Motivation: Meaning, Definitions and Importance, Positive and Negative Motivation, Theories of Motivation. |
| 2.3 | : | Attitude: Concept, Meaning, Definitions and Importance and Theories |
| 2.4 | : | Employee Counseling- Concept, Need, Methods and Techniques and Its Application in Industrial Setting. |

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| Unit 3 | : | Introduction to Organizational Structure and Its Development |
| 3.1 | : | Organizational Development: Meaning, Definitions, Characteristics, Objectives, Process and Techniques. |
| 3.2 | : | Organizational Development Interventions: Team Building, Survey feedback, Grid Training, MBO, T-Group Training, Sensitivity Training and Effectiveness of Training. |
| 3.3 | : | Organizational Structure: Meaning, Definition, Nature, Forms and Formation of Organizational Structure. |
| 3.4 | : | Organizational Change, Organizational Climate and Organizational Innovations. |
| Unit 4 | : | Introduction to Organizational Communication |
| 4.1 | : | Organizational Communication: Meaning, Component, Significance and Skills of Effective Communication. |
| 4.2 | : | Principles and Process Organizational Communication and Barriers in Organizational Communication. |
| 4.3 | : | Types of Organizational Communication, Organizational Communication and its Challenges. |
| 4.4 | : | Models of Organizational Communication: Shannon and Weaver, Berlo, Schramm, Bearnlund, Interactive/Convergence, Constructionist and Linear. |
| Unit 5 | : | Issues and Problems |
| 5.1 | : | Occupational Stress: Concept, Stressors, Impact on Employee and Employer, Stress Management. |
| 5.2 | : | Industry and Society: Industry as a Part of Social System, Socio-Cultural Environment in Industry, Social Problems and Issues in Industry |
| 5.3 | : | Impact of Industrialization, Urbanization and LPG. |

Core Readings:

- Ahuja K.K. (1990). Organizational Behaviour, New Delhi: Kalyani Publication.
- Davis. Keith (1997). Organizational Behaviour. New Delhi: Anmol Publication.
- Diwan, Parag and Aggarwal, L. N. (2002). Business Communication, New Delhi: Excel Books.
- Jitendra. M.D. (1998). Organization Communication. New Delhi: Rajat Publication
- Khanka.S.S (2000) : Organizational Behavior, New Delhi: Kitab Mahal Publication Ltd.
- Luthans,F. (2006). Organizational Behaviour, 11Ed, New Delhi: Tata McGraw Hill
- Mc Shane, S.L. & Von Glinow, M.A. (2000.) Organizational Behavior, New Delhi: Tata McGraw Hill.
- Robbins, P. (2010). Essential of Organizational Behaviour, 10 Ed, New Delhi: PHI
- Sudha. G.S. (2003), Management Concepts and Organizational Behaviour. Jaipur: RBSA
- Tyagi. Archana (1997), Organizational Behavior. New Delhi: Excel Books.

Additional Readings:

- Bhat, S. (2001) Management and Behavioural Process, Text and Cases, Mumbai: Himalaya Publishers
- Dwivedi R.S. (1995). Human Relations and Organizational Behaviour, New Delhi: MacMillan.
- Kalia H.L.: Industrial and Organizational Psychology, (2006) Volume I & II, New Delhi: Kalpaz Publication.
- Koontz & O'Donnell, Essentials of Management, New Delhi: Tata McGraw Hill

- Shukla. M. (1996): Understanding Organizations, Organizational Theory & Practice, New Delhi: Prentice Hall of India.
- Sudha. G.S. (2003). Management Concepts and Organisational Behaviour. Jaipur: RBSA Publishers
- Wexley C Kenneth (1988) Organizational Behaviour and Personnel Psychology, Delhi: Surjeet Publication.

