

Ref.No. SUK/BOS/ 526

Date:17 /07/2023

To,

The Principals,  
 All Concerned Affiliated Colleges / Institutions.  
 Shivaji University, Kolhapur.

**Subject : Regarding syllabi of M.A. Part – II & Other under the Faculty of Inter-Disciplinary Studies.**

Sir/Madam,

With reference to the subject, mentioned above, I am directed to inform you that the university authorities have accepted and granted approval to the syllabi of M.A. Part - II & Other under the Faculty of Inter-Disciplinary Studies. as per National Education Policy 2020.(NEP)

1)	M.A. Home Science Part - II
2)	Master of Social Work. Part - II
3)	M.A. Tabla Part - II
4)	M.A. Vocal / Instrumental Music Part - II
5)	M.A. Dramatics Part - II

This syllabi shall be implemented from the academic year 2023-2024 onwards. A soft copy containing the syllabi is attached herewith and it is also available on university website [www.unishivaji.ac.in](http://www.unishivaji.ac.in). (Online Syllabus)

The question papers on the pre-revised syllabi of above mentioned course will be set for the examinations to be held in October /November 2023 & March/April 2024. These chances are available for repeater students, if any.

You are, therefore, requested to bring this to the notice of all students and teachers concerned.

Thanking you,

Yours faithfully,

  
 Dr. S.M.Kubal  
 (Dy Registrar)

Copy to:

1	Director, Board of Evaluation and Examination	7	Centre for Distance Education
2	The Dean, Faculty of IDS	8	Computer Centre / I.T.cell
3	The Chairman, Respective Board of Studies	9	Affiliation Section (U.G.) / (P.G.)
4	B.A.,B.Com.,B.Sc. Exam	10	P.G.Admission / P.G.Seminar Section
5	Eligibility Section	11	Appointment Section -A/B
6	O.E. I, II, III, IV Section	12	Dy.registrar (On/ Pre.Exam)

# SHIVAJI UNIVERSITY, KOLHAPUR



Estd. 1962

“A<sup>++</sup>” Accredited by NAAC (2021)

With CGPA 3.52

Faculty of Interdisciplinary Studies

Revised Syllabus in accordance with NEP, 2020

Syllabus for

## MASTER OF SOCIAL WORK

Part -II Sem –III & IV

(Revised Syllabus to be implemented from June, 2023 onwards)

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**Shivaji University, Kolhapur**  
**Rules, Regulations Ordinance and Revised Syllabus for MSW Academic Program,**

**Choice Based Credit System (CBCS)**  
**Introduced from June 2022 onwards**

**(MSW Part II, Syllabus (III and IV Semester) with Revised Rules and Regulations June 2023)**

**1. TITLE:** Master of Social Work

**2. YEAR OF IMPLEMENTATION:**

A new syllabus on MASTER OF SOCIAL WORK will be implemented from the academic year 2022-23 onwards in Shivaji University, Kolhapur.

**3. PREAMBLE:**

The profession of Social Work seeks to improve the quality of life for individuals and to effect system-wide change through the pursuit of social justice. Like any helping profession, such as nursing and teaching, Social Work seeks to help people overcome some of life's most difficult challenges. Social workers not only consider individuals' internal struggles but also work with people to examine their relationships, family structure, community environment, and the systems and policies that impact them to identify ways to help address challenges. Bachelor of Social Work programs prepares students for Generalist social work practice. Students learn to practice social work with individuals, families, groups and communities. Social workers help clients cope with poverty, abuse, addiction, unemployment, educational problems, disability, trauma and mental illness. Social workers provide individual, family and group counselling, case management services, connecting clients with resources and service providers, and other services to empower clients to meet their needs. Master of Social Work programs combines

classroom learning with field education. Students gain work experience while applying their classroom training to real-world work settings. After completing the MSW programme, one can start practising as a Professional Social Worker.

#### **4. GENERAL OBJECTIVES OF THE MASTER OF SOCIAL WORK PROGRAM :**

1. The objective of the M.S.W programme is to impart Social Work education at the postgraduate level to groom competent Social Work professionals who can bring positive change in the world.
2. To conduct Social Work research by involving students to train them in methodologies and techniques of research.
3. To undertake field action projects in Social Work and allied fields and carry out the Institute's social responsibility programmes.
4. To maintain diversity among students and faculty for nurturing cultural exchange and national integration.
5. Organize lectures, seminars, and workshops; publish books and courses to enrich the knowledge base and disseminate current academic information and messages.
6. To collaborate with similar organizations and like-minded professionals for academic excellence and professional growth.
7. To take regular feedback from students and stakeholders to maintain the quality of teaching and learning.

#### **5. DURATION**

- a. The Program shall be a Post-Graduate Full-Time Program
- b. The duration of the Program shall be of Two years /Four Semesters.

#### **6. PATTERN:**

The examination pattern will be Semester with Credit System and Continuous Internal Evaluation [CIE].

#### **7. FEE STRUCTURE:**

##### **i) Entrance Examination:**

The fees for the Entrance Test shall be as per the rules and regulations of the University, applicable from time to time.

\* For international students, the Tuition Fee will be five times (per Govt. norms).

## **8. PROGRAM CENTERS AND INTAKE:**

1. Yashwantaro Chavan School of Social Work Jakatwadi Satara, with existing specializations.
2. MSW Program, Yashwantaro Chavan School of Rural Development, Shivaji University Kolhapur with Two New Specializations, i.e. Human Resource Management (HRD) and Medical and Psychiatric Social Work (MPSW) along with Urban and Rural community Development since academic year 2022-23, applicable in 2023-24 (for MSWII)
3. And as per the rules and regulations of the University, applicable from time to time.

## **9. Admission Committee:**

The composition of the Admission Committee will be as per the rules of Shivaji University.

## **10. MERIT LIST FOR ADMISSION ROUNDS:**

- a. The entrance Test shall be as per the rules and regulations of the University, applicable from time to time
- b. The **centre-wise** entrance will be scheduled.
- c. There will be separate entrance examinations for University Department and affiliated colleges which run the MSW program.
- d. A merit list will be prepared based on an Entrance test.
- e. In case two or more candidates have equal marks in the entrance Test, the total marks obtained by these students in the *Bachelor's degree* examination (qualifying examination) shall be considered.
- f. Even after this, if the students continued to obtain equal position/ merit, then the marks obtained by the students in the subjects excluding English and another language shall be considered.
- g. Even after this, if the students continue to obtain the same merits/ marks, the marks scored in the English language shall be considered.
- h. If the tie continues, the student's age from the date of birth will be considered.

## **11. Reservation:**

The reservation quota for admission will be as per the rules of the State Government.

**12. ELIGIBILITY:**

- a. Candidates who have passed any bachelor's degree of any Statutory/Recognized University/ Authority.
- b. They should have obtained non-zero scores at the Entrance.
- c. However, the admission committee have the right to decide the minimum cut-off score from time to time.
- d. While preparing the Merit list, weightage shall be given to Entrance Test.

**14. MEDIUM OF INSTRUCTION:**

The medium of instruction shall be in English and Marathi

## 15. STRUCTURE OF THE PROGRAM AND SCHEME OF EXAMINATION

### Semester – I, II, III and IV

Paper No.	Program Title	CBCS Title	Semester Exam. Marks	CIE Marks	Total Marks	Duration of Theory Examination
<b>I Semester [First Year]</b>						
MSW: 1.1	Introduction to the social work profession	CC-1.1	60	40	100	3 hrs.
MSW: 1.2	Work with Individuals	CC-1.2	60	40	100	3 hrs.
MSW: 1.3	Work with Groups	CC-1.3	60	40	100	3 hrs.
MSW: 1.4	Human Growth and Development	CC-1.4	60	40	100	3 hrs.
MSW: 1.5	Social work Practicum	CC-1.5	-	-	200	-
MSW: 1.6	Communication Skills	AECC -1	60	40	100	3 hrs.
MSW: 1.7	Social Exclusion and Human Rights	DSEC-1.1	60	40	100	3 hrs.
	OR					
	Sociology for Social Workers	DSEC-1.2	60	40	100	3 hrs.
MSW: 1.8	Paralegal Studies	OEC-1.1	60	40	100	3 hrs.
	OR					
	Disaster, Displacement and Rehabilitation	OEC-1.2	60	40	100	3 hrs.
<b>II Semester [First Year]</b>						
MSW: 2.1	Orientation of Ideologies to Social Work	CC-2.1	60	40	100	3 hrs.
MSW: 2.2	Sustainable Development Goals- I	CC-2.2	60	40	100	3 hrs.
MSW: 2.3	Work with Communities and Social Action	CC-2.3	60	40	100	3 hrs.

MSW: 2.4	Social Work Research and Statistics	CC-2.4	60	40	100	3 hrs.
MSW: 2.5	Social work Practicum	CC-2.5	-	-	200	-
MSW: 2.6	Computer Application for social work	AECC -2	60	40	100	3 hrs.
MSW: 2.7	Research Project Work	DSEC-2.1	-	100	100	3 hrs.
	OR					
	Term Paper	DSEC-2.2	-	100	100	3 hrs.
MSW: 2.8	Health and Nutrition	OEC-2.1	60	40	100	3 hrs.
	OR					
	Political Economy	OEC-2.2	60	40	100	3 hrs.

### MSW Part II

Paper No.	Program Title	Title	Theory Exam. Marks	CIE Marks	Total Marks	Duration of Theory Examination
<b>Semester- III [ Second Year] (Human Resource Development Specializations )</b>						
MSW (All): 3.1	Social Policy Planning and Development (Common )	CC (All) 3.1	60	40	100	3 hrs.
MSW (HRD): 3.2	Human Resource Management	CC (HRD) 3.2	60	40	100	3 hrs.
MSW (HRD): 3.3	Organizational Behavior and Industrial Relations	CC (HRD)3.3	60	40	100	3 hrs.
MSW (HRD): 3.4	Fieldwork Practicum	AECC (HRD)3.4	-	-	100	-
MSW (HRD): 3.5	Business Communication And Knowledge Management	DSEC (HRD)3.1	60	40	100	3 hrs.
	OR					
	Compensation Management and Social Security	DSEC (HRD)3.2	60	40	100	3 hrs.



Paper No.	Program Title	Title	Semester Exam. Marks	CIE Marks	Total Marks	Duration of Theory Examination
<b>Semester- III [Second Year] (Urban Rural and Tribal Community Development Specializations )</b>						
MSW (All): 3.1	Social Policy Planning and Development(Common )	CC (All): 3.1	60	40	100	3 hrs.
MSW (URCD): 3.2	Urban, Rural and Tribal Community Development	CC (URCD):3.2	60	40	100	3 hrs.
MSW (URCD): 3.3	Gender and Development	CC (URCD):3.3	60	40	100	3 hrs.
MSW (URCD): 3.4	Fieldwork Practicum	AECC (URCD):3.1	-	-	100	-
MSW (URCD): 3.5	Environment and Energy management	DSEC (URCD):3.1	60	40	100	3 hrs.
	OR					
	Tourism and Development	DSEC (URCD):3.2	60	40	100	3 hrs.
Paper No.	Program Title	Title	Semester Exam Marks	CIE Marks	Total Marks	Duration of Theory Examination
<b>Semester- III [Second Year] ( Medical and Psychiatric Social Work Specializations )</b>						
MSW (All): 3.1	Social Policy Planning and Development (Common )	CC (All): 3.1	60	40	100	3 hrs.
MSW (MPSW): 3.2	Preventive and social medicine	CC (MPSW):3.2	60	40	100	3 hrs.
MSW (MPSW): 3.3	Positive psychology	Mandatory (MPSW):3.3	60	40	100	3 hrs.
MSW (MPSW): 3.4	Fieldwork Practicum	AECC (MPSW): 3.4	-	-	100	3 hrs.
MSW (MPSW): 3.5	Clinical psychiatry and Psychiatric Social work	DSEC (MPSW):3.1	60	40	100	3 hrs.
	OR					
	Hospital Management and Public Health	DSEC (MPSW):3.2	60	40	100	3 hrs.

Paper No.	Program Title	Title	Semester Exam Marks	CIE Marks	Total Marks	Duration of Theory Examination
<b>Semester- IV [ Second Year] (Human Resource Development Specializations )</b>						
MSW (All): 4.1	Corporate Social Responsibility(Common )	CC (All): 4.1	60	40	100	3 hrs.
MSW (All): 4.2	Social Legislations(Common )	CC (All): 4.2	60	40	100	3 hrs.
MSW (HRD): 4.3	Labor Laws	CC (HRD):4.3	60	40	100	3 hrs.
MSW (HRD): 4.4	Fieldwork Practicum	AECC (HRD)4.4	-	-	100	-
MSW (HRD): 4.5	Strategic and quality management	DSEC (HRD):4.1	60	40	100	3 hrs.
	OR					
	International HRM and Business Economics	DSEC (HRD)4.2	60	40	100	3 hrs.

Paper No.	Program Title	Title	Semester Exam. Marks	CIE Marks	Total Marks	Duration of Theory Examination
<b>Semester- IV [Second Year] (Urban Rural and Tribal Community Development Specializations )</b>						
MSW (All): 4.1	Corporate Social Responsibility(Common )	CC (All) : 4.1	60	40	100	3 hrs.
MSW (All): 4.2	Social Legislations(Common )	CC (All): 4.2	60	40	100	3 hrs.
MSW (URCD): 4.3	Local Self-Governments for Urban, Rural and Tribal Communities	CC (URCD):4.3	60	40	100	3 hrs.
MSW (URCD): 4.4	Fieldwork Practicum	AECC (URCD):4.4	-	-	100	-
MSW (URCD): 4.5	Developmental Programs for Urban, Rural and Tribal Communities	DSEC (URCD):4.1	60	40	100	3 hrs.
	OR					
	Livelihood and Social Audit	DSEC (URCD):4.2	60	40	100	3 hrs.

<b>Paper No.</b>	<b>Program Title</b>	<b>Title</b>	<b>Semester Exam Marks</b>	<b>CIE Marks</b>	<b>Total Marks</b>	<b>Duration of Theory Examination</b>
<b>Semester -IV [Second Year] with ( Medical and Psychiatric Social Work Specializations )</b>						
MSW (All): 4.1	Corporate Social Responsibility(Common )	CC (All):4.1	60	40	100	3 hrs.
MSW (All): 4.2	Social Legislations(Common )	CC (All): 4.2	60	40	100	3 hrs.
MSW (MPSW): 4.3	Counselling and Psychotherapy	CC (MPSW): 4.3	60	40	100	3 hrs.
MSW (MPSW): 4.4	Fieldwork Practicum	AECC (MPSW): 4.4	-	-	100	3 hrs.
MSW (MPSW): 4.5	Gerontology and People with Disability	DSEC (MPSW):4.1	60	40	100	3 hrs.
	OR					
	Social work practice in Hospitals and Rehabilitation	DSEC (MPSW):4.2	60	40	100	3 hrs.

**16. SCHEME OF TEACHING: -**

The scheme of teaching and examination should be given as applicable to MSW.