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| Name of the Course | : | Labour Legislation and Social Security |
| Course Number | : | SWEL 402 A |
| Course Code | : | LLSS |
| Year | : | Second |
| Level | : | 4 th Semester |
| Learner's Objectives | : | <ul style="list-style-type: none"> • Understand labor legislation and the different areas of legislation. • Gain knowledge about labor legislation and develop skills to deal with legislative function. • Improve insight about social security and various legislative functions. |
| Learner's Outcomes | : | <ul style="list-style-type: none"> • Able to understand labor legislation and the different areas of legislation. • Able to gain knowledge about labor legislation and develop skills to deal with legislative function. • Able to improve insight about social security and various legislative functions. |
| Course Content | | |
| Unit 1 | : | Understanding Growth of Protective Labour Legislation |
| 1.1 | : | Labour Legislation: Meaning, Need, Principle and Scope, Growth of Labour Legislation in India before and after Independence. |
| 1.2 | : | Factory Act: Objectives and Salient Features, Factory Act, 1948. |
| 1.3 | : | Mines Act, 1952: Salient Features, Objectives and Provisions. |
| 1.4 | : | Plantation Act, 1951: Salient Features, Objectives and Provisions. |
| Unit 2 | : | Industrial Relation Legislations |
| 2.1 | : | Apprentice Act, 1961: Salient Features, Objectives and Provisions. |
| 2.2 | : | The Contract Labor (Regulation and Abolition) Act, 1970: Salient Features, Objectives and Provisions. |
| 2.3 | : | The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 |
| Unit 3 | : | Determination of Wage and Bonus |
| 3.1 | : | Payment of Wages Act, 1936: Salient Features, Objectives and Provisions. |
| 3.2 | : | Minimum Wages Act, 1948: Salient Features, Objectives and Provisions. |
| 3.3 | : | The Payment of Bonus Act, 1956: Salient Features, Objectives and Provisions. |
| Unit 4 | : | Understanding Social Security |
| 4.1 | : | Social Security: Concept, Objectives, Types and Scope |
| 4.2 | : | Social Security Provisions for Organized and Unorganized Sector |
| 4.3 | : | The Workmen's Compensation Act, 1923 |
| 4.4 | : | The Maternity Benefits Act, 1961. |
| Unit 5 | : | Social Security Provisions |
| 5.1 | : | The Employee State Insurance Act, 1948, |
| 5.2 | : | The Employee's Provident Funds and Miscellaneous Provisions Act, 1952 |
| 5.3 | : | The Payment of Gratuity Act, 1972 and |
| 5.4 | : | New Pension Scheme and Family Pension Scheme. |

Core Readings:

- Balchandani, K. R. (1977) Labour & Industrial Laws, Mumbai : Jeevan Deep Prakashan
- Shintre, V. P. (1979) Hand Book on Labour Laws : Labour Law Agency, Bombay
- Ajay Bhola, J.N. Jain. (2009). Modern industrial relations and labour laws. Regol Publications.
- Arun Monappa. (1989). Industrial relations. New Delhi: Tata Mcgraw-Hill
- BD Singh. (2010). Industrial relations and labour laws. New Delhi: Excel Books Publications
- Gaur.L. (1986). Trade Unionism and industrial relations. New Delhi: Deep and Deep
- Malik, P.K (2017). Industrial Laws, Vol. 1 & 2. 25th Ed. Lucknow: Eastern Book Company
- Jain J.N. (2009). Modern industrial relations and labour laws. New Delhi: Regal Publications
- Mamkootam Kuriakose. (1982). Trade unions myth and reality. New Delhi: Oxford University Press.

Additional Readings:

- Singh, B.D. (2010). Industrial relations and labour laws. New Delhi: Excel books
- Tripathi, P. C. & Gupta, C. B. (1990) Industrial Relations & Labour Laws, New Delhi: Sultan Chand & Sons
- Srivastava, K. D. (1982) Law Relating to Trade Unions in India, Ed. 2, Lucknow : Eastern Book Com
- Saiyed, I. A. (2001) Labour Laws, Mumbai : Himalaya Publishing House
- Giri,V.V. (1959). *Labour problems in Indian industry*. Bombay: Asia publishing house.
- Punekar S. D. etc. (1994): Labour Welfare, Trade Unionism and IR; Ed. 5. Himalaya Publication, Mumbai
- Chakrabarti, B. K. (1974) Labour Laws of India, Calcutta : International Law Book Centre
- Kumar, H. L. (1996) Employers rights under Labour Laws, Delhi: Universal Law Pub. Co.

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| Name of the Course | : | Community and Public Health |
| Course Number | : | SWEL 402 B |
| Learner's Objective | : | <ul style="list-style-type: none">• To familiarize with the concept community health & public health• Developing an understanding about health planning and New horizons of public health.• To get introductory knowledge about various health programmes in India and International health organizations |
| Learner's Outcomes | | <ul style="list-style-type: none">• Able to familiarize with the concept community health & public health |

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| | | <ul style="list-style-type: none"> • Able to Develop an understanding about health planning and New horizons of public health. • Able to get introductory knowledge about various health programmes in India and International health organizations |
| Course Content | | |
| Unit 1 | : | Introduction to Community and Public Health |
| 1.1 | : | Community Health: Concept, Definition, Brief History, Factors Affecting Health of Community. |
| 1.2 | : | Public Health: Meaning, Concept, Definition and Objectives. |
| 1.3 | : | Changing Concepts in Public Health. |
| 1.4 | : | Social Health, Family Medicine, Population and Health, Community Diagnosis. |
| Unit 2 | : | Health Planning and Health Care |
| 2.1 | : | Health Planning in Health Care: Concepts, Health Committees, Planning Cycle. |
| 2.2 | : | Health for All, Millennium Development Goals: Targets and Achievements. |
| 2.3 | : | New Horizons in Public Health: Sustainable Development Goals, Telemedicine etc. |
| 2.4 | : | National Health Mission, AYUSH, Medical Tourism. |
| Unit 3 | : | Relevant Health Programmes |
| 3.1 | : | Polio Eradication Program, RNTCP (Tuberculosis), Universal Immunization Programme - Objectives, Initiatives and Achievements. |
| 3.2 | : | Vector Borne Disease Control Program, Diarrhoea Management Programme- Objectives, Initiatives and Achievements. |
| 3.3 | : | Sexually Transmitted Disease and HIV/AIDS Control Program. |
| 3.4 | : | Programmes Related to Control and Prevention of Non-communicable Diseases. |
| Unit 4 | : | Understanding International Organizations |
| 4.1 | : | Structure, Objective and Services of International Health Organizations -World Bank, WHO, UNICEF, UNFPA, UNDP. |
| 4.2 | : | FAO, ILO, USAID, RED CROSS, Care- Structure, Objectives and Services |
| 4.3 | : | Voluntary Health Organizations in India. |
| 4.4 | : | International Health Regulations. |
| Unit 5 | : | Public Health and Nutrition |
| 5.1 | : | Public Health Nutrition: Concept, Meaning, Definition, Brief History |
| 5.2 | : | Micronutrient Deficiency Disorders: Prevalence and Risk Factor |
| 5.3 | : | Undernutrition: Global and Indian Prevalence of Undernutrition, Risk Factors Consequences |
| 5.4 | : | Obesity: Prevalence and Risk Factors- Physical Activity and Inactivity, Screening of those at Nutritional Risk, Life Style Diseases |

Core Readings:

- Carol Holtz, Global Health Care: Issues & Policies Jones and Bartlett Publisher, USA 2008.
- F. Douglas Scutchfield, C. William Keck, Principles of Public Health Practice.
- G.R. Krishnamurthy, A.K. Singh, S. K. Bajpai- Indian Health Scenario (Perspectives and Dimensions) Serial Publication.
- Imrana Qadeer- Public Health in India (2011) Danish Books.
- J. S. Mathur- A Comprehensive Textbook of Community Medicine, CBS Publisher and Distributors 2008
- James F. McKenzie, Robert R. Pinger, Jerome E. Kotecki, An Introduction to Community Health (Fifth edition) Jones and Bartlett Publisher, USA 2005.
- K. Park, Textbook of Preventive & Social Medicine, Banarsidas Bhanot Publishers Jabalpur India.

- Kumar R. Social and Preventive Health Administration, New Delhi: Ashish Publications. 1992.
- Mary Jane Schneider, Introduction to Public Health, Jones and Bartlett Publisher, USA 2004
- Oxfords textbook of Public Health Fifth edition Vol 1,2,3
- Piyush Gupta, O.P. Ghai, Textbook of Preventive & Social Medicine New Delhi: CBS Publishers,
- Sundar Lal, Adarsh, Pankaj, Textbook of Community Medicine (Preventive & Social Medicine), CBS Publishers, New Delhi
- Surendra Singh, P.D. Mishra, Health and Disease: Dynamics and Dimensions, Lucknow: New Royal Book Company. 2000

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Master Thesis

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| Name of the Course | : | Dissertation |
| Course Number | : | SWMT 401 |
| Learner's Objectives | : | <ul style="list-style-type: none"> • To develop ability to initiate and conduct research. • To develop the research skills of identifying and selecting a research area and preparing research proposal. • To develop skills of doing literature review and steps of research methodology. • To be familiarized with the process of data analysis and report writing. • To understand ethical consideration of research. |
| Course Outcomes | | <ul style="list-style-type: none"> • Able to understand how to initiate and conduct research. • Able to understand the research skills of identifying and selecting topic for research • Able to understand skill of doing literature review and data collection and accompanying drawbacks. • Able to understand different steps in conducting research and associated limitations. • Able to do data analysis and report writing. • Able to understand ethics involved in research |
| Course Contents | | |
| Description | | <p>a. In addition to theory courses and Social Work Practicum, each student shall be required to undertake an independent research work and prepare a dissertation based on primary data, during the 4th Semester. The topic of such research dissertation shall be relevant and shall be finalized only after the Department approves the same.</p> <p>b. Each student shall be supervised in their research dissertation by faculty member from the Department. No faculty member shall be permitted to supervise more than fifteen (15) MSW students, in their research dissertation, in an academic year. Periodic individual conference, related to research dissertation of each student, shall be conducted by the field work teacher/supervisor. The</p> |