**FIRST-YEAR/ SEMESTER – I/ II**

Sr. No.	Subject /Paper	Teaching Scheme (Hrs./Week)				Examination Scheme (Marks)		
		L	T	P	Total	Theory	Term Work	Total
MSW: 1.1	Introduction to the social work profession	3	3	-	3	60	40	100
MSW: 1.2	Work with Individuals	3	3	-	3	60	40	100
MSW: 1.3	Work with Groups	3	3	-	3	60	40	100
MSW: 1.4	Human Growth and Development	3	3	-	3	60	40	100
MSW: 1.5	Social work Practicum	15		15	15	-	200	200
MSW: 1.6	Communication Skills	3	3	-	3	60	40	100
MSW: 1.7	Social Exclusion and Human Rights	3	3	-	3	60	40	100
	Sociology for Social Work	3	3	-	3	60	40	100
MSW: 1.8	Paralegal Studies	3	3	-	3	60	40	100
	Disaster, Displacement and Rehabilitation	3	3	-	3	60	40	100
MSW: 2.1	Orientation of Ideologies to Social Work	3	3	-	3	60	40	100
MSW: 2.2	Sustainable Development Goals- I	3	3	-	3	60	40	100
MSW: 2.3	Work with Communities and Social Action	3	3	-	3	60	40	100
MSW: 2.4	Social Work Research and Statistics	3	3	-	3	60	40	100

MSW: 2.5	Social work Practicum	15		15	15	-	200	200
MSW: 2.6	Computer Application for social work	3	3	-	3	60	40	100
MSW: 2.7	Research Project Work	3	3	-	3	-	100	100
	Term paper	3	3	-	3	-	100	100
MSW: 2.8	Health and Nutrition	3	3	-	3	60	40	100
	Political Economy	3	3	-	3	60	40	100

### **SECOND -YEAR/ SEMESTER – III/ IV**

Sr. No.	Subject /Paper	Teaching Scheme (Hrs./Week)				Examination Scheme (Marks)		
		L	T	P	Total	Theory	Term Work	Total
Semester- III [ Second Year] (Human Resource Development Specializations )								
MSW (All): 3.1	Social Policy Planning and Development (Common )	3	3	-	3	60	40	100
MSW (HRD): 3.2	Human Resource Management	3	3	-	3	60	40	100
MSW (HRD): 3.3	Organizational Behavior and Industrial Relations	3	3	-	3	60	40	100
MSW (HRD): 3.4	Fieldwork Practicum	15		15	15	-	100	100
MSW (HRD): 3.5	Business Communication and Knowledge Management	3	3	-	3	60	40	100
	Compensation Management and Social Security	3	3	-	3	60	40	100
Semester- III [Second Year] (Urban Rural and Tribal Community Development Specializations )								
MSW (All): 3.1	Social Policy Planning and Development(Common )	3	3	-	3	60	40	100

MSW (URCD): 3.2	Urban, Rural and Tribal Community Development	3	3	-	3	60	40	100
MSW (URCD): 3.3	Gender and Development	3	3	-	3	60	40	100
MSW (URCD): 3.4	Fieldwork Practicum	15		15	15	-	200	200
MSW (URCD): 3.5	Environment and Energy management	3	3	-	3	60	40	100
	OR							
	Tourism and Development		3	-	3	60	40	100
<b>Semester- III [Second Year] ( Medical and Psychiatric Social Work Specializations )</b>								
MSW (All): 3.1	Social Policy Planning and Development (Common )	3	3	-	3	60	40	100
MSW (MPSW): 3.2	Preventive and social medicine	3	3	-	3	60	40	100
MSW (MPSW): 3.2	Positive psychology	3	3	-	3	60	40	100
MSW (MPSW): 3.2	Fieldwork Practicum	15		15	15	-	200	200
MSW (MPSW): 3.2	Clinical psychiatry and Psychiatric Social work	3	3	-	3	60	40	100
	OR							
	Hospital Management and Public Health	3	3	-	3	60	40	100
<b>Semester- IV [ Second Year] (Human Resource Development Specializations )</b>								
MSW (All): 4.1	Corporate Social Responsibility(Common )	3	3	-	3	60	40	100
MSW (All): 4.2	Social Legislations(Common )	3	3	-	3	60	40	100
MSW (HRD): 4.3	Labor Laws	3	3	-	3	60	40	100
MSW (HRD): 4.4	Fieldwork Practicum	15		15	15	-	200	200
MSW (HRD): 4.5	Strategic and Quality Management	3	3	-	3	60	40	100

	OR							
	International HRM and Business Economics	3	3	-	3	60	40	100
<b>Semester- IV [Second Year] (Urban Rural and Tribal Community Development Specializations )</b>								
MSW (All): 4.1	Corporate Social Responsibility(Common )	3	3	-	3	60	40	100
MSW (All): 4.2	Social Legislations(Common )	3	3	-	3	60	40	100
MSW (URCD): 4.3	Local Self-Governments for Urban, Rural and Tribal Communities	3	3	-	3	60	40	100
MSW (URCD): 4.4	Fieldwork Practicum	15		15	15	-	200	200
MSW (URCD): 4.5	Developmental Programs for Urban, Rural and Tribal Communities	3	3	-	3	60	40	100
	OR							
	Livelihood and Social Audit	3	3	-	3	60	40	100
<b>Semester -IV [Second Year] with ( Medical and Psychiatric Social Work Specializations )</b>								
MSW (All): 4.1	Corporate Social Responsibility(Common )	3	3	-	3	60	40	100
MSW (All): 4.2	Social Legislations(Common )	3	3	-	3	60	40	100
MSW (MPSW): 4.3	Counselling and Psychotherapy	3	3	-	3	60	40	100
MSW (MPSW): 4.4	Fieldwork Practicum	15		15	15	-	200	200
MSW (MPSW): 4.5	Gerontology and People with Disability	3	3	-	3	60	40	100
	Social work practice in Hospitals and Rehabilitation	3	3	-	3	60	40	100

## 17. SCHEME OF EXAMINATION: SEMESTER WITH CIE AND CREDIT SYSTEM

### 1. THE NUMBER OF THEORY COURSES AND PRACTICAL COURSES:

The Entire MSW Program shall have 28 theory courses, each with 100 marks. Four practical courses [Every semester shall have one practical paper] carrying 200 Marks divided into 150 marks for the field work visits (minimum 150 hours per semester including orientation visits during the Program work) and 50 marks for viva-voce.

### 2. SEMESTER EXAMINATION:

The examination system would be Semester with a credit system and Continuous Internal Evaluation (CIE). The examination shall be conducted at the end of each semester.

### 3. CIE COMPONENT:

**Criteria for Continuous Internal Evaluation:** The total CIE component carries 40 Marks for each theory paper, which is divided as follows:

#### For MSW I, Semester I and II

	Semester and Marks			
CIE component	I	II	III	IV
Attendance	10	10	10	10
Article Review	5	5	5	5
Class Participation	5	5	5	5
Seminar Presentation	10	10	10	10
Book Review (Book of minimum 100 pages)	10	10	10	10
<b>Total</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>

#### For MSW II, Semester III and IV

	Semester and Marks			
CIE component	I	II	III	IV
Attendance	10	10	10	10
Class Participation	10	10	10	10
Seminar Presentation	10	10	10	10



Class Assignment	10	10	10	10
<b>Total</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>

4. **Class Assignment:** If any unforeseen or unpredictable event fails any of the students fail to appear for the Class Assignment or fails in the Class Assignment, the re-Class Assignment examination for such students can be held during the same Semester.
5. **SEMESTER-Re-Examination:** If candidates fail in any course in any semester examination, they can appear for the re-examination in the subsequent semester.
6. The ATKT rules framed by the University apply to the Program.

#### 18. STANDARD OF PASSING:

- 1) In every paper, a candidate should obtain a minimum of 40 % of the total marks, i.e. 24 out of 60 marks.
- 2) For every CIE component, a candidate should obtain a minimum of 40 % of the total marks, i.e. 16 out of 40 marks.
- 4) A candidate must obtain minimum marks in both the Heads of Passing. In other words, they must pass both the Semester and CIE examinations.
- 5) For the practical work (200 marks) and viva voce (50 marks), a candidate should obtain 40% marks, i.e. 60 marks and 20 marks, respectively.
- 6) The other details regarding passing standards, credits, Grade-points and Grades have been given under Credit System.

#### 18. Credit System:

##### *Introduction:*

Students can earn credit towards their post-graduation through credit allotted to the course or the Program. The credit system permits to follow horizontal mobility toward the post-graduation Courses irrespective of the faculty's boundaries or within the faculty's boundaries. Besides, it provides a cafeteria approach to higher education. A scheme has been worked out to put the credit system within the framework of the present education system in the University.

##### *What is Credit?*

Credits are a value allocated to Course units to describe the student's workload (i.e. Lectures, Practical work, Seminars, personal work in the library or at home and examinations or other assessment activities) required to complete them. They reflect the quantity of work each course requires, concerning the total quantity of work necessary to complete during a full year of academic study in the Department. Credit thus expresses a relative value.

Students will receive credit through various testing courses if they have studied a subject independently or have completed department-level regular coursework. The objective of the credit system is to guarantee the academic recognition of studies throughout the world, enabling students to have access to regular vertical and or horizontal courses in any Institution

or the Universities in the world.

***Mechanism of Credit System:***

Credit is a kind of weightage given to the contact hours to teach the prescribed syllabus, which is in a modular form. Normally one credit is allotted to 15 contact hours. It is 30 contact hours in the European system. The instructional days as worked out by the UGC, are 180 days (30 Weeks). The paper-wise instructional days with a norm of 4 contact hours per week per paper will be 120 days. That is, 60 days or 60 contact hours per paper shall be completed during each semester session. By converting these contact hours into credit at the rate of 15 contact hours for each subject, four credits will be allotted to each paper.

**GRADE POINTS TABLE**

Theory Paper Grade Points: Conversion: The marks obtained by a candidate in each Theory paper and CIE (out of 100) or any fractions like 80: 20 shall be converted into grades based on the following table:

<b>Range of Marks obtained out of 100</b>	<b>Grade Points</b>	<b>Range of Marks obtained out of 100</b>	<b>Grade Points</b>
00 to 5	0	51 to 55	5.5
6 to 10	1	56 to 60	6
11 to 15	1.5	61 to 65	6.5
16 to 20	2	65 to 70	7
21 to 25	2.5	71 to 75	7.5
26 to 30	3	76 to 80	8
30 to 35	3.5	81 to 85	8.5
36 to 40	4	86 to 90	9
41 to 45	4.5	91-95	9.5
46 to 50	5	95-100	10

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## LETTER GRADES AND CGPA CREDIT POINTS

GRADES	CGPA CREDIT POINTS
O	8.60 To 10
A+	7.00 To 8.59
A	6.00 To 6.99
B+	5.50 To 5.99
B	4.50 To 5.49
C	4.00 To 4.49
D	0.00 To 3.99

## OVERALL GRADING

Overall Final Grades	Class		Grade
8.60 To 10	Higher Distinction Level	Extra Ordinary	O
7.00 To 8.59	Distinction Level	Excellent	A+
6.00 To 6.99	First Class	Very Good	A
5.50 To 5.99	Higher Second Class	Good	B+
4.50 To 5.49	Second Class	Satisfactory	B
4.00 To 4.49	Pass	Fair	C
0.00 To 3.99	Fail	Unsatisfactory	D

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## CREDIT SYSTEM

Students can earn credit towards their post-graduation through credit allotted to the course or the Program. The credit system permits to follow horizontal mobility toward the post-graduation Programs irrespective of the faculties' boundaries or within the faculties' boundaries. Besides, it provides a cafeteria approach to higher education. A scheme has been worked out to put the credit system within the framework of the present education system in the University.

**Mechanism of Credit System:** Credit is a kind of weightage given to the contact hours to teach the prescribed syllabus, which is in a modular form. Normally one credit is allotted to 15 contact hours. It is 30 contact hours in the European system. The instructional days as worked out by the UGC, are 180 days (30 Weeks). The paper-wise instructional days with a norm of 4 contact hours per week per paper will be 120 days. That is, 60 days or 60 contact hours per paper shall be completed during each semester session. By converting these contact hours into credit at the rate of 15 contact hours for each subject, four credits will be allotted to each paper.

### COMPUTATION OF SGPA & CGPA

**Semester Grade Point Average (SGPA):** The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the Courses taken by a student and the sum of the number of credits of all the Programs undergone by a student.

**Cumulative Grade Point Average (CGPA):** The CGPA is also calculated in the same manner taking into account all the Courses undergone by a student over all the semesters of a programme. The SGPA and CGPA shall be rounded to 2 decimal points and reported in the transcripts.

### ILLUSTRATION OF SGPA CALCULATION

Program	Credit	Grade Point	Letter Grade	Credit Point (Credit X Grade Point)
Program 1	4	8	A+	32
Program 2	4	7	A+	28
Program 3	4	6	A	24

Program 4	4	5	B	20
Program 5	4	5	B	20
Program 6	4	6	A	24
Program 7	4	7	A+	28
Program 8	4	9	O	36
	32			212
<b>SGPA =212/ 32 =6.62</b>				

### ILLUSTRATION OF CGPA COMPUTATION

Semester I	Semester II	Semester III	Semester IV
Credit: 36 SGPA:6.9	Credit: 36 SGPA:7.8	Credit: 36 SGPA:5.6	Credit: 36 SGPA:6.0
<b>CGPA =(36 x 6.9 + 36 x 7.8 + 36 x 5.6 + 36 x 6.0 /212 = 4.46</b>			

### 19. NATURE OF QUESTION PAPER AND SCHEME OF MARKING: -

<b>CC 1.1.</b>	
<b>Day:</b>	<b>Duration:</b> 3 Hours
<b>Date:</b>	<b>Total Marks:</b> 60
<b>Instructions:</b>	

- A) Question no. 1 and 7 is compulsory.
- B) The figures to the right indicate full marks.

C) The minimum passing mark is 24.

<b>Section I: Short notes (Maximum 200 words) -Answer any 4</b>	<b>4x5=20</b>
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- 1) Question from Unit 1
- 2) Question from Unit 2
- 3) Question from Unit 3
- 4) Question from Unit 4
- 5) Question from Unit 5
- 6) Question from Unit 6

<b>Section II: Descriptive Questions (Maximum 400 words) –Answer any 4</b>	<b>4x10=40</b>
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- 7) A generic Question, which covers the entire syllabus.
- 8) Question from Unit 6
- 9) Question from Unit 5
- 10) Question from Unit 4
- 11) Question from Unit 3
- 12) Question from Unit 2 or 1

#### **A) Viva-Voce**

A viva-voce examination shall be conducted for each candidate in all semesters. The viva-voce Examination for 80 marks will be conducted by the committee consisting of the Coordinator / Chairman (appointed by the Exam Department of the University in the respective exam), teacher/ Fieldwork supervisor and one external examiner (appointed by the Exam Department of the University in the respective exam).

#### **20. EQUIVALENCE FOLLOWING TITLES AND CONTENTS OF COURSE - (FOR REVISED SYLLABUS): NOT APPLICABLE**

#### **21. SPECIAL INSTRUCTIONS, IF ANY:**

At the beginning of the third semester, an eligible student will apply for the Specialization they want by writing an application. It should be submitted to the concerned Department where they are studying within the stipulated time. After receiving such applications, the Department scrutinized the application for eligibility and their overall performances in the first and second semesters. The specializations mentioned in this Program structure will be offered subject to a minimum of five students opting for the specialization

## 22. SYLLABUS COPY

### MSW-II, SEMISTER III (HUMAN RESOURCE MANAGEMENT)

MSW Part II Sem. III (All ) Paper No. 3.1, Core Course, CC- 3.1		SOCIAL POLICY, PLANNING AND DEVELOPMENT
<b>Specific Objectives:</b>		
<ol style="list-style-type: none"> <li>1. Gain knowledge of policy analysis and the policy formulation process.</li> <li>2. Acquire skills in critical analysis of social policies and development plans.</li> <li>3. Develop an understanding of social policy in the perspective of national goals as stated in the Indian Constitution.</li> <li>4. Critically understand the concept of social development.</li> <li>5. Develop the capacity to identify linkages among social needs, problems, development issues and policies.</li> <li>6. Locate strategies and skills necessary for social development and reinforce values of social justice, gender justice and equality.</li> </ol>		
		Lectures
<b>Unit – I</b>	<b>Social Policy Meaning and Concept</b>	15
	A Concept of social policy and social policy as an instrument of Social Justice	
	B Policy and concerned concepts : Human Rights, Social welfare, Social Justice, Affirmative action	
	C Different models of social policy and their applicability to the Indian situation	
	D Role of Social Worker in policy formulation and planning	
<b>Unit – II</b>	<b>Social Policy and various sources of social policy</b>	
	A Constitutional provisions (i.e. Preamble, the Directive Principles of State Policy and Fundamental Rights and other related articles),	
	B Social movements, Pressures groups,	
	C Ideologies of manifesto of political parties	
	D International treaties.	
<b>Unit - III</b>	<b>Sectoral Social Policies in India-I</b>	15
	A Education Policies and their implementation	
	B Health Policies and their implementation	
	C Environment Policies and their implementation	
	D Population and family welfare Policies and their implementation	
<b>Unit - IV</b>	<b>Sectoral Social Policies in India-II</b>	

	A	Women Empowerment Policies and their implementation	
	B	Child Development Policies and their implementation	
	C	Poverty alleviation policies and their implementation:, ,	
	D	Policies for weaker sections and their implementation	
Unit - V	<b>Social Planning:</b>		15
	A	Concept of social planning, scope, The NITI Aayog– DPDC and Panchayat Raj	
	B	Role of Union and state government	
	C	Role of commissions and corporations, need for decentralization	
Unit - VI	<b>Social Development</b>		15
	A	Concept of social development, Sustainable Development,	
	B	Approaches to development: Development indicators	
	C	Current Debates of development.	
	D	Social Development in India: Rural development: agrarian and land reforms; Green Revolution - Industrialization and urban development <u>- Labor relations -Gender Issues</u>	

#### Readings:

Aloned shamsher and Nafees Ansari(2005), Planning Commission fifty of planned and Social Sector, Indian Jurnal of public administration, vol 1103(jule,sept.)

Bagchi, A. K. 1982 *Political Economy of Underdevelopment*, Cambridge: Cambridge University Press.

Bandyopadhyay, D. 1997 "*People's Participation in Planning : Kerala Experiment*", Economic and Political Weekly, Sept. 24, 2450-54.

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### MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

HUMAN RESOURCE MANAGEMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3. 2	04	60	60	40	3 Hours

#### Learning objectives:

1. Appreciate the importance of human resource management as a field of study and as a central management function
2. Know the elements of the HR function and be familiar with each element's key concepts & terminology
3. To acquire the skills needed for HR personnel

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#### Module 1: Introduction to Human Resource Management

10 Sessions

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Definition, Concept and Functions of Human Resource Management, Significance of Human Resource Management, Objectives of Human Resource Management, Process of Human Resource Management, Functional Areas of Human Resource Management, Changing Role of Human Resource Management, Factors Affecting Environment of HRM, Recent Development in Human Resource Management.

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#### Module 2: Human Resource planning

10 Sessions

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Meaning of HRP, Objectives, Need & Process of HRP, Factors affecting HRP, Methods and Techniques: Demand Management, Supply Management, HR forecasting Techniques. Talent Acquisition, Recruitment and Selection: Definition & Concept of Recruitment, Objectives of Recruitment, Process of Recruitment, Sources of Recruitment, Factors Affecting Recruitment, Recruitment Policy. Definition & Concept of Selection, Essentials of Selection Procedure, Selection Process, Formalities after Selection. Placement, Induction, Attrition management.

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#### Module 3: Human Resource Development

10 Sessions

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Definition & Concept of HRD, Significance of HRD, Features of HRD, Objectives of HRD, Training and Management Development: Definition & Meaning of Training, Need for Training, Process of Training, Training Need Analysis, Methods of Training, Advantages of Training, Concept of Management Development, Management Development Methods, Differences between Training and Development, Evaluation of Training and Management Development, Career and Succession Planning, Career Development, Knowledge Management. Personnel Records: Concept, Types & Purpose of Personnel Record.

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#### Module 4: Performance and Compensation Management

10 Sessions

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Performance Management System: Concept of PMS, Components of PMS, Importance of PMS, Objectives of PMS, Benefits of PMS, Process of PMS, Methods of PMS, KPI, KRA.

Compensation Administration: Meaning, Components & Objectives of Compensation, Meaning of Compensation Administration, Principles governing Compensation Administration, Purpose of Compensation Administration, Pay Structure, Wage Policy, Wage Determination, Pay Grades, Wage Surveys, Pay roll management, Concept of Rewards and Incentives, Fringe benefits.

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**Module 5: Organizational Development:**

**10 Sessions**

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Concept of Organizational Development, Characteristics & Values of OD, Organizational Culture, Quality of Work Life, Employee Engagement, Industrial Health, Industrial Safety, Work Life Balance, Quality Management Systems, Retirement Benefits, HR Audit.

**Module 6: Job Evaluation**

**10 Sessions**

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Job Evaluation: Concept, Objectives, Techniques, Advantages and Limitations of Job Evaluation.

Job Analysis: Concept, Process & Methods, Job Description, Job Specification. Competency mapping, Skill metrics.

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1. Flippo, Edwin: Principles of Human Resource Management, Prentice Hall of India Pvt Ltd., 2002
2. Armstrong, Michael. A Handbook of Human Resource Management Practices. Kogan Page Publishers
3. Richard . B Renckly : Human Resources., Barron`s Publishing.,2004
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### MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

<b>ORGANIZATIONAL BEHAVIOR AND INDUSTRIAL RELATIONS</b>					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.3	04	60	60	40	3 Hours

1. Understand organisation and management process.
2. Understand the dynamics of human behaviour in organisational settings
3. Acquire skills in tapping the talents in each employee

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#### **Module1: Introduction to Organizational Behavior** **10 Sessions**

Introduction, Historical Perspective, Approaches, Importance and characteristics, Framework for Learning OB, Contributing disciplines to OB, challenges and opportunities of OB, Globalization and OB.

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#### **Module 2: Individual Level Behavior** **10 Sessions**

Personality - Definition and Determinants, Personality Traits, Personality Attributes affecting OB, Definition of Perception, Values, Attitudes, Learning, Personality. Definition and Concept of Emotions, Emotional Intelligence. Definition and Importance of Motivation, Contemporary Theories in Motivation, Motivational Tools in Organization, Decision making.

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#### **Module: 3 Group Dynamics** **10 Sessions**

Group dynamics: Introduction, Concept of Groups, Stages of Group Formation and Group Process, Work Group Behavior, Factors that Affect Group Behavior, Implications of Group Process for Organizations, The team: Introduction, Definition and Overview of a Team, Key Issues in Team Building, Cross Functional Teams, Communication and group decision making, leadership, power and politics. Learning Organization, Organizational Change, nature of change process, strategic planning for change.

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#### **Module 4: Conceptual framework of Industrial Relation** **10 Sessions**

Concept, Scope and Approaches to Industrial Relations: The systems model, The Pluralist Approach, the Structural Contradictions Perspective, Evolution of Industrial Relations and Current Developments.

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#### **Module: 5 Trade unionism** **10 Sessions**

Emergence, history, growth of Trade Union as an Organization, Structure, Size, Affiliation, Membership, Finance, Leadership, Trade Union recognition and registration, Trade Union politics Linkage, Implications, Trade Union Democracy ,White collar unionism, Trade Unionism in the unorganized sector. Concepts and Theories of Collective Bargaining, Bargaining Process and Agreements. Problems of Unorganized Sector.

The Bombay Industrial Relations Act, The Trade Unions Act 1926, The Maharashtra Recognition of Trade Unions & Prevention of Unfair Labour Practices Act, 1971.

Grievance, Grievance Handling Procedure, Employee Misconduct and Disciplinary Procedure: Meaning and Objectives of Discipline, Disciplinary Policy, Disciplinary Action – Penalties, Procedure for Disciplinary Action, Employee Participation in Management, Definition, Concept, Objectives, Types & Principles of Employee Welfare, Statutory and Non-Statutory Welfare Measures, Labour Welfare Fund.

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6. C.S Venkataratnam : Industrial Relations, Oxford University Press, 2006
7. R. Sivarethinamohan : Industrial Relations And Labour Welfare: Text And Cases, PHI Learning Pvt. Ltd., 2010.
8. Philip Lewis, Adrian Thornhill, Mark Saunders : Employee Relations: Understanding the Employment Relationship, Pearson Education Ltd., 2003
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### MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

BUSINESS COMMUNICATION AND KNOWLEDGE MANAGEMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.	04	60	60	40	3 Hours

#### Learning Objectives

1. Familiarize the students with the basic concepts of business communication in the Organisational context.
2. develop skills to make use of different media for effective communication
3. Understand managerial communication
4. Equip students to apply IT and audio visual tools for effective communication
5. To make the students realize the importance of capturing knowledge elements and its structures application as a competitive advantage to business.

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<b>Module 1: Basics of Business Communication</b>	<b>15</b>	<b>Sessions</b>
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Communication: Definition, Elements, Types of Communication, Business Communication: Meaning, Types of Business Communication, Guidelines for Written Business Communication, Principles of Business Writing, Types of Meetings and recording.

Writing Circulars and Notices: Electronic Media, Intranet, communicating through Email Knowing the principles for writing effective minutes, emails, and reports,

Writing Business Letters: Principles of Business Letter Writing, Types of Business Letters, Format for Business Letters, Communication with Media through News Releases, Communication about the Organization through Advertising.

Writing Business Reports: Types of Business Reports, Format for Business Reports, Steps in Report Preparation.

Database Management System.

Guidelines to successful interviews, making effective presentations, Integrating audiovisual media with a presentation.

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<b>Module: 2 Drafting official written communication</b>	<b>10 Sessions</b>
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Pre employment : Employment application form, call letter for interview, interview evaluation form, reference check form, Post selection: Appointment letter, joining report, On the job-confirmation letter, transfer order, performance appraisal form, Agreements: Training cum employment agreement for a short period, Agreement with a security contractor, canteen contractor, Annual Maintenance contract (AMC), Charge sheet, Domestic Enquiry: Procedure

for recording evidence, finding report of the enquiry officer, enquiry report, appointment letter to enquiry officer, notice to charge sheeted employee, show cause notice with enquiry report, maintenance of personal record.

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**Module 3: Communication with Statutory authorities and employees 05 Sessions**

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Communication with Statutory authorities: Notices: Notice for Change, retrenchment, layoff, lock out etc. under Industrial Disputes Act 1947, Accident report, withholding annual increments, discharge to probationer, habitually overstaying on leave. Office orders, Warnings for various misconducts, Separation: resignation acceptance, no dues clearance form, full and final settlement form, exit interview form.

**Module 4:** Introduction to KM, History of KM, Importance of KM, Information Management to Knowledge Management, K M Cycle, Industrial Economy to Knowledge Economy

**Module 5:** Mechanics of Knowledge Management–Tools and Technologies, Communities of Practice and Knowledge conversion, the knowledge Management Matrix.

**Module 6:** Social Nature of Knowledge, Social Network Analysis, Obstacles to knowledge sharing, Organizational learning & Social Capital. Knowledge Application – Individual level, Group level & Organization Level.

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1. Urmila Rai and S. M Rai , Effective Communication (Himalaya Publishing House)
2. Doctor and Doctor , Business Communication (Sheth Publishers Pvt. Ltd.)
3. Shirley Taylor, Communication for Business, Pearson Education, New Delhi
4. Raymond Lesikar, Marie E Flatley, Basic Business Communication –(Tata McGraw –Hill)
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12. Fernandez I. B. and Sabherwal, R. (2010). Knowledge Management: System and Resources. PHI Delhi.
13. Kimiz Dalkir (2005). Knowledge Management in Theory and Practice. Elsevier
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## MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

COMPENSATION MANAGEMENT AND SOCIAL SECURITY					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSEC 3.2	04	60	80	20	3 Hours

### Learning objectives

1. Understand Compensation Management.
2. Impart knowledge of Pay Roll System.
3. Understand concept of Social Security.
4. To understand various Social Security Schemes, Acts & the compliances under labour laws

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#### Module 1: Compensation Administration 10 Sessions

Compensation Administration: Meaning, Components & Objectives of Compensation, Meaning of Compensation Administration, Principles governing Compensation Administration, Purpose of Compensation Administration.

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#### Module 2: Pay Roll Management 10 Sessions

Pay Structure, Wage Policy, Wage Determination, Pay Grades, Wage Surveys, Pay roll management, Concept of Rewards and Incentives, Fringe benefits, Software's used in Pay Roll Management.

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#### Module 3: Industrial Laws related to wages and bonus 10 Sessions

The Payment of Wages Act 1947, The Minimum Wages Act, 1948, The payment of Bonus Act 1965, The Equal Remuneration Act, 1976.

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#### Module 4: Social Security 10 Sessions

Definition, Concept of Social Security, History of Social Security, Importance of Social Security in India, Role of International Organizations.

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#### Module 5: Laws Related to Social Security 10 Sessions

The Employees' Compensation Act, 1923, The Employees' State Insurance Act, 1948. The Employee's Provident Funds (Miscellaneous Provisions) Act & the schemes, 1952, The Payment of Gratuity Act 1972, The Maternity Benefit Act, 1961.

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#### Module 6. Experiential Learning 10 Sessions

Authorities for Dispute resolution regard to Compensation & Social Security. Write a Practical paper on any Social Security or Compensation topic with a critical analysis.

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### Reference



1. Memoria C.B., Personnel Management, Himalaya Publications, Bombay.
2. Miraza S.S., Human Resources Management, Tata McGraw – Hill Publication Co., New Delhi.
3. Ahuja K.K., Human Resource Management, Kalyani Publishers, Ludhiyana.
4. Rudra Basavaraj, Dynamics of Personnel Administration, Himalaya Publishing House, Bombay.
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**MSW II, SEMISTER III (URBAN RURAL AND TRIBAL COMMUNITY DEVELOPMENT)**

<b>MSW Part II Sem. III (All ) Paper No. 3.1, Core Course, CC- 3.1</b>		<b>SOCIAL POLICY, PLANNING AND DEVELOPMENT</b>
<b>Specific Objectives:</b>		
1. Gain knowledge of policy analysis and the policy formulation process. 2. Acquire skills in critical analysis of social policies and development plans. 3. Develop an understanding of social policy in the perspective of national goals as stated in the Indian Constitution. 4. Critically understand the concept of social development. 5. Develop the capacity to identify linkages among social needs, problems, development issues and policies. 6. Locate strategies and skills necessary for social development and reinforce values of social justice, gender justice and equality.		
		<b>Lectures</b>
<b>Unit – I</b>	<b>Social Policy Meaning and Concept</b>	
		<b>15</b>
	A	Concept of social policy and social policy as an instrument of Social Justice
	B	Policy and concerned concepts : Human Rights, Social welfare, Social Justice, Affirmative action
	C	Different models of social policy and their applicability to the Indian situation
	D	Role of Social Worker in policy formulation and planning
<b>Unit – II</b>	<b>Social Policy and various sources of social policy</b>	
	A	Constitutional provisions (i.e. Preamble, the Directive Principles of State Policy and Fundamental Rights and other related articles),
	B	Social movements, Pressures groups,
	C	Ideologies of manifesto of political parties
	D	International treaties.
<b>Unit - III</b>	<b>Sectoral Social Policies in India-I</b>	
		<b>15</b>
	A	Education Policies and their implementation
	B	Health Policies and their implementation
	C	Environment Policies and their implementation
	D	Population and family welfare Policies and their implementation
<b>Unit - IV</b>	<b>Sectoral Social Policies in India-II</b>	
	A	Women Empowerment Policies and their implementation

	B	Child Development Policies and their implementation	
	C	Poverty alleviation policies and their implementation:, ,	
	D	Policies for weaker sections and their implementation	
Unit - V	<b>Social Planning:</b>		15
	A	Concept of social planning, scope, The NITI Aayog– DPDC and Panchayat Raj	
	B	Role of Union and state government	
	C	Role of commissions and corporations, need for decentralization	
Unit - VI	<b>Social Development</b>		15
	A	Concept of social development, Sustainable Development,	
	B	Approaches to development: Development indicators	
	C	Current Debates of development.	
	D	Social Development in India: Rural development: agrarian and land reforms; Green Revolution - Industrialization and urban development - Labor relations -Gender Issues	

#### Readings:

Aloned shamsher and Nafees Ansari(2005), Planning Commission fifty of planned and Social Sector, Indian Jurnal of public administration, vol 1103(jule,sept.)

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Ghosh, A. 1992 *Planning in India: The Challenge for the Nineties*, New Delhi: Sage Publications.

Government of India *Five Year Plan Documents (latest)*, New Delhi.

Gupta, S. P. 1993 "*Planning and Liberalization*", Economic and Political Weekly, Vol. 28, No. 43, Oct. 23, 2349-2355.

Jacob, K. K. 1992 *Social Development Perspectives* Hebsur, R. K. (Ed.)

*Intervention For Justice*, Bombay: TISS,

<b>M.S.W.: Part II Sem. III</b> <b>Paper No. 3.2, Core Course, CC- 3.2 (For URCD specializations)</b> <b>Total Credits : 4</b>		<b>URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT</b>	
<b>Specific Objectives:</b>  1. To enable the students to understand urban problems. 2. To understand the role of urban local-self-government and urban development policies and programmes. 3. To understand various issues of Rural Community. 4. To know the experiment conducted for rural development. 5. To understand rural development programmes 6. To understand the nature of tribal communities in India. 7. To understand the problems of tribes and their development in India.			
			Lectures
<b>Unit – I</b>	<b>Urban community development</b>		10
	A	Definition, origin, nature, scope, City: its meaning and characteristics, Growth of urban population.	
	B	Marriage, family, caste, class, education, recreation & economic institutions of Urban communities	
	C	Meaning, concept, objectives and need of urban community development.	
	D	Growth of urban community development in India.	
<b>Unit - II</b>	<b>Urban problems</b>		10
	A	Urbanization and Problems: housing, slums, Problems of commercials sex workers	
	B	Urbanization and Problems: health, environment, sanitation, crime	
	C	Problems regarding waste management in ULBs	
	D	Approaches to urban community development	
<b>Unit - III</b>	<b>Rural Community, Community Development and Issues</b>		10
	A	Rural Community: Definition and characteristics.	
	B	Rurbanization: Socio- cultural transition	
	C	Rural Community Development: Definition, characteristics and scope	

	D	Sriniketan, Marthandom and Gurgaon, Rural Reconstruction in Baroda, Firka Project in Madras Nilokhere Experiments, Etawah Pilot Project Rural Reconstruction ideologies of Gandhi and Shahu Maharaj	
<b>Unit -IV</b>	<b>Problems of Rural Communities</b>		10
	A	Rural Issues: Land-Land distribution, land reforms and landless labour Water- Water resources and scarcity, water distribution and salinity non-farm Sector: Dairy, Poultry, Piggery, Goatry etc	
	B	Farmer suicides Depeasantization,. Migration,	
	C	Development Projects, Displacement and Rehabilitation,	
	D	New economic policy and its impact Rural Health and Education Agriculture Forest and agriculture, Marketing of agriculture produce,	
<b>Unit - V</b>	<b>Tribal Communities in India</b>		10
	A	Meaning & Definition of tribe, Distribution of Major Tribes in India & Maharashtra,	
	B	Tribal Habitat & its characteristics, Tribal Power Structure & Community Dynamics,	
	C	Tribal social Organizations-Family, Marriage, Clan & kinship, Culture & Value System	
	D	Major characteristics of Tribes	
<b>Unit -VI</b>	<b>Tribal Problems &amp; Developmental Issues</b>		10
	A	Tribal livelihood and economy & Economic Problems,	
	B	Tribal Problems–Educational, Health,	
	C	Tribal Problems–Social Exploitation, Poverty, Employment,	
	D	Tribal Problems– Impact of Urbanization, Industrialization and displacement (due to forest eviction and development projects ) on Tribal Communities	
<b>Recommended Readings:</b>			
Anderson, N.L. & Iswaran, K., 1965		Urban Sociology, Mumbai: Asia Publication House	
Ashir Bhos, 1973		Studies in India's Urbanization, Mumbai: Tata McGraw Hill	
Desai, A.R., 1970		Slums and urbanization, Mumbai: Popular Prakashan	
Rao, M.S.A., 1991		Urban sociology, New Delhi: Orient Longman	
Ramachandran, 1989		Urbanisation and urban systems in India, New Delhi: OUP	
Suvani, N.V., 1966		Urbanisation and urban India, Mumbai: Asia Publishing House	
Jacob, Z. Thudipara, 1993		Urban community development, New Delhi: Rawat Pub.	
Sudha Mohan, 2005		Urban development new localism, Jaipur: Rawat Pub.	
Vasudeva Rao, 1990		Urban development problems, New Delhi: Lancers Books	