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| | | <p>teacher/supervisor may also conduct group conference, of students placed under his/her supervision.</p> <p>c. Each student shall be required to take part in Class Room Presentations in the context of research dissertation. Assignments regarding such presentations shall be related to the research methodology and tools of research being developed by the student. The student who fails to take part in such class room presentations shall forfeit the marks earmarked for such activity.</p> <p>d. Such dissertation shall be based on quantitative or qualitative research methods. However, a mixed-method approach, making use of both quantitative and qualitative data is also permissible. The sample size for quantitative research shall not be less than 50 respondents. Not less than 225 hours shall be spent by the student for such research dissertation. Independent passing in Research Dissertation is mandatory for passing the 4th Semester.</p> <p>e. It shall be mandatory for each student to appear for an External Viva Voce in Research Dissertation during the 4th Semester. Such external evaluation and viva voce shall be conducted by an external examiner appointed by the Board of Studies of the Department.</p> |
| Internal | : | Dissertation assessment marks (both internal and external) shall be awarded keeping in view the following break-up – |
| | | Periodic Individual Conference |
| | | Periodic Group Conference |
| | | Class Room Presentation |
| External | | Dissertation Evaluation |
| | | Dissertation Based Viva Voce |

Core Readings:

- Gupta, S.C., 2012, Fundamentals of Statistics, 7th revised ed., Himalaya Publishing House, New Delhi.
- Kothari, C. R., 2004, Research Methodology –Methods and Techniques, 2nd ed.,
- Kumar, R., 2006, Research Methodology, 2nd ed., Pearson Education, New Delhi.
- Laldas, D. K., 2000, Practice of Social Research, Rawat Publication, New Delhi.
- Nicholas Walliman, 2004. Your Undergraduate Dissertation: The Essential Guide for Success (SAGE Study Skills Series). 1 Edition. SAGE Publications Ltd.
- University of Warwick, 2010. Dissertation Guidelines for Undergraduate Study. Available: http://www2.warwick.ac.uk/study/cll/currentstudents/undergraduatemodules/ce302dissertation/dissertation_guidelines_2010.pdf.

Intra-departmental Course

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|---------------------------|---|--|
| Name of the Course | : | Project and NGO Management |
| Course Number | : | SWIRA 401 A |
| Course Objectives | : | <ul style="list-style-type: none"> • To familiarize with all aspects of Project management, Project Planning and the risks encountered • To understanding the concept and approaches of Resource Management • To Learn NGO registration and management process |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to understand the skills and techniques of managing projects along with its risks and delays • Able to know the mechanism and approaches of resource management • Develop the knowledge on different dimensions of NGO formation and management |
| Course Content | | |
| Unit 1 | : | Basics of Project Management |
| 1.1 | : | Project Management: Concept, Meaning, Definitions, Need, Philosophy and Principles |
| 1.2 | : | The Project Life Cycle; Impact of Delays in Project Completion |
| 1.3 | : | Role and Responsibilities of Project Manager |
| Unit 2 | : | Project Planning |
| 2.1 | : | Project Planning: Concept, Meaning, Definitions, Need and Process |
| 2.2 | : | Roles and Responsibilities of Team Work |
| 2.3 | : | Work Break Down Structure |
| Unit 3 | : | Project Risk Management and Project Performance |
| 3.1 | : | Risk, Risk Management and Steps in Risk Management – Risk Identification, Risk Analysis and Reducing Risk |
| 3.2 | : | Project Performance Measurement and Evaluation; Benefits and Challenges of Project Performance Measurement and Evaluation |
| 3.3 | : | Project Quality Management; Controlling Project and Project Proposal Writing-Components and Steps |
| Unit 4 | : | NGO Management |
| 4.1 | : | NGO: Concept, Meaning, Definitions, Functions and Types |
| 4.2 | : | Legal/ Statutory Obligations: 12-A, 80-G, FCRA and Others. |
| 4.3 | : | The Societies Registration Act 1860, Charitable and Religious Trusts Act 1920 |
| Unit 5 | : | Understanding Resource Mobilization |
| 5.1 | : | Resource Mobilization: Concept, Meaning, Definitions, Types of Resources and Resource Allocation |
| 5.2 | : | Mechanism of Resource Mobilization: Foreign Versus Domestic; Approaches of Local Resource Mobilization and Issues Encountered |
| 5.3 | : | Role of Resource Mobilization in Economic Growth and Development |