Kopardekar, H.D. 1986	Social aspects of urban development, Bombay: Popular Prakashan	
Girish Misra, 1997	Public-Private partnership in Urban development	
Francis Turner,	Social work treatment – Interlocking theories	
Knowles, M.S., 1951	Informal Adult education, New York: Association Press	
Knowles, M.S., 1970	The modern practice of adult education, New York: Associated Press	
Naik, J.P., 1977	Some perspective in Non-formal education, Bombay: Allied Pub.	
Paterson R.W.K., 1979	Values in Education and the Adult, London: Routledge and Kegan Paul	

### **Recommended Readings:**

Barnabas, A. P. 1987	Rural Community Development in India, In Encycl of Social Work in India, Vol. II, New Delhi: Ministry of Welfare, Government of India,
Bhalla, Alok and Bumke, Peter J. (Eds) 1992	Images of Rural India in the 2 <sup>nd</sup> Century, New Delhi: Sterling Publishers Pvt. Ltd.
Bharadwaj, A. 1979	Problems of Scheduled Castes and Scheduled Tribes in India, New Delhi: Light and Life Publishers.
Bose, Nirmal Kumar 1971	Tribal Life in India, National Book Trust India, New Delhi.
Brahmnananda, P. R., Narayan, B. K. and Kalappa, A. (Eds.) 1987	Dimensions of Rural Development in India, Bombay: Himalaya Publishing House,
Desai, A. R. (Ed.) 1978	Rural Sociology in India, Bombay: Popular Prakashan

Desai, A. R (Ed.) 1981	Peasant Struggles in India, New Delhi: Oxford University Press.
Debey, S. N. and Murdia, R 1977	Land Alienation. and Restoration in Tribal Communities, Bombay: Himalaya Publications,
Dube, S. C. 1987	Welfare of the Scheduled Tribes, In. Encyclopaedia of Social Work in India, Vol. III, New Delhi: Ministry of Welfare, Government of India.
Epstein Scarlet J 1973	South India: Yesterday, Today and Tomorrow; Mysore Villages Revisited, London and Basingstoke: Macmillan Press,
Kutumba Rao, M. and Perraju Shanna, P; (Eds.) 1989	Human Resource Development/or Rural Development in India, Bombay: Himalaya Publishing House.
Mahajan, V. S, (Ed.) 1993	Employment through Rural Development - Toward Sustainability, New Delhi: Deep & Deep Publications
Mahanti, Neeti 1994	Tribal Issues - A Non-conventional Approach, New Delhi: Inter-India Publications.
Nair, T. K. and Anbarasan, R. S. (Eds.) 1981	Training Social Workers/or Rural Development, New Delhi: AS
Panwalkar, V. G. 1987	Social Work in Rural Settings, In. Encyclopedia of Social Work, Vol. III, New Delhi: Ministry of Welfare, Government of India.

Patel, M. I. 1994	Tribal Development without Tears, New Delhi, Inter-India Publications.
Ramaiah, P. 1988	Issues in Tribal Development, Allahabad, Chugh Publications.
Singh, K. 1986	Rural Development: Principles, Policies and Management, New Delhi: Sage Publications.
Sinha, B. B. 1982	Society in Tribal India, Delhi, B,R Publishing Corporation.
Sodhi, J. S. 1990	Poverty Alleviation Of Rural Development, New Delhi: Criterion Publications.
Swaminathan, M. S. 1982	Science and Integrated Rural. Development, New Delhi: Concept publishing company.

### **Recommended Readings:**

K.S.Singh	The Schedule Tribes,Oxford India
S.G.Degaonkar	Tribal Administation & Development,Concept Publishing Del
Tripathy S.N	Glimpses on Tribal Development ,Discovery Publishing Hous Delhi
Singh A.K	Tribals in India –Har-Anand publication;New Delhi
Vohra Gautam	Tribals,Development & Environment Har-Anand publication; Delhi
Jairh M.S	Tribal Economy- Mittal Publications New Delhi
Nadeem Hasnain	Tribal India- Palaka Prakashan,New Delhi
K.Rani Gopal	Tribals & their Health Status,A.P.H Publishing corporation,De
Ghosh G K	Tribals & Their Culture
Deshmukh B.A	Tribal Education ,Sonali Publication,New Delhi
	Govt.of India Report on Tribal Development,2004,NeDelhi
	Policu Document,Tribal Welfare govt.of India of Maharashtra
Note:	Any other text/Article suggested by the subject teacher.

<b>M.S.W.: Part II Sem. III</b> <b>Paper No CC3.3</b> <b>(For URCD specializations)</b> <b>Total Credits : 4</b>		<b>GENDER AND DEVELOPMENT</b>	
<b>Specific Objectives:</b>  1. To understand the status of women and the process of women empowerment. 2. To understand various issues of women, their organizations and movements in India.			
			Lectures
<b>Unit – I</b>	<b>Concept of Gender and Gender issues</b>		10
	A	Meaning and Concept of Gender and its types.	
	B	Global and Indian perspectives: division of labor based on sex	
	C	Gender sensitization and impact of LGP on gender, LGBTE and Gender	
	D	Women as repositories of culture practices and traditions	
<b>Unit - II</b>	<b>Status of Women</b>		10
	A	Historical review of the status of women in Indian society.	
	B	Demographic characteristics of women population in India.	
	C	Changing situation of women in Indian society.	
	D	Factors affecting the status of women	
<b>Unit - III</b>	<b>Women Empowerment and related issues</b>		10
	A	Concept of women empowerment.	
	B	Indicators of women empowerment.	
	C	Health, Educational, Social issues	
	D	Economic, Political and legal issues	
<b>Unit - IV</b>	<b>Constitutional and legal safeguard for the women</b>		10
	A	Basic provisions in Indian Constitution	
	B	Women Empowerment policies	
	C	Programs for empowering women in India.	



	D	Non-Govt. initiatives towards women's empowerment.	
<b>Unit - V</b>	<b>Women's organizations and Movements in India:</b>		10
	A	Women movements in India: A Historical Sketch.	
	B	Women organization in pre-independent India.	
	C	Development of women's organizations after independence and their types	
	D	Women movements in contemporary India: Issues Problems and	
<b>Unit - VI</b>	<b>International Women's organizations and Movements</b>		10
	A	UN-Women and its Work	
	B	Women for women	
	C	International alliance for women	
	D	International Women's suffrage alliance	
<b>Recommended Readings:</b>			
Desai, M., 1994		Family and intervention: A course compendium, Bombay: TISS	
Indian Journal of Social Work		Special issues, Mumbai: TISS	
Andrian, James, 1988		Social work in family procedure – Practice Guide, Routledge Publications	
Arcus, Margaret, et. al., 1993		Handbook of family life education, Delhi : Sage	

<b>M.S.W.: Part II Sem. III</b> <b>Paper No AECC 3.4</b> <b>(For URCD specializations)</b> <b>Total Credits : 4</b>	<b>FIELD WORK PRACTICUM</b>
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Aims and Objectives of Field Work: The broad aim of Social Work Practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and planning and executing tasks of managing

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#### Rules and Regulation of Field Work

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A student who does not fulfill the field work requirement during the given semester will not be eligible to continue with the programme, until he/she repeats the Field Work training programme for that semester to the satisfaction of the Institution/Department. Field Work requirements include. The rules and regulation for field work are as follows:

- a. 100% Attendance is essential to be considered to be eligible to pass in Field work component (Students who face serious medical emergencies can be given relaxation not more than 20 % of the total attendance, provided student submits the appropriate medical records.).
- b. Student should be given through orientation regarding Social Work Code of Ethics. Student should demonstrate appropriate Code of Conduct in field work practice.
- c. Student should fulfill the Workload Norms as prescribed by the Department /Institution.
- d. Student should submit Field Work Reports timely and regularly.
- e. Regular Attendance of the Field Work Conference is mandatory.

The decision of the Department/Institution regarding the satisfactory completion of the Field Work and Block Placement Training / Summer Placement training/Internships/ Study Tour/ Rural Camp will be final and binding on the student.

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#### Course Objectives

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To understand structure and functions of concerned placement agency as per the specialization.

To study the functional areas of concerned specialization as per the prescribed syllabus prepared by each specialization Dept

To train students regarding regional, state and national level trends of practice in the specialization field.

<b>Component</b>	<b>Credit</b>	<b>Details</b>	<b>Marks</b>		<b>Means of Evaluation</b>
Concurrent Placement		05 Orientation visits to organization (5*1 marks each)	<b>05</b>	<b>55</b>	Attendance & Participation
		Orientation visit report submission (5*1)	<b>05</b>		Reports
		Concurrent field placements in structured agency setting as per specialization for 16 days (16 days *1 marks each).	<b>16</b>		1. Confidential Report from Agency. 2. Attendance Certificate
		Fieldwork Report Submission	<b>08</b>		Reports
		Society Empowerment Activity	<b>15</b>		Reports/Photographs/Outcome
		Participation in Fieldwork Conference (06 Conference *1 mark each)	<b>06</b>		3. Attendance 4. Progress Assessment
Continuous Internal evaluation	<b>1</b>	Fieldwork diary	<b>10</b>	<b>25</b>	Maintenance of Fieldwork diary on Field Learning's and documentation
		Presentation on Field Learning's	<b>15</b>		Presentation Content
Viva Voce Exam	<b>2</b>	External Exam	<b>20</b>	<b>20</b>	Viva Voce
		<b>Total</b>	<b>100</b>		<b>Total</b>

<b>M.S.W.: Part II Sem. III</b> <b>Paper No Discipline Specific</b> <b>Elective Course DSEC 3.1</b> <b>(For URCD specializations)</b> <b>Total Credits : 4</b>		<b>ENVIRONMENT AND ENERGY MANAGEMENT</b>	
<b>Specific Objectives:</b> 1. To understand the Environmental issues. 2. To understand sustainable energy resources in India.			
			<b>Lectures</b>
<b>Unit – I</b>	<b>Energy Crisis:</b>		<b>10</b>
	A	Historical events, energy requirement of society in past and present situation.	
	B	Availability and need of conventional energy resources.	
	C	Major environmental problems related to the conventional energy resources.	
	D	Future possibilities of energy need and availability.	
<b>Unit - II</b>	<b>Non-conventional energy sources: I</b>		<b>10</b>
	A	Hydel power plant,	
	B	Tidal energy.	
	C	Biomass energy	
	D	wind energy	
<b>Unit - III</b>	<b>Non-conventional energy sources: II</b>		<b>10</b>
	A	Hydrogen as a source of energy.	
	B	Energy conversion technologies, their principles, equipment and suitability in context of India.	
	C	Environmental impacts of these technologies	
<b>Unit -IV</b>	<b>Solar Energy option</b>		<b>10</b>
	A	Sun as source of energy, direct methods of solar energy collection, process of photovoltaic energy conversion	
	B	Solar energy conversion technologies and devices,their principles, working and application, environmental impacts of solar energy.	
	C	Energy Storage: Types of energy storage, devices for sensible and latent heat storage, energy storage in dry batteries, nickel-cadmium batteries, secondary heat storage, chemical storage, environmental consequences of energy storage systems.	
<b>Unit - V</b>	<b>Biomass option</b>		<b>10</b>
	A	Concept of biomass energy utilization, types of biomass energy	
	B	Conversion processes, biogas production, biomass gasification process and technologies,	
	C	Environmental impacts of biomass energy.	
<b>Unit -VI</b>	<b>Heat Energy recovery systems</b>		<b>10</b>

	A	Approaches to waste Energy Utilization, Equipment, Utilization System, objective , principles of heat transfer,	
	B	Gas to Gas heat transfer, Gas to Liquid heat transfer,	
	C	Recovery of waste heat in coil coating, Non- conventional liquid fuels, Heat recovery by Cogeneration.	

### Recommended Readings:

### References

1. Bewik M.W.M. - Handbook of organic waste conversion.
2. Bokris J.O. - Energy, the solar hydrogen alternative.
3. Rai G.D - Non-conventional Energy Sources.
4. Sukhatme S.P.- Solar Energy.
5. Kiang Y. H.- Waste Energy Utilization Technology

<b>M.S.W.: Part II Sem. III</b> <b>Discipline Specific Elective</b> <b>Course DSEC 3.2</b> <b>(For URCD specializations)</b> <b>Total Credits : 4</b>		TOURISM AND DEVELOPMENT	
<b>Specific Objectives:</b>  1. To understand importance of tourism in Rural Development and its cultural significance. 2. To indentify tourism resources in rural areas. 3. To impart knowledge about developing a Business Plan for Rural Tourism.			
			Lectures
<b>Unit – I</b>	<b>Introduction to Tourism</b>		10
	A	Tourism concept: History, Origin and Essential Factors for Tourism	
	B	Types of Tourism: Inter–regional and intra–regional, Inbound and outbound, domestic and international.	
	C	Forms of Tourism: religious, historical, social, adventure,health, business, conferences, conventions, incentives, sports and adventure, senior tourism, special interest tourism and Visiting Friends Relatives (VFR).	
<b>Unit - II</b>	Emerging Concepts in Tourism		10

	A	Agro-Tourism, Medical Tourism,	
	B	Eco Tourism Rural Tourism	
	C	Practical and Applications- Related Case Studies and Reports.	
<b>Unit - III</b>	<b>Rural Tourism</b>		10
	A	Concept of Rural Tourism. Rural Territory- Its Potential as a Tourism Product.	
	B	Village as a primary tourism product- Showcasing rural life, art, culture and heritage	
	C	Rural Tourism: Costs-Benefits associated with Rural Tourism	
	D	Impact of Rural Tourism on rural community, Challenges of Rural Tourism	
<b>Unit -IV</b>	<b>Rural Tourism Business Plan</b>		10
	A	Feasibility and Execution	
	B	Infrastructure, Marketing and Financial Assistance requisites	
	C	Intervention of Professional Agencies - Linkages for development Rural Tourism	
	D	Sustainable Tourism Practical and Applications- Related Case Studies and Reports	
<b>Unit - V</b>	<b>Agro Tourism</b>		10
	A	Agro-Tourism: Meaning, Scope, Principles and Importance.	
	B	Merits and demerits - Opportunities and Challenges Before Agro Tourism	
	C	Agro-Tourism Management and Administration: Accommodation concept, types & food service, Travel and Transport services for Agro Tourism, Business ethics & laws.	
	D	Various records of Agro Tourism Business (Register, Account Visitor Book, Meeting Books etc.)	
<b>Unit -VI</b>	<b>Tourism Policy and Organisations</b>		10
	A	Agro-Tourism Centres - Private Agro-Tourism	
	B	Tourism Organisations: India Tourism Development Corporation(ITDC), Maharashtra Tourism Development Corporation (MTDC),	

	C	Tourism Finance Corporation of India (TFCI). World Tourism Organization (WTO), International Tourism Organization (ITO)	
	D	Recent Tourism Policy of India, Tourism Action Plan of Maharashtra.	

**Recommended Readings:**

- 1) Bhatia A. K.: International Tourism Fundamental & Practices, Sterling Publishers, New Delhi, 1995.
- 2) Bhatia A. K: Tourism Development: Principles, Practices & Philosophy Sterling Publishers, New Delhi, 1995.
- 3) Douglas Pearce: Topics in Applied Geography, Tourism Development, Longman Scientific Technical, New York, 1995.
- 4) Douglas Pearce: Tourism Today: A Geographical Analysis, Longman Scientific Technical, New York, 1987.
- 5) International Tourism : Fundamentals and Practices, New Delhi, 1991
- 6) Robinson H.: A Geography of Tourism, Mac Donald & Evans London, 1978.
- 7) Selvam M.: Tourism Industry in India, Himalayan Publishing House, Bombay, 1989.
- 8) Successful Tourism Management - Prannath Seth
- 9) Sustainable Tourism Development, Guide for Local Planners by WTO
- 10) Tourism Development - R. Gartner
- 11) Tourism Systems - Mill and Morisson
- 12) Tourism: Past, Present and Future - Burkart & Medlik
- 13) Tourism: Principles and Practices - Cooper C., Fletcher J., Gilbert D and Wanhil. S
- 14) Tourism: Principles and Practices - McIntosh , R.W.

## MSW-II, SEMISTER III, MPSW

MSW Part II Sem. III (All ) Paper No. 3.1, Core Course, CC- 3.1		SOCIAL POLICY, PLANNING AND DEVELOPMENT
<b>Specific Objectives:</b>		
<ol style="list-style-type: none"> <li>1. Gain knowledge of policy analysis and the policy formulation process.</li> <li>2. Acquire skills in critical analysis of social policies and development plans.</li> <li>3. Develop an understanding of social policy in the perspective of national goals as stated in the Indian Constitution.</li> <li>4. Critically understand the concept of social development.</li> <li>5. Develop the capacity to identify linkages among social needs, problems, development issues and policies.</li> <li>6. Locate strategies and skills necessary for social development and reinforce values of social justice, gender justice and equality.</li> </ol>		
		Lectures
<b>Unit – I</b>	<b>Social Policy Meaning and Concept</b>	15
	A Concept of social policy and social policy as an instrument of Social Justice	
	B Policy and concerned concepts : Human Rights, Social welfare, Social Justice, Affirmative action	
	C Different models of social policy and their applicability to the Indian situation	
	D Role of Social Worker in policy formulation and planning	
<b>Unit – II</b>	<b>Social Policy and various sources of social policy</b>	
	A Constitutional provisions (i.e. Preamble, the Directive Principles of State Policy and Fundamental Rights and other related articles),	
	B Social movements, Pressures groups,	
	C Ideologies of manifesto of political parties	
	D International treaties.	
<b>Unit - III</b>	<b>Sectoral Social Policies in India-I</b>	15
	A Education Policies and their implementation	
	B Health Policies and their implementation	
	C Environment Policies and their implementation	
	D Population and family welfare Policies and their implementation	
<b>Unit - IV</b>	<b>Sectoral Social Policies in India-II</b>	
	A Women Empowerment Policies and their implementation	



	B	Child Development Policies and their implementation	
	C	Poverty alleviation policies and their implementation:, ,	
	D	Policies for weaker sections and their implementation	
Unit - V	<b>Social Planning:</b>		15
	A	Concept of social planning, scope, The NITI Aayog– DPDC and Panchayat Raj	
	B	Role of Union and state government	
	C	Role of commissions and corporations, need for decentralization	
Unit - VI	<b>Social Development</b>		15
	A	Concept of social development, Sustainable Development,	
	B	Approaches to development: Development indicators	
	C	Current Debates of development.	
	D	Social Development in India: Rural development: agrarian and land reforms; Green Revolution - Industrialization and urban development - Labor relations -Gender Issues	

#### Readings:

Aloned shamsher and Nafees Ansari(2005), Planning Commission fifty of planned and Social Sector, Indian Jurnal of public administration, vol 1103(jule,sept.)

Bagchi, A. K. 1982 *Political Economy of Underdevelopment*, Cambridge: Cambridge University Press.

Bandyopadhyay, D. 1997 "*People's Participation in Planning : Kerala Experiment*", Economic and Political Weekly, Sept. 24, 2450-54.

Bhanti, R. 1993 *Social Policy and Development in Rajasthan*, Udaipur: Himanshu Publications.

Bulmer, M. et. al., 1989 *The Goals of Social Policy*, London: Unwin Hyman.

Chakraborty, S. 1987 *Development Planning - Indian Experience*, Oxford: Clarendon Press.

Dandekar, V. M. 1994 "*Role of Economic Planning in India in the 1990s & Beyond*", Economic and Political Weekly, Vol. 29, No. 24, 1457-1464.

Desai, V. 1988 *Rural Development* (Vol. I) Mumbai: Himalaya Publishing House.

Dimitto, D. M. 1991 *Social Welfare: Politics and Public Policy*, New Jersey: Prentice-Hall.

Fidelda, A. et al. 3999 *Contemporary Social and Political Theory: An Introduction*, Buckingham: Open University Press.

Ganapathy, R. S. and Others 1985 *Public Policy and Policy Analysis in India*, Delhi: Sage Publications.

Ghosh, A. 1992 *Planning in India: The Challenge for the Nineties*, New Delhi: Sage Publications.

Government of India *Five Year Plan Documents (latest)*, New Delhi.

Gupta, S. P. 1993 "*Planning and Liberalization*", Economic and Political Weekly, Vol. 28, No. 43, Oct. 23, 2349-2355.

Jacob, K. K. 1992 *Social Development Perspectives* Hebsur, R. K. (Ed.)

*Intervention For Justice*, Bombay: TISS,

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## **Preventive and Social Medicine (Sem III) Credit 4 (CC3.2)**

### **Module I: Concept of Health and Disease**

**10 Sessions**

Operational Definitions of Health. Philosophy of Health. Concept of Health: Biomedical concept, Ecological concept, Psychological concept, Holistic concept. Concept of Well-Being. Public Health: Definition and concept. Dimensions of Health. Determinants of health. Indicators of Health. Concept of disease. Germ theory of disease. Natural history of disease. Supernatural theory of disease. Changing patterns of disease in developed and developing countries. Concept of disease control.

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### **Module II: Man and Medicine**

**10 Sessions**

Concept of Medicine. Definition, History, Importance and Scope of medicine. Types of medicine: Indian medicine, Chinese medicine, Egyptian medicine, Greek Medicine, Mesopotamian medicine system, Roman medicine. Dawn of Scientific medicine. Modern medicine: Curative medicine. Preventive medicine: History, Concept & Importance. Social Medicine: History, Concept & Importance. Population medicine. Family and Community medicine. Deprofessionalization of medicine.

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### **Module III: Epidemiology**

**10 Sessions**

Definition, Concept, History and use of Epidemiology. Current Health scenario in India Dynamics of disease transmission. Modes of Disease Transmission. Classification of water born disease and vector born diseases, Communicable and Non communicable diseases. Clinical manifestation of Cancer, Diabetes, Chronic Respiratory Diseases, Covid-19, Cardio Vascular Diseases,

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### **Module IV: Indian Health Care System**

**10 Sessions**

3 Tier system of Health care: Primary Health center, Community health center, Rural Medical center, District. Concept of Anti-natal care and Post natal care. Immunization: Need and Types. Immunization coverage rate among Indian states. National Rural Health Mission. Group discussion on Health Care Challenges in India.

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### **Module V: Nutrition and Health**

**10 Sessions**

Definition of Nutrition, Food and Food types, Components of food, Source of Nutrients and its deficiency disease. Common Nutritional problems, Nutrition Programmes in India: Vitamin A prophylaxis Programme, Iodine deficiency disorders control Programme, Balwadi nutrition Programme, Midday meal programme, Integrated child development service programme. Malnutrition: Meaning, Definition and Types. Successful approach in Community based

**Module VI: Health Education**

**10 Sessions**

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Concept of Health education. Concept of prevention. Levels of prevention. Modes of Intervention: Health promotion, Specific protection, early diagnosis and treatment, Disability limitation, Rehabilitation. Strategies of disease prevention: Integrated Change communication: Promotion of healthy behavioral, Caring, Feeding and Health seeking practices,

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**Reference Book:**

1. A.M Chalkley: A Text book For The Health Worker (ANM) Volume II.
2. B. S. Nagaraj : Community Medicine without Tears: Mysore printing and publishing house ,Mysore
3. John J. Hulon : Principles of Public Health Administration
4. M.C. Gupta & B.K. Mahajan : Textbook of preventiveand social Medicine.
5. Medical Social Work by KEM Hospital & Sheth G.S. Medical College Mannul
6. Malavika Kapur : Mental Health In Indian Schools.
7. O.P.Ghai/ Piyush Gupta (2000): Essential Preventive & Social Medicine
8. Pankaj Das, 2007, Field Guide on Health Nutrition Education and Rehabilitation Programme. World Vision India.
9. Park J.E. & Park K. Text Book of Preventive & Social medicine M.B. Bhanot Pub. Jabalapur, 1990
10. Positive Deviance/Health Approach: A Field Guide by Sumit Roy A Handbook of preventive & Social Medicine
11. S.R.Mehta(1992) : Society and Health A Sociological Perspective Vikas Publishing House New Delhi.
12. Sunit Roy : A Hand Book of Preventive & Social medicine
13. Sunderlal Adarsh, Pankaj 'Text Book of Community Medicine (Preventive & social medicine)

## **POSITIVE PSYCHOLOGY (Sem III) Credit 4 (CC3.3)**

Credits : 4

Positive Psychology is the scientific study of human flourishing as well as an applied approach to optimal performance. It has also been defined as the study of the qualities and characteristics that allow individuals, communities, and organisations to thrive. The underlying premise of positive psychology is that you can learn to be happier in the same way that you can learn to speak a foreign language or play golf. This rapidly expanding field sheds light on what makes us happy, how we can pursue happiness, and how we can live more fulfilling, satisfying lives. The course focuses on the psychological aspects of living a happy and fulfilling life. Happiness, self-esteem, empathy, love, achievement, creativity, music, and spirituality are among the topics covered.

### **Course Objectives:**

To bring a positive emotional experience and educating people about the newly emerging field of positive psychology

Develop the skills necessary for sharing happiness as a lived experience and understanding its ramifications.

### **Course Contents:**

#### **Module-I: Introduction to Positive Psychology**

- A. Positive Psychology: Concept, History, Nature, Dimension and scope of Positive Psychology, Seligman's PERMA.
- B. Positive Emotional States and Processes: Positive Emotions and well being: Hope & Optimism, Love.
- C. The Positive Psychology of Emotional Intelligence, Influence of Positive Emotions

#### **Module-II: Happiness and wellbeing**

- A. Introduction to Psychology of happiness, well being and scope,
- B. Types of happiness- Eudemonic and Hedonic, History of Happiness, Theories, Measures and Positive correlates of happiness, Traits associated with Happiness, Setting Goals for Life and Happiness.
- C. Social / Emotional Wellbeing,

#### **Module-III: Strengths and Virtues**

- A. Character, Strengths and Virtues
- B. Resilience in the phase of challenge & Loss

### C. Empathy and Altruism

#### **Module-IV: Forgiveness and Gratitude**

- A. Forgiveness and Gratitude,
- B. Personal transformation and Role of suffering,
- C. Trust and compassion.

#### **Module-V:**

- A. Mindfulness-Based Interventions,
- B. Mindfulness and mental health,
- C. Mindfulness and Positive Thinking

#### **Module-VI: Positive Psychology in Practice**

- A. Promoting Human Flourishing in Work, Health, Education, and Everyday Life
- B. Positive Psychology and Life Coaching
- C. Integrating positive psychology in practice

#### **References:**

- Alex Linley. P, Stephen Joseph (2004). Positive Psychology in Practice  
Baumgardner, S.R. & Crothers, M.K. (2009). Positive Psychology. New Delhi: Pearson Education
- Peterson, C. (2006), Positive Psychology, New York: Oxford University Press. Goleman & Daniel, Emotional Intelligence
- Snyder, C.R.& Lopez. S. (2007). Positive Psychology. The scientific and Practical explorations of Human Strengths. Sage Publications
- Frankl, Viktor E. 1905-1997, et al. Man's Search for Meaning. Boston, Beacon Press, 2006.

## **Clinical Psychiatry and Mental Health (SEM III) Credit 4 (DSEC: 3.1)**

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### **Module I: Core Concepts Sessions**

**10**

Development of Psychiatry as a scientific discipline. Concepts of normality and abnormality. Adaptive and Maladaptive behaviours. Historical views of Abnormal behaviors . Classification and Symptomatology of Mental Disorders. ICD-10 and DSM-IV.

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### **Module II: Neurotic, Stress Related & Somatoform Disorders**

**10 Sessions**

Clinical Features, Etiology, Diagnosis, Treatment and Management of Anxiety Disorder, Panic Disorder, Phobic Disorder, Obsessive Compulsive Disorder, Post traumatic stress disorder.

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### **Module III: Organic Mental Disorders**

**10 Sessions**

Clinical Features, Etiology, Diagnosis, Treatment and Management of Epilepsy, Delirium, Dementia, Organic Amnesic Syndrome, Organic Hallucination, Delusion, Organic Catatonic Disorder, Organic Delusional Disorder, Organic Anxiety Disorder, Organic Personality Disorder.

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### **Module IV: Psychosis**

**10 Sessions**

Psychosis: Schizophrenia, affective disorders, drug dependence, paranoid and acute psychosis, psychosomatic disorders. Personality disorders: Salient features as clinical entities, anxiety disorders, somatisation disorders, sexual dysfunctions and stress related disorders. Classification, Clinical Features, Etiology, Diagnosis and Management of mood disorders: Manic Episode, Depressive episode, Depressive Disorders, Bipolar mood (affective) Disorder, Recurrent depressive disorder, Substance Induced mood disorders, Alcohol induced mood disorders, Suicide.

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### **Module V: Mental Health**

**10 Sessions**

Concept of mental health and mental illness. Characteristics of mentally healthy person, Approaches to mental health. Recent advances in knowledge about causation of mental illness, treatment and rehabilitation of mentally ill. Mental health as a part of general health, Ethics, values in mental health. National Mental Health Programme 1982, Mental Health Act 1987, Rehabilitation Council of India Act 1992, Persons with Disabilities Act 1995, National Trust Act 1999. History of National Health Policy. Features of National Health Policy 4002. Issues and Challenges faced in Implementing National Health Policy.

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### **Module VI: Psychiatry**

**10 Sessions**

Child and Adolescent Psychiatry, Mental retardation , Geriatric Psychiatry, Social Psychiatry, Psychiatric Disability: Definition and Classification of Psychiatric Disability, impact and need of psychiatric disability, Instruments for assessing psychiatric disability. Care of mentally ill: Day-care centre, night-care centre, half-way-home, sheltered workshop, Occupational therapy

units - Role of social worker and role of voluntary organizations, governmental-agencies and paraprofessionals in the welfare of mentally ill.

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## Reference

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1. Ahuja Niraj, A Short Text Book of Psychiatry, (4011), Jaypee Brothers Medical Publishers.
2. Arun Rukadikar & Dr. Mary P. Rukadikar, Mental Disorders and you – An illustrated and easy guide to mental disorders for the mentally ill & their families
3. Abraham - Social work in mental health – Areas of practice, Challenges & way forward
4. Anderson R. & Bury M. (Eds), (1988). Living with Chronic Illness – The Experience of Patients and their Families, London: Unwin Hyman
5. Bhatia M.S. (1992), Essentials of psychiatry, CBS Publication, Delhi
6. Harold, I. Kaplan et.al. (1960). Comprehensive Text Book of Psychiatry. Vol. I to III. U.S.A. Williams & Wilkins Company.
7. Kalanasundaram, S & Mathewv, V (4000). Innovation in Psychiatric Rehabilitation, Richmond Fellowship Society (India), Bangalore.
8. Patricia Casey & Brendan kelly, clinical psychopathology
9. R. Srinivasa Murthy & Barbara, J. Burns (1977). Community Mental Health. Bangalore, NIMHANS
10. Venkoba Rao & K. Kuruvilla (1997). Book on Psychiatry. New Delhi B.I. Churchill Livingstone.
11. Verma,V., Kuhara,P., Masserman,C.M., Anil Malhotra & Malik, S.C. (Eds.) (1998). Social Psychiatry: A Global Perspective. New Delhi, Macmillan India.
12. World Health Organisation (1992). ICD – 10 Classification of Mental and Behavioural Disorders. Geneva, World Health Organization.
13. Timothy, G.Kuehnel et.al. (1990). Resource Book for Psychiatric Rehabilitation: Elements of Service for the Mentally Ill. Baltimore, Williams & Wilkins.
14. J.N. Vyas & Niraj, Ahuja (Eds.) (1999). Text Book of Postgraduate Psychiatry. II Edition. New Delhi, Jaypee Brothers.
15. Sathish Chandra, Girimaji (1994). Counsellors Manual for Family Intervention in Mental Retardation. New Delhi. ICMR.
16. Pandey, R.S. (1995). Perspectives in Disability and Rehabilitation. New Delhi, Vikas.



## **HOSPITAL MANAGEMENT AND PUBLIC HEALTH (SEM III) Credit 4(DSEC: 3.2)**

<b>Module I: Core Concepts</b>	<b>10 Sessions</b>
Definition, Evolution of management thought, Functions of management, F.W. Taylor and Henry Fayol's contribution. Controlling and Coordination: Process of Controlling, Work Study, Operation Research, Quality Circle, Kaizen. Decision making: Nature and Purpose. Organizational Behavior: Definition, Importance, Models of Organizational behavior: Autocratic, Custodial, Supportive, Collegial. Methods of case study and examination of patients, interview techniques with individuals and families.	
<b>Module II: Hospital Planning</b>	<b>10 Sessions</b>
Meaning and definition of Hospital, Types of Hospital Organization & Statutory Requirements for setting up a Hospital, Steps in Hospital planning: Need Assessment, Appointment of planning terms/Consultants, Appointment of architect, Size of the hospital, Design of the hospital, Circulation and movement of Patients, Staff, Visitors and Doctors. Selection of the contractor. Planning for Out Patient Department/Accident/Emergency, Indoor accommodation, Ward design, Bed wise planning, special requirements of certain departments such as ICU, OT, Pediatric, Maternity ward. Planning for Water supply, Electricity, Drainage & Sewage disposal. Planning for Equipments & Purchase, Planning for various categories of Staff, Administrative action for Appointment, and Training.	
<b>Module III: Public Health</b>	<b>10 Sessions</b>
Definition and concept of public health, Fundamentals of public health, Population and health Infectious diseases and control programmes, Health policy and planning, Maternal and child health and programmes, PH in disasters and outbreaks Environmental and occupational health, Urbanization and health	
<b>Module IV: Hospital Administration-I</b>	<b>10 Sessions</b>
Routine Admission process, Discharge Procedures, Discharge Summary, Hospital Utilisation Statistics: Average Length of Stay (ALS), Bed Occupancy Rate, Turn Over Interval, Daily Reports / Returns, Hospital Census, Matron's Report, Medical Officer's Report, Casualty Report, Medico-Legal Cases, Report from ICU / ICCU, Security Report, Maintenance Department Report. Operation Theater List, Medical Certificates.	
<b>Module V: Hospital Administration-II</b>	<b>10 Sessions</b>
Hospital Committees: Role, Composition, Frequency of Meetings, Minutes of the Meetings, Follow up Actions. Patient's Complaints, Patient Satisfaction Survey: Interviews, Questionnaires Duty Roster of various categories of Staff. Administration of Patient Related Schemes: Medical Insurance (Cashless Benefit), CGHS, ECHS, CSMA, TPA, ESI.	