Core Readings:

- Chandra, P. Projects, Planning, Analysis, Selection, Implementation and Review, Tata Mc. Graw Hell Publishing Co. Ltd. 4th Edition.
- Berkun, S. The Art of Project Management O'reilly Publication.
- Burke, R. Project Management, John Willey & Sons, England.
- Sharma K.R., Project Management National Publishing House.
- Mukherjee, A. Participating Learning Action. Concept Publishing Company, New Delhi.
- Vellivel, S.K. Participation and Sustainable Development: Theory and Practice in Government and NGO's Vetri Publishers, New Delhi.

- Pruthi, R.K. Establishing and Managing Global Civil Society, Arise Publishers & Distributors, New Delhi.
- Goel, O.P. (Ed.) Strategic Management and Policy Issues of NGO's Isha Books, New Delhi.
- Sarkar, A.K., NGO's the New Lexicon of Health Care, Concept Publishing Company, New Delhi.

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|---------------------------|---|---|
| Name of the Course | : | Corporate Social Responsibility and Entrepreneurship |
| Course Number | : | SWIRA 401 B |
| Course Objectives | : | <ul style="list-style-type: none"> • To understand the concept and theoretical framework CSR. • To know the stakeholder of CSR and the role of social worker. • To gain the clarity on the contemporary issues related CSR with entrepreneurship. |
| Course Outcomes | : | <ul style="list-style-type: none"> • Able to understand the concept and theoretical framework CSR. • Able to know the stakeholder of CSR and the role of social worker. • Able to develop the clarity and gain knowledge on the contemporary issues related CSR with entrepreneurship. |
| Course Content | | |
| Unit 1 | : | Introduction to CSR |
| 1.1 | : | History and Evolution of CSR: India and International Context |
| 1.2 | : | CSR: Concept , Meaning, Definitions, Need and Scope |
| 1.3 | : | CSR: Components, Key Drivers, Principles and Approaches |
| Unit 2 | : | Models, Theories and Stakeholder |
| 2.1 | : | Models of CSR: Ackerman's Model, The Pyramid Model, Circle Model, Concentric Circles Model and Stakeholder Model |
| 2.2 | : | Theories of Corporate Social Responsibility |
| 2.3 | : | Stakeholders Engagement: Role of NGOs in Developing CSR, Community Involvement, Interaction in a multi- Stakeholders Context |
| Unit 3 | : | CSR Ethics and Policies |
| 3.1 | : | Ethical Philosophies, Corporate Behavior, Corporate Reputation |
| 3.2 | : | Performance Evaluation: Social Accounting, Aspects of Performance, Environmental Audit, Measurement of Performance, Evaluation of Performance |
| 3.3 | : | CSR Policies: Preparation, Process of Policy Formulation, Factor Influencing CSR |
| Unit 4 | : | Globalization and CSR |
| 4.1 | : | Globalization Affects CSR, Corporate Failure |
| 4.2 | : | Implementing CSR: CSR in Market Place, CSR in Ecological environment |
| 4.3 | : | Social Impact Assessment, CSR Audit, Role of Civil Society and Role of Social Worker in CSR |
| Unit 5 | : | Entrepreneur |
| 5.1 | : | Entrepreneur: Concept, Meaning, Definitions and Types |
| 5.2 | : | Entrepreneurship: Concept, Meaning, Definitions and Types; Social Enterprise |
| 5.3 | : | Social Entrepreneurship: Concept, Meaning, Definitions, Characteristics and Sources |
| 5.4 | : | Models and Success Stories of Social Entrepreneur |

Core Readings:

- Agarwal, S. (2008). Corporate Social Responsibility in India. New Delhi: Sage Publication.
- B.S.Rathore & S.K.Dhaneja , „ Entrepreneurship in the 21st Century“, Rawat Publications,1999
- Baxi, C. (2005). Corporate Social Responsibility: Concepts and Cases: The Indian experience. New Delhi, India: Excel Books.

- Bhattacharya, D. Corporate Social Development: A Paradigm shift. New Delhi: Concept publishing company
- Bradshaw, T. and Vogel, D. (1981). Corporation and their Critiques; Issues and Answer to the Problems of Corporate Social Responsibility. New York: McGraw Hill Book Company
- Brigitte Burger, „The Culture of Entrepreneurship“, Tata Mc-Graw Hill, Latest Edition.
- Crane, A. (2008). Corporate Social Responsibility: Readings and Cases in a Global Context. London: Routledge.
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