Front Office: Duties & Responsibilities, Duties & Responsibilities of the Hospital Administrator/CEO. Disaster Management/Disaster Plan. Marketing of Hospital: Telephone Courtesy, Guest Lectures, Organisation of Camps, Seminars, Workshops, Continuous Medical Education, Public Participation. Hospital Security.: staff, Patients, New born babies, Female staff/Patients, Stores. Application of Hospital Information System (HIS) & Management Information System (MIS), Hospital Waste Management. Methods of Infection Control. Fire Fighting. Dealing with Crisis Situation in hospital: Mob violence, Bomb threat, Terrorist strike, Mass casualties, Political agitation, Prisoners, Standard Operating Procedures (SOPs).

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**Reference**

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1. A.G. Chandorkar , Hospital Administration & Planning , Paras
2. Medical Publisher
3. B.M. Sakharkar- Principles of Hospital Administration & Planning- Jaypee Brothers.
4. Harold Koontz & Heinz Weihrich – 7th Ed. – Essentials of Management – By Tata McGraw Hill
5. Madhuri Sharma, Hospital Waste Management & it's Monitoring – Jaypee Brothers, New Delhi.
6. C.M. Francis & Marioc Desouza, Jaypee Brothers, New Delhi.
7. Kunders & Gopinath, Hospitals Planning, Design & Management By
8. S.L. Goel , Healthcare System & Management, Deep & Deep Publisher.

## MSW-II, SEMISTER IV (HRD)

<b>M.S.W.: Part II Sem. IV</b> <b>CC No 4.1</b> <b>(For All specializations)</b> <b>Total Credits : 4</b>		<b>Corporate Social Responsibility(Common</b>	
<b>Specific Objectives:</b> <ul style="list-style-type: none"><li>• Develop an understanding about the Concept of CSR and its evolution at Globallevel and in India</li><li>• Understand CSR perspectives, guidelines, legal framework in Indian</li><li>• Develop scientific approach to CSR project for sustainable development</li><li>• Develop knowledge, attitudes and skills appropriate for CSR and social work practice</li></ul>			
			Lectures
<b>Unit – I</b>	<b>Concept, Meaning, Evolution and approaches of CSR in India</b>		10
	A	Concept, meaning, basic elements, characteristics and scope of CSR	
	B	Traditional corporate philanthropy and Social Responsibility Model	
	C	Emerging Perspectives of CSR: Reputation capital and Eco-social perspective.	
	D	Rights-based perspective and Human Rights and CSR	
<b>Unit - II</b>	<b>Evolution of CSR Initiatives at Global level</b>		10
	A	Universal Declaration of Human Rights,	
	B	World Health Organization	
	D	World Bank	
	C	MDG’s and CSR	
<b>Unit - III</b>	<b>Indian perspectives and approaches</b>		10
	A	Corporate Governance and CSR, various models	
	B	CSR Policy and guidelines	
	C	Legal frame work, rules and regulations	
	D	Company Act 2013 - relevant provisions of CSR.	

<b>Unit -IV</b>	<b>CSR and Urban development</b>		<b>10</b>
	A	Urban Social issues and CSR initiatives in India	
	B	Urban Health, Education and CSR initiatives in India	
	C	Urban Unemployment and CSR initiatives in India	
	D	Urban infrastructure and CSR initiatives in India	
<b>Unit - V</b>	<b>CSR and Rural and Tribal development</b>		<b>10</b>
	A	Rural and Tribal Social issues and CSR initiatives in India	
	B	Rural and Tribal health, education and CSR initiatives in India	
	C	Rural and Tribal Unemployment and CSR initiatives in India	
	D	Rural and Tribal infrastructure and CSR initiatives in India	
<b>Unit -VI</b>	<b>CSR and development</b>		<b>10</b>
	A	CSR and social development issues and challenges,	
	B	Role of Corporate Sector- HR, Volunteerism, employee's engagement in Community development and	
	C	social development through CSR,	
	D	Role of Social Workers and NGOs in CSR projects.	

### **Recommended Readings:**

#### References:

1. New Companies Act

#### BOOKS:

A White Paper (2008): CSR-Towards a Sustainable Future by KPMG IN INDIA, & ASSOCHAM held at

1st International summit at New Delhi, 28-31, Jan'2008.

2. B. Sujatha (2006), Social Audit: Concepts and Practices, The ICFAI University, Press, Hyderabad

C.V. Baxi & Ajit Prasad (2005), Corporate Social Responsibility - Concepts & Cases: The Indian Experience, Excel Books, New Delhi

David Crowther & Renu Jatana (2005), International Dimensions of CSR Vol. I, The ICFAI University Press, Hyderabad

MSW Part II Sem. IV Paper No. 4.2Core Course CC- 4.2 (ALL)		SOCIAL LEGISLATION	
<b>Specific Objectives:</b> 1. To understand relevance of Laws and legal system in social work practices. 2. To develop understanding of the concepts related to social justice social justice fundamental rightsand human rights. 3. To understand legislations related to children, women, workers, citizens, marginalized and disabledgroups.			
			Lectures
Unit – I	Nature of Social Legislation and Legal Practices		10
	A	Concept and Definition social legislations	
	B	Scope of social legislation in India	
	C	Social disorganization and social legislation	
	D	Social legislation as an instrument of social control and social justice	
Unit - II	Legal Procedure in India		10
	A	First Information Report,	
	B	Code and conducts of Police and Judicial custody Charge sheet	
	C	Bailable and non-bailable Offences	
	D	IPC and CrPC in India.	
Unit - III	Socio-Legal Provision for Special groups-I		10
	A	The Right of Children to free and compulsory education Act 2009.	
	B	Juvenile Justice (protection and care) Act 2015	
	C	The Scheduled Castes and scheduled tribes (Prevention of Atrocities) Act, 1989	
	D	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	
Unit -IV	Socio-Legal Provision for Special groups-II		10
	A	The Immoral Traffic (Prevention) Act, 1956	

	B	Maternity and Paternity Benefit Act.	
	C	Medical Termination of Pregnancy Act, 1971.	
	D	Dowry Prohibition Act, 1961, The Domestic Violence Act 2005.	
<b>Unit - V</b>	<b>Personal laws related to marriage, divorce, maintenance and adoption</b>		<b>10</b>
	A	Hindu marriage Act 1955	
	B	Muslim Shariyat.	
	C	Special Marriage act 1955	
	D	The divorce Act 1869, The adoption and children Act 2002	
<b>Unit -VI</b>	<b>Development and Social legislations</b>		<b>10</b>
	A	The Right to Information Act 2005	
	B	Consumer Protection Act, Food Safety and Standards Act, 2006	
	C	The Mahatma Gandhi National Rural Employment Guarantee Act 2005.	
	D	Human Rights Act, 1993.	

### **Recommended Readings:**

Aloned shamsher and Nafees Ansari(2005), Planning Commission fifty of planned and Social Sector, Indian Jurnal of public administration, vol II03(jule,sept.)

Bagchi, A. K. 1982 Political Economy of Underdevelopment, Cambridge: Cambridge University Press.

Bandyopadhyay, D. 1997 "People's Participation in Planning : Kerala Experiment", Economic and Political Weekly, Sept. 24, 2450-54.

Bhanti, R. 1993 Social Policy and Development in Rajasthan, Udaipur: Himanshu Publications.  
Bu]mer,M. et. al., 1989 The Goals of Social Policy, London: UnwinHyman.

Chakraborty, S. 1987 Development Planning - Indian Experience, Oxford: Claredon Press.  
Dandekar, V. M. 1994 "Role of Economic Planning in India in the 1990s & Beyond", Economic and Political Weekly, Vol. 29, No. 24,1457-1464.

Desai, V. 1988 Rural Development (Vol. I) Mumbai: Himalaya Publishing House. Dimitto, D. M. 1991 Social Welfare: Politics and Public Policy, New Jersey: Prentice-Hall.

Fidelma, A. et al. 3999 Contemporary Social and Political Theory: An Introduction, Buckingham: Open University Press.

Ganapathy, R. S. and Others 1985 Public Policy and Policy Analysis in India, Delhi: Sage Publications. Ghosh, A. 1992 Planning in India: The Challenge for the Nineties, New Delhi: Sage Publications.

Government of India Five Year Plan Documents (latest), New Delhi.

Gupta, S. P. 1993 "Planning and Liberalization", Economic and Political Weekly, Vol. 28, No. 43, Oct. 23, 2349-2355.

Jacob, K. K. 1992 Social Development Perspectives Hebsur, R. K. (Ed.) Social Intervention For Justice, Bombay: TISS,

Huttman, E. D. 1981 Introduction to Social Policy, New York: McGraw- Hill.

International Labour Office. 1973 Multinational Enterprises and Social Policy, Geneva, ILO. Jones, K. et. al., 1983 Issues in Social Policy, London: Routledge & Kegan Paul.

Joshi, P. C. 1976 Land Reform in India Kahn, A. E. 1973 Social Policy and Social Services, New York:

Random House.

Kulkanri, P. D, 1979 Social Policy and Social Development in India, Madras: Association of Schools of Social Work in India.

Kulkarni, P. D. 1952 Social Policy in India, New York: McGraw-Hill Book Company. Kulkarni, P. D. 1975 Social Policy in India, Bombay, Tata Institute of Social Sciences.

Leonard, P. 1997 Postmodern Welfare: Reconstructing an Emancipatory Project, London: Sage. Lindblom, C. E. 1980 The Policy-making Process, New Jersey: Prentice- Hall.

Livingstone, A. 1969 Social Policy in Developing Countries, London: Routledge & Kegan Paul. Madison, B. Q. 1980 The Meaning of Social Policy, London: Croom Helm.

Macpherson, S. 1980 Social Policy in the Third World, London: Wheat- sheaf Brooks. Macpherson, S. 1982 Social Policy in the Third World, New York: John Wiley and Sons. Mathur, K. Bjorkman Top Policy Makers in India, New Delhi: Concept Publishing Co.

Meadows, D. H. 1972 The Limits to Growth, New York: University Books. Mishra, R. 1977 Society and Social Policy, London: Macmillan Ltd.

Mukherjee, N. 1993 *Participatory Rural Appraisal: Methodology and Applications*, New Delhi: Concept Publishers.

Mundle, S. 1993 "Policies, Paradigms and Development Debate at the Close of Twentieth Century\*", *Economic and Political Weekly*, Vol. 28, No. 26, September 4, 1993, Wheatspeat Books. Milliard, M. and Spicker. 1998 *Social Policy in a Changing Society*, London: Routledge.

Phillips, D. R. und *Health and Development*, London: Routledge and Verhasselt Yola (Eds.) 1994 Kegan Paul.

Rao, D. B. (Ed.) 1998 *World Summit for Social Development* Rao, V. "Social Policy: The Means and Ends Question" *Indian Journal of Public Administration*, Vol. 50, No. 1, Jan.- March, 1994.

Rao, V. and Mander, H. *An Agenda for Caring: Intervention for the Marginalized*, New Delhi: VHAI.

Rastogi, P. N. 1992 *Policy Analysis and Problem-solving for Social Systems*, New Delhi: Sage Publications.

Roychaudhury, T. 1982 *The Cambridge Economic History of India*, Vol. I & II, New Delhi: Cambridge University.

Roy, Sumit 1997 "Globalisation, Structural Change and Poverty", *Economic and Political Weekly*, Aug. 16-23, 2117-2132.

Sachs, W. 1997 *Development Dictionary* Singh, R. R. (Ed.) 1995 *Whither Social Development?* New Delhi: ASSWI.

Singh, Y. 1972 *Modernization of Indian Tradition*, Delhi: Thomas Press.

Spicker, Paul 1998 *Principles of Social Welfare: An Introduction to Thinking About the Welfare State*, London: Routledge.

The Probe Team. 1999 *Public Report on Basic Education in India* New Association with Centre for Delhi: Oxford University Press. *Development Economics*

Upadhyay, S. B. 1992 *Urban Planning*, Jaipur: Printwell. UNDP *Human Development Reports*, Oxford University Press.

Vyasulu, V. Vani, B. P. 1997 "Development and Deprivation in Karnataka", *Economic and Political Weekly*, Nov. 15, 2970-2974.

Weimer, D. L. and *Policy Analysis: Concepts and Practice*, New Vining, A. R. 1994 Jersey: Prentice-Hall. *World Bank World Development Reports (Annual)*, Oxford University Press.



Yadav, C. S. (Ed) 1986 Urban Planning and Policies - Part A, New Delhi: Concept Publishing Co.  
Encyclopedia of Social Sciences Encyclopedia of Social Work

Recommended Journals / Periodicals

Alternatives; Development and Change; Economic and Political Weekly.

4. Hebsur, R.K., Social intervention for justice, Bombay: TISS, Mumbai
5. Jenks, W. Social policy in a changing world, Geneva: ILO
6. Gangrade K.D. Social legislation in India Vo. I & II
7. Bare Acts Social Legislations
8. Renke Puja Social Legislation

#### MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT

LABOUR LEGISLATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.3	04	60	80	20	3 Hours

#### Learning objectives

1. Understand Industrial jurisprudence in India
2. Impart knowledge of the contents of the laws
3. Expose the students to the interpretation
4. Stimulate thinking on rationale behind the laws and their enforcement problems
5. To understand the compliances under labour laws.

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#### Module 1 Introduction: Industrial Jurisprudence

10 Sessions

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Industrial Jurisprudence: An Overview, Principles of Industrial Jurisprudence, Constitutional Aspects of Industrial Jurisprudence, Principles and classification of Labour Legislation, case Laws, New Labour Code.

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#### Module 2: Occupational Safety, Health and Working Conditions Code 2020 and related laws

10 Sessions

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Occupational Safety, Health and Working Conditions Code 2020, Occupational Health and Safety (Evolution), Definitions, International Labour Standards on OSH, Key Features of the Code, Implications of the Code on the Labour Market: Key Issues: Laws under the code. I [The Factories Act, 1948](#), The Plantations Labour Act, 1951, The Mines Act, 1952, The Working Journalists and other Newspaper Employees (Conditions of Service and Miscellaneous Provisions) Act, 1955, The Working Journalists (Fixation of Rates of Wages) Act, 1958, The

Motor Transport Workers Act, 1961, The Beedi and Cigar Workers (Conditions of Employment) Act, 1966, The Contract Labour (Regulation and Abolition) Act, 1970, The Sales Promotion Employees (Condition of Service) Act, 1976, [The Inter-State Migrant workmen \(Regulation of Employment and Conditions of Service\) Act, 1979](#), The Cine Workers and Cinema Theatre Workers Act, 1981, The Dock Workers (Safety, Health and Welfare) Act, 1986 and The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.

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**Module 3: Code on Wages, 2019, The Industrial Relations Code, 2020 and related laws**

**10 Sessions**

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Code on Wages, 2019 Objectives, Key features and reforms: Minimum Wages Act, 1948, Payment of Wages Act, 1936, Payment of Bonus Act, 1965 Equal Remuneration Act, 1976.

The Industrial Relations Code, 2020: Objectives, key features and reforms and related laws: The Industrial Disputes Act, 1947; The Trade Unions Act, 1926, and the Industrial Employment (Standing Orders) Act, 1946.

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**Module 4: Code on Social Security, 2020 and related laws**

**10 Sessions**

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Code on Social Security, 2020, Objectives, Key features and reforms, Labour Laws under Social Security Code: 1. The Employees' Compensation Act, 1923 ,2. The Employees' State Insurance Act, 1948 3. The Employees Provident Fund and Miscellaneous Provisions Act, 1952 4. The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959; 5. The Maternity Benefit Act, 1961 6. The Payment of Gratuity Act, 1972 7. The Cine Workers Welfare Fund Act, 1981 8. The Building and Other Construction Workers Welfare Cess Act, 1996. 9. The Unorganised Workers' Social Security Act, 2008.

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**Module 5: General Laws**

**10 Sessions**

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The Company's Act, Law of Negotiable Instruments – Negotiable instruments, Promissory notes, Bills of exchange, Cheques. The sexual harassment of women at work place (prevention, prohibition, & redressal) Act, 2013, The Apprentice Act, 1961.

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**Module 6. Intellectual property Laws**

**10 Sessions**

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The Intellectual Property Laws- Introduction, Legal Aspects of Patents, Filing of Patent Applications, Rights from Patents, Infringement of Patents, Copyright and its Ownership, Infringement of Copyright, Civil Remedies for Infringement.

Student has to write a paper on practical aspect any one Labour Law with a critical analysis

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**Reference**

1.OSH policy 2009, Ministry of labour and employment GOI

2. The occupational health and safety working condition code 2019 bill
3. Government of India (2020) standing committee on labour 2019-20
4. The occupational health and safety working condition code 2019 fourth report Loksabha secretariat
5. PRS Legislative brief on occupational health and safety
6. <http://dgfasli.gov.in>
7. Bare Acts of the relevant Legislations
8. Garg, K.C.; Sharma, Mukesh; Sareen, V.K. (2002). *Commercial and Labour Laws*. Ludhiana: Kalyani Publishers.
9. Kumar H.L., (2000). *Practical Guide to Labour Management*. New Delhi : Universal Law Publishing.
10. Reshma Arora, ( 2000). *Labour Law*. New Delhi : Himalaya Publication House.
11. Kumar H.L., ( 2002). *Practical Guide to Contract Labour - Regulation & Abolition Act & Rules*. New Delhi : Universal Law Publishing.
12. Mathur .A.S. (1968). *Labour Policy and Industrial Relations in India*. Agra: Ram Prasad.
13. Singh, Avtar. (2002). *Introduction to Labour & Industrial Law*. New Delhi : LexisNexis

## MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT

STRATEGIC AND QUALITY MANAGEMENT SYSTEM					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSEC 4.1	04	60	60	40	3 Hours

### Learning Objectives

1. Understand the essence of strategy
2. Know sequence of steps involved in strategic management
3. Learn corporate management
4. Learn basic concepts of managerial economics

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### Module 1: Strategic Management

**10 Sessions**

Strategic management process and concepts, value of vision, mission and corporate objectives, the role of corporate governance and stakeholder management, coherence in strategic direction. External analysis: Porter's Five Forces model, the general environment, the competitive environment, the national environments, and creating the environmentally aware organization. Internal analysis: value chain analysis, resource-based view of a firm, evaluation of firm performance, the balanced scorecard and strategy map, Strategic Alliances: Multinational Corporations, mergers and acquisitions.

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### Module 2: Strategic leadership

**10 Sessions**

Strategic leadership, Advanced leadership theories, creating a Learning organization and an ethical organization. Strategic control and corporate governance. Creating effective organizational designs, managing innovation and fostering corporate entrepreneurship.

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### Module 3: Corporate Management

**10 Sessions**

Nature and scope of corporate management, corporate planning, approaches to corporate management, strategies and their role in corporate management, need, corporate management in non-business organization, corporate strategy, component, function, level, significance and limitation, In-depth analysis of different corporate structures (functional, divisional, matrix, etc.).

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### Module 4: Production/Operation Management

**10 Sessions**

Operations Strategy, Competitive Capabilities and Core Competencies, Linkage Between Corporate, Business, and Operations Strategy, Developing Operations Strategy, Elements or Components of Operations Strategy, Competitive Priorities, Manufacturing Strategies, Service Strategies, Global Strategies and Role of Operations Strategy.

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**Module 5: Quality Management System****10 Sessions**

TQM: Introduction, Objectives, Need and Principles and Core Concepts of TQM, Human Resource Development and Total Quality Management, ISO 9000, ISO 14000, OSHAs 18000, ISO 26000 and Its HR Requirement, Quality Circles, 5S, Six Sigma Quality: Six Sigma Methodology, Just-In-Time: Introduction, Characteristics of JIT, Key Processes to Eliminate Waste, Implementation of JIT, Pre-requisites for implementation, JIT Inventory and Supply Chains, Poka Yoke, Kaizen/Gama kaizen, MOST, TPM, DOJO.

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**Module 6: Managerial Economics****10 Sessions**

Managerial Economics: Introduction, Meaning, Scope, Functions and Importance of the study of Managerial Economics, Demand Analysis: Introduction, Meaning and Law of Demand, Elasticity of Demand, Demand Forecasting, Level of Demand Forecasting, Supply & Market Equilibrium: Introduction, Meaning of Supply and Law of Supply, Elasticity of supply, Production Analysis: Introduction, Meaning of Production and Production Function, Cost of Production, Cost Analysis- Introduction, Types of Costs, Cost-Output Relationship: Cost Function, Inflation and Deflation: Inflation - Meaning and Kinds, Measures to Control Inflation, Deflation.

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**Reference:**

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1. Richard Chase, Nitin Agarwal Operations Management:
2. Nicholas Aquilano Operations Management for Competitive Advances.
3. Damodaran, Suma – Managerial Economics – Oxford University Press
4. Dwivedi D.N: Managerial Economics.,Vikas Publishing House.,2002
5. John A. Pearce (2008) strategic management, Tata McGrawHill Education Pvt. Ltd.
6. Misra and Puri. Indian Economy. Himalaya Publishing, 2011.
7. HL Ahuja, Managerial Economics, Mc Graw Hill, 2008.
8. Vijayan S, Nadar and E, Narayan. Managerial Economics., Prentice Hall, 2009.
9. Zyberberg, Andre. Labour Economics. MIT Press, 2004.

<b>International HRM and Business Economics</b>					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSEC 4.2	04	60	60	40	3 Hours

### **Learning Objectives**

1. To understand the concepts of globalization in HR Perspective.
2. To familiarize the key aspects and contemporary issues to the students.
3. To understand the developments in global HR practices and its challenges.

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### **Module 1: International Business and Globalization 10 Sessions**

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Introduction - Growth of International Business and Globalization - Operational Objectives and Means of Globalization in HR Perspective - Use of Balanced Score Card - Choosing an International Competitive Strategy - Forms of Operations.

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### **Module 2: HR Challenges & Opportunities 10 Sessions**

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HR Challenges & Opportunities - National Differences Facing Operations – Domestic & MNC Perspectives - Linkages among Countries - Governance of Operations - Individual and Company Concerns – Multi cultural orientation to employees, Ethical and Socially Responsible Behavior - Careers in International Business.

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### **Module 3: HR Policies and Operations in a Global Setting 10 Sessions**

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HR Policies and Operations in a Global Setting - Distinctive Features of HR Functions - Planning, Organizing, Directing & Control - Operations - Manpower Planning to Separations in a Global Set-up - Staffing - Skill & Knowledge Development - Incentives & Compensation Package - Motivational Systems – Reporting Relationships – Performance Appraisal Systems - Employee Empowerment – Value systems – Shared Corporate Culture

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**Module 4: Business Economics - Theoretical Perspective****10 Sessions**

Theoretical Perspective: Fundamental Concepts; Significance; Micro versus Macro Economics; Consumer Behaviour: Utility Analysis; Equi-marginal Utility; Indifference Curve; Consumer Equilibrium; Demand Decision: Meaning and Types of Demand; Determinants of Demand; Demand Function; Demand Elasticity; Demand forecasting: Methods of Demand Forecasting; Types of Demand Forecasting.

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**Module 5: Production Decisions****10 session**

Production Decisions: Firm's behaviour in Short and Long Run; Cost: Concepts; Theory; ShortRun and Long-Run Costs; Revenue Functions: Total, Average and Marginal Revenue; BreakEven Analysis.

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**Module 6: National Indicators****10 session**

National Indicators: National Income Aggregates and their Measurement; Inflation: Nature and Causes; Fiscal Policy: Taxes and Transfer of Payments, Role of Fiscal Policy; Monetary Policy: Role of Monetary Policy in India, Instruments of Monetary Control; Liberalization, Privatization and Globalization; Foreign Direct Investment (FDI), Balance of Payment

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**Reference:**

1. Ahluwalia, Montek S., 2003. Macroeconomics and Monetary Policy: Issues for a Reforming Economy. Oxford University Press.
  2. H. L. Ahuja. 2014. Managerial Economics: Analysis of Managerial Decision Making. S. Chand and Company Ltd.
  3. I. Png and D. Lehman. 2007. Managerial Economics. Wiley-Blackwell.
  4. Joshi, Vijay., Little, I.M.D. 1996. India's Economic Reforms 1991-2001. Oxford University Press.
  5. M. Baye., 2015. Managerial Economics and Business Strategy. Tata McGraw-Hill Publishing
  - S. Damodaran., 2016. Managerial Economics. Oxford University Press.
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**MSW-II, SEMISTER IV URTCD**

<b>M.S.W.: Part II Sem. IV</b> <b>CC No 4.1</b> <b>(For All specializations)</b> <b>Total Credits : 4</b>		<b>Corporate Social Responsibility(Common</b>	
<b>Specific Objectives:</b> <ul style="list-style-type: none"><li>• Develop an understanding about the Concept of CSR and its evolution at Globallevel and in India</li><li>• Understand CSR perspectives, guidelines, legal framework in Indian</li><li>• Develop scientific approach to CSR project for sustainable development</li><li>• Develop knowledge, attitudes and skills appropriate for CSR and social work practice</li></ul>			
			Lectures
<b>Unit – I</b>	<b>Concept, Meaning, Evolution and approaches of CSR in India</b>		10
	A	Concept, meaning, basic elements, characteristics and scope of CSR	
	B	Traditional corporate philanthropy and Social Responsibility Model	
	C	Emerging Perspectives of CSR: Reputation capital and Eco-social perspective.	
	D	Rights-based perspective and Human Rights and CSR	
<b>Unit - II</b>	<b>Evolution of CSR Initiatives at Global level</b>		10
	A	Universal Declaration of Human Rights,	
	B	World Health Organization	
	D	World Bank	
	C	MDG’s and CSR	
<b>Unit - III</b>	<b>Indian perspectives and approaches</b>		10
	A	Corporate Governance and CSR, various models	
	B	CSR Policy and guidelines	
	C	Legal frame work, rules and regulations	
	D	Company Act 2013 - relevant provisions of CSR.	



<b>Unit -IV</b>	<b>CSR and Urban development</b>		10
	A	Urban Social issues and CSR initiatives in India	
	B	Urban Health, Education and CSR initiatives in India	
	C	Urban Unemployment and CSR initiatives in India	
	D	Urban infrastructure and CSR initiatives in India	
<b>Unit - V</b>	<b>CSR and Rural and Tribal development</b>		10
	A	Rural and Tribal Social issues and CSR initiatives in India	
	B	Rural and Tribal health, education and CSR initiatives in India	
	C	Rural and Tribal Unemployment and CSR initiatives in India	
	D	Rural and Tribal infrastructure and CSR initiatives in India	
<b>Unit -VI</b>	<b>CSR and development</b>		10
	A	CSR and social development issues and challenges,	
	B	Role of Corporate Sector- HR, Volunteerism, employee's engagement in Community development and	
	C	social development through CSR,	
	D	Role of Social Workers and NGOs in CSR projects.	

### **Recommended Readings:**

#### References:

1. New Companies Act

#### BOOKS:

A White Paper (2008): CSR-Towards a Sustainable Future by KPMG IN INDIA, & ASSOCHAM held at

1st International summit at New Delhi, 28-31, Jan'2008.

2. B. Sujatha (2006), Social Audit: Concepts and Practices, The ICFAI University, Press, Hyderabad

C.V. Baxi & Ajit Prasad (2005), Corporate Social Responsibility - Concepts & Cases: The Indian Experience, Excel Books, New Delhi

David Crowther & Renu Jatana (2005), International Dimensions of CSR Vol. I, The ICFAI University Press, Hyderabad

MSW Part II Sem. IV Paper No. 4.2Core Course CC- 4.2 (ALL)		SOCIAL LEGISLATION	
<b>Specific Objectives:</b> 4. To understand relevance of Laws and legal system in social work practices. 5. To develop understanding of the concepts related to social justice social justice fundamental rightsand human rights. 6. To understand legislations related to children, women, workers, citizens, marginalized and disabledgroups.			
			Lectures
Unit – I	Nature of Social Legislation and Legal Practices		10
	A	Concept and Definition social legislations	
	B	Scope of social legislation in India	
	C	Social disorganization and social legislation	
	D	Social legislation as an instrument of social control and social justice	
Unit - II	Legal Procedure in India		10
	A	First Information Report,	
	B	Code and conducts of Police and Judicial custody Charge sheet	
	C	Bailable and non-bailable Offences	
	D	IPC and CrPC in India.	
Unit - III	Socio-Legal Provision for Special groups-I		10
	A	The Right of Children to free and compulsory education Act 2009.	
	B	Juvenile Justice (protection and care) Act 2015	
	C	The Scheduled Castes and scheduled tribes (Prevention of Atrocities) Act, 1989	
	D	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	
Unit -IV	Socio-Legal Provision for Special groups-II		10
	A	The Immoral Traffic (Prevention) Act, 1956	

	B	Maternity and Paternity Benefit Act.	
	C	Medical Termination of Pregnancy Act, 1971.	
	D	Dowry Prohibition Act, 1961, The Domestic Violence Act 2005.	
<b>Unit - V</b>	<b>Personal laws related to marriage, divorce, maintenance and adoption</b>		<b>10</b>
	A	Hindu marriage Act 1955	
	B	Muslim Shariyat.	
	C	Special Marriage act 1955	
	D	The divorce Act 1869, The adoption and children Act 2002	
<b>Unit -VI</b>	<b>Development and Social legislations</b>		<b>10</b>
	A	The Right to Information Act 2005	
	B	Consumer Protection Act, Food Safety and Standards Act, 2006	
	C	The Mahatma Gandhi National Rural Employment Guarantee Act 2005.	
	D	Human Rights Act, 1993.	

### **Recommended Readings:**

Aloned shamsher and Nafees Ansari(2005), Planning Commission fifty of planned and Social Sector, Indian Jurnal of public administration, vol II03(jule,sept.)

Bagchi, A. K. 1982 Political Economy of Underdevelopment, Cambridge: Cambridge University Press.

Bandyopadhyay, D. 1997 "People's Participation in Planning : Kerala Experiment", Economic and Political Weekly, Sept. 24, 2450-54.

Bhanti, R. 1993 Social Policy and Development in Rajasthan, Udaipur: Himanshu Publications.  
Bu]mer,M. et. al., 1989 The Goals of Social Policy, London: UnwinHyman.

Chakraborty, S. 1987 Development Planning - Indian Experience, Oxford: Claredon Press.  
Dandekar, V. M. 1994 "Role of Economic Planning in India in the 1990s & Beyond", Economic and Political Weekly, Vol. 29, No. 24,1457-1464.

Desai, V. 1988 Rural Development (Vol. I) Mumbai: Himalaya Publishing House. Dimitto, D. M. 1991 Social Welfare: Politics and Public Policy, New Jersey: Prentice-Hall.

Fidelma, A. et al. 3999 Contemporary Social and Political Theory: An Introduction, Buckingham: Open University Press.

Ganapathy, R. S. and Others 1985 Public Policy and Policy Analysis in India, Delhi: Sage Publications. Ghosh, A. 1992 Planning in India: The Challenge for the Nineties, New Delhi: Sage Publications.

Government of India Five Year Plan Documents (latest), New Delhi.

Gupta, S. P. 1993 "Planning and Liberalization", Economic and Political Weekly, Vol. 28, No. 43, Oct. 23, 2349-2355.

Jacob, K. K. 1992 Social Development Perspectives Hebsur, R. K. (Ed.) Social Intervention For Justice, Bombay: TISS,

Huttman, E. D. 1981 Introduction to Social Policy, New York: McGraw- Hill.

International Labour Office. 1973 Multinational Enterprises and Social Policy, Geneva, ILO. Jones, K. et. al., 1983 Issues in Social Policy, London: Routledge & Kegan Paul.

Joshi, P. C. 1976 Land Reform in India Kahn, A. E. 1973 Social Policy and Social Services, New York:

Random House.

Kulkanri, P. D, 1979 Social Policy and Social Development in India, Madras: Association of Schools of Social Work in India.

Kulkarni, P. D. 1952 Social Policy in India, New York: McGraw-Hill Book Company. Kulkarni, P. D. 1975 Social Policy in India, Bombay, Tata Institute of Social Sciences.

Leonard, P. 1997 Postmodern Welfare: Reconstructing an Emancipatory Project, London: Sage. Lindblom, C. E. 1980 The Policy-making Process, New Jersey: Prentice- Hall.

Livingstone, A. 1969 Social Policy in Developing Countries, London: Routledge & Kegan Paul. Madison, B. Q. 1980 The Meaning of Social Policy, London: Croom Helm.

Macpherson, S. 1980 Social Policy in the Third World, London: Wheat- sheaf Brooks. Macpherson, S. 1982 Social Policy in the Third World, New York: John Wiley and Sons. Mathur, K. Bjorkman Top Policy Makers in India, New Delhi: Concept Publishing Co.

Meadows, D. H. 1972 The Limits to Growth, New York: University Books. Mishra, R. 1977 Society and Social Policy, London: Macmillan Ltd.

- Mukherjee, N. 1993 Participatory Rural Appraisal: Methodology and Applications, New Delhi: Concept Publishers.
- Mundle, S. 1993 "Policies, Paradigms and Development Debate at the Close of Twentieth Century\*", Economic and Political Weekly, Vol. 28, No. 26, September 4, 1993, Wheatspeat Books. Milliard, M. and Spicker. 1998 Social Policy in a Changing Society, London: Routledge.
- Phillips, D. R. und Health and Development, London: Routledge and Verhasselt Yola (Eds.) 1994 Kegan Paul.
- Rao, D. B. (Ed.) 1998 World Submit for Social Development Rao, V. "Social Policy: The Means and Ends Question" Indian Journal of Public Administration, Vol. 50, No. 1, Jan.- March, 1994.
- Rao, V. and Mander, H. An Agenda for Caring: Intervention for the Marginalized, New Delhi: VHAI.
- Rastogi, P. N. 1992 Policy Analysis and Problem-solving for Social Systems, New Delhi: Sage Publications.
- Roychaudhury, T. 1982 The Cambridge Economic History of India, Vol. I & II, New Delhi: Cambridge University.
- Roy, Sumit 1997 "Globalisation, Structural Change and Poverty", Economic and Political Weekly, Aug. 16-23, 2117-2132.
- Sachs, W. 3997 Development Dictionary Singh, R. R. (Ed.) 1995 Whither Social Development? New Delhi: ASSWI.
- Singh, Y. 1972 Modernization of Indian Tradition, Delhi: Thomas Press.
- Spicker, Paul 1998 Principles of Social Welfare: An Introduction to Thinking About the Welfare State, London: Routledge.
- The Probe Team. 1999 Public Report on Basic Education in India New Association with Centre for Delhi: Oxford University Press. Development Economics
- Upadhyay, S. B. 1992 Urban Planning, Jaipur: Printwell. UNDP Human Development Reports, Oxford University Press.
- Vyasulu, V. Vani, B. P. 1997 "Development and Deprivation in Karnataka", Economic and Political Weekly, Nov. 15, 2970-2974.
- Weimer, D. L. and Policy Analysis: Concepts and Practice, New Vining, A. R. 1994 Jersey: Prentice-Hall. World Bank World Development Reports (Annual), Oxford University Press.

Yadav, C. S. (Ed) 1986 Urban Planning and Policies - Part A, New Delhi: Concept Publishing Co.  
Encyclopedia of Social Sciences Encyclopedia of Social Work

Recommended Journals / Periodicals

Alternatives; Development and Change; Economic and Political Weekly.

9. Hebsur, R.K., Social intervention for justice, Bombay: TISS, Mumbai
10. Jenks, W. Social policy in a changing world, Geneva: ILO
11. Gangrade K.D. Social legislation in India Vo. I & II
12. Bare Acts Social Legislations
13. Renke Puja Social Legislation

<b>M.S.W.: Part II Sem. IV</b> <b>Paper No CC 4.3</b> <b>(For URCD specializations)</b> <b>Total Credits : 4</b>		<b>LOCAL SELF GOVERNMENTS FOR URBAN, RURAL AND TRIBAL COMMUNITIES</b>	
<b>Specific Objectives:</b>  1. To understand Local self-government as instrument of development. 2. To understand contest, meaning and relevance of decentralized governance 3. To understand contemporary issues and challenges in accessing governance bodies for peoplesdevelopment.			
			Lectures
<b>Unit – I</b>	<b>Concept of Democratic Decentralization and Urban local-self-government and authorities</b>		
	A	Concept of Governance, types, Democracy and its decentralization Genesis and Growth - Ancient age, Medieval period and Modern- Pre and Post independent in India	
	B	Significance of municipal administration,	
	C	Types of urban local self-government	
	D	Structure and functions ofMunicipalities and Corporations	
<b>Unit - II</b>	<b>Urban Authorities and functions</b>		10
	A	Urban community development Program,	
	B	Urban development authority, Slum clearance board, Pollution control board etc.	
	C	NGOs working in various fields of urban development,	
	D	Role of corporatesector in urban development	
<b>Unit - III</b>	<b>Panchayati Raj in Rural India</b>		10
	A	Gramini in Ancient Age, Jat panchayats in Medieval India	
	B	Zilla Parishad: Composition, Committees, Powers and Functions	
	C	Panchat Samiti: Composition, Committees, Powers and Functions	
	D	Gram Panchayat: Composition, Committees, Powers and Functions	
<b>Unit -IV</b>	<b>Structure and Constitutional base for Panchayat Raj</b>		10

	A	The 73rd amendment Act 1992 Gram Sabha, Social Audit and Problems of Panchayati Raj institutions	
	B	Bombay Village Panchayati Act 1958, The Maharashtra Zilla Parishad and Panchayat Samiti Act 1961	
	C	PESA (Panchayati raj extension for Scheduled areas)	
	D	Impact of Panchayati Raj system on Rural Socio-economic life	
<b>Unit - V</b>	<b>Tribal Development authorities</b>		10
	A	Structure and planning at Central Ministry of Tribal Development	
	B	Structure and planning at State Ministry of Tribal Development	
	C	Tribal Commissionaires functions and duties	
	D	Tribal development Project and offices functions and duties	
<b>Unit - VI</b>	<b>Tribal Development Administration</b>		10
	A	Tribal sub plan, MADA, mini MADA	
	B	Tribal research institute: structure & functioning	
	C	Role of government, research Institutes, social worker and local leader	
	D	Tribal development & Voluntary organizations	

### **Recommended Readings:**

#### Recommended Readings:

Author and Year of Publication      Book title, Publisher, Place of Publication

Desai Vasant 1990      Panchayati Raj power to people, Himalaya pub. Bombay.

Khanna B.S. 1994      Panchayati Raj in India rural local Self ,Deep& Deep pub, New Delhi

Ram Reddi 1977      Pattern of Panchayati Raj in India, Mcmillin co India, New Delhi.

Scial wach India (2007) citizens report on governance and development, New Delhi, Sage Publication.

Mishra, sou mishra, Shweta and pal      Decentralised planning and panchayati raj Institutions, New Delhi, Mittal Publication.



<b>M.S.W.: Part II Sem. IV</b> <b>Paper No AECC4.4</b> <b>(For URCD specializations)</b> <b>Total Credits : 4</b>	<b>FIELD WORK PRACTICUM</b>
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Rational: Fieldwork is the ‘learning by doing’ aspect of social work education and an integral part of the total curriculum. Fieldwork plays a pivotal role and provides the experimental basis for the student’s academic programme. It offers an environment within which students are given an opportunity to develop a coherent framework for social work practice by integrating and reinforcing the knowledge acquired in the classroom with actual practice. It also enables students to acquire and test relevant practice skills.

Aims and Objectives of Field Work: The broad aim of Social Work Practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and planning and executing tasks of managing

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#### Rules and Regulation of Field Work

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A student who does not fulfill the field work requirement during the given semester will not be eligible to continue with the programme, until he/she repeats the Field Work training programme for that semester to the satisfaction of the Institution/Department. Field Work requirements include. The rules and regulation for field work are as follows:

- f. 100% Attendance is essential to be considered to be eligible to pass in Field work component (Students who face serious medical emergencies can be given relaxation not more than 20 % of the total attendance, provided student submits the appropriate medical records.).
- aa. Student should be given through orientation regarding Social Work Code of Ethics. Student should demonstrate appropriate Code of Conduct in field work practice.
- bb. Student should fulfill the Workload Norms as prescribed by the Department /Institution.
- cc. Student should submit Field Work Reports timely and regularly.
- dd. Regular Attendance of the Field Work Conference is mandatory.

The decision of the Department/Institution regarding the satisfactory completion of the Field Work and Block Placement Training / Summer Placement training/Internships/ Study Tour/ Rural Camp will be final and binding on the student.

Aims and Objectives of Field Work: The broad aim of Social Work Practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to

reality situations. This learning experience shall provide an opportunity of working with communities, groups, individuals/families and planning and human service organizations

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### Rules and Regulation of Field Work

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A student who does not fulfill the field work requirement during the given semester will not be eligible to continue with the programme, until he/she repeats the Field Work training programme for that semester satisfactorily. The rules and regulation for field work are as follows:

- ee. 100% Attendance is essential to be considered to be eligible to pass in Field work component (Students who face serious medical emergencies can be given relaxation not more than 20 % of the total attendance, provided student submits the appropriate medical records.).
- ff. Student shall be given orientation regarding Social Work Code of Ethics. Student should demonstrate appropriate Code of Conduct in field work practice.
- gg. Student should fulfill the Workload Norms as prescribed by the Department /Institution.
- hh. Student should submit Field Work Reports timely and regularly.
- ii. Regular Attendance of the Field Work Conference is mandatory.

The decision of the Department/Institution regarding the satisfactory completion of the Field Work and Block Placement Training / Summer Placement training/Internships will be final and binding on the student.

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### Course Objectives

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- ❖ To understand structure and functions of concerned placement agency as per the specialization.
- ❖ To study the functional areas of concerned specialization as per the prescribed syllabus prepared by each specialization Dept
- ❖ To train students regarding regional, state and national level trends of practice in the specialization field.

Component	Credit	Details		Marks	
Concurrent Placement	4	Study Tour of minimum 7 days ( 20 marks)	Attendance & Participation	14	64
		Study Tour report submission (10)	Reports	06	
		Concurrent field placements in structured agency setting as per specialization for 16 days(16 days *1 Marks each).	Confidential Report from Agency. Attendance Certificate	16	
		Fieldwork Report Submission (16 reports *1/2 marks each).	Reports	08	
		Participation in Fieldwork Conference (10 Conference *2 marks each)	Attendance Progress Assessment	20	
Continuous Internal evaluation	1	Fieldwork diary	Maintenance of Fieldwork diary on Field Learning's and documentation	06	16
		Presentation on Field Learning's	Presentation Content	10	
Viva Voce Exam	2	External Exam	Viva Voce	20	20
<b>Total</b>					<b>100</b>

<b>M.S.W.: Part II Sem. IV</b> <b>Paper No DSEC4.1</b> <b>(For URCD specializations)</b> <b>Total Credits : 4</b>		<b>DEVELOPMENTAL PROGRAMS FOR URBAN, RURAL AND TRIBAL COMMUNITIES</b>	
<b>Specific Objectives:</b> <b>1.</b>			
			Lectures
<b>Unit – I</b>	<b>Urban Development Programs-I</b>		10
	A	Atal Mission for Rejuvenation and Urban Transformation (AMRUT)	
	B	Pradhan Mantri Awas Yojana (PMAY) – Housing for all (Urban)	
	C	Smart Cities Mission (SCM)	
	D	Swachh Bharat Mission (SBM)	
<b>Unit - II</b>	<b>Urban Development Programs-II</b>		10
	A	<b>Jawaharlal Nehru National Urban Renewal Mission (JNNURM)</b>	
	B	<b>Heritage City Development and Augmentation Yojana (HRIDAY)</b>	
	C	<b>Deen Dayal Antyodaya Yojana – National Urban Livelihood Mission (DAY-NULM)</b>	
	D	<b>National Urban Livelihoods Mission (DAY-NULM)</b>	
<b>Unit - III</b>	<b>Rural Development Programs-I</b>		10
	A	Pradhan Mantri Gram Sadak Yojana	
	B	Deen Dayal Upadhyaya Grameen Kaushalya Yojana.	
	C	Deendayal Antyodaya Yojana/ National Rural Livelihood Mission...	
	D	Prime Minister Rural Development Fellows Scheme, Sampoorna Grameen Rozgar Yojana (SGRY)	
<b>Unit -IV</b>	<b>Rural Development Programs-II</b>		10
	A	Samagra Siksha Abhiyan... Antyodaya Anna Yojana (AAY) NRLM	
	B	Sansad Adarsh Gram Yojana (SAGY)	
	C	National Social Assistance Programme (NSAP), Pradhan Mantri Awaas Yojana (Gramin)/ Indira Awas Yojana.	
	D	Provision of Urban Amenities in Rural Areas (PURA)	
<b>Unit - V</b>	<b>Constitutional Provisions for Tribal Development</b>		10
	A	Tribal Development Policy-2004	
	B	-Tribal Forest Act,2005	
	C	Concept of Integrated Tribal Development & Tribal Sub Plan	
	D	Various Program for Tribal Development,	
<b>Unit -VI</b>	<b>Tribal Development Approaches</b>		10
	A	Role and contribution of NSU in Tribal development.	

	B	Approaches to Tribal Development: Right Based, Welfare and Development	
	C	Gandian Perspective for Tribal Development	
	D	Empowerment and issues of Tribal	

**Recommended Readings:**

<b>M.S.W.: Part II Sem. IV</b> <b>Paper No DSEC 4.2</b> <b>(For URCD specializations)</b> <b>Total Credits : 4</b>	<b>Livelihood and Social Audit</b>
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### **Learning Objectives:**

After completion of this course, students will understand the concept, need, importance and principles of rural livelihood and social audit, Gain knowledge on rural livelihood and the various methods involved in social auditing and acquire skills to practice social accounts and audit.

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<b>Module I: Sustainable Livelihood</b>	<b>10 Sessions</b>
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Meaning and Concept of livelihood. Tools of Poverty Assessment and Historical review of poverty eradication and alleviation programs. Sustainable livelihood – principles and approaches

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<b>Module II: Livelihood Mapping</b>	<b>10 Sessions</b>
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Livelihood mapping: Tools and techniques for livelihood mapping and sub sector analysis- Participatory Assessment and Planning, Rapid and Participatory Livelihood Security.

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<b>Module III: Institutionalized Livelihood Sessions</b>	<b>10</b>
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Livelihood promotions: By different agencies (Government and Non-governmental organizations - Local and International Organizations i.e. UNDP, DFID, CARE, OXFAM.

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<b>Module IV: Livelihood Programmes</b>	<b>10 Sessions</b>
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Major livelihood programs in India, Major Livelihood programmes–Central and State Challenges in livelihood promotions; Livelihood strategies: Livelihood portfolio for rural poor, Agriculture, Migration, Diversification, Sectoral approach.

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<b>Module V: Social Accountability Sessions</b>	<b>10</b>
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Social Accountability-Concept; Social accounting- Concept – History, Scope, objectives and importance. Principles of social accounting – Models of social accounting – Approaches – Steps involved in Social accounting - Benefits and challenges of social accounting, Distinction between financial accounting and social accounting.

Social Audit: Concept, Scope, Objectives. Principles of social audit: Transparency, Participation, Representative Participation and Accountability. Types of social audit. Stages in social audit: Preparatory stage, Implementation stage and Follow up – Benefits and challenges of social audit – Social Audit vs Financial Audit – Community Audit: Role of gram panchayat and gram sabha in social audit . Practical use of tools and techniques for social Accounting and auditing - Social Impact Assessment (SIA), Social Accounting and Auditing (SAA) and Community Auditing and Reporting, Writing the books of accounts and auditing. Documentation and Reporting

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- Auret, Diana and et.al. 2009. Participatory social auditing: a practical guide to developing a gender-sensitive approach. Institute of development studies. Brighton.
- Ball, Amanda and Stephen O. Osborne. 2011. Social accounting and public management: accountability for the common good. Routledge Publisher. New York.
- Basu, S. K. 2006. Auditing: Principles and Techniques. Dorling Kindersley (India) Pvt. Ltd. New Delhi.
- Basu, S.K. 2009. Fundamentals of Auditing. Dorling Kindersley (India) Pvt. Ltd. New Delhi.
- Baumgartner, Ruedi. 2004. In search of sustainable livelihood systems. Sage publications, New Delhi.
- Costa, Ericka and et. Al. 2014. Accountability and Social Accounting for social and non-profit organizations. Emerald group publishing limited. Bingley, UK.
- Dagoon, Jesse D. 2003. Teaching strategies in livelihood and vocational education today. Rex Books store inc. Manila.
- Ellis, Frank. 2000. Rural livelihoods and diversity in developing countries. Oxford university press. New York.
- Lont, Hotze and Otto Hospes. 2004. Livelihood and microfinance. Eburon academic publishers. Delft, Netherlands.
- Niehof, Anke and Lisa Price. 2001. Rural livelihood systems: a conceptual framework. Upward Publisher. Wageningen, Netherlands.
- Pagare, Dinakar. 2010. Principles and practice of auditing. Sultan Chand and Sons, New Delhi.
- Prasuna, D G. 2005. Auditing: the emerging landscape. The ICAI University press. Hyderabad.
- Premavathy, N. 2012. Practical auditing. Sri Vishnu publications. Chennai.
- Rakodi, Carole and Tony Lloyd-Jones. 2002. Urban livelihoods: A people-centered approach to reducing poverty. Earthscan publications limited. London.

## MSW-II, SEMITER IV MPSW

<b>M.S.W.: Part II Sem. IV</b> <b>CC No 4.1</b> <b>(For All specializations)</b> <b>Total Credits : 4</b>		<b>Corporate Social Responsibility(Common</b>	
<b>Specific Objectives:</b> <ul style="list-style-type: none"><li>• Develop an understanding about the Concept of CSR and its evolution at Globallevel and in India</li><li>• Understand CSR perspectives, guidelines, legal framework in Indian</li><li>• Develop scientific approach to CSR project for sustainable development</li><li>• Develop knowledge, attitudes and skills appropriate for CSR and social work practice</li></ul>			
			Lectures
<b>Unit – I</b>	<b>Concept, Meaning, Evolution and approaches of CSR in India</b>		10
	A	Concept, meaning, basic elements, characteristics and scope of CSR	
	B	Traditional corporate philanthropy and Social Responsibility Model	
	C	Emerging Perspectives of CSR: Reputation capital and Eco-social perspective.	
	D	Rights-based perspective and Human Rights and CSR	
<b>Unit - II</b>	<b>Evolution of CSR Initiatives at Global level</b>		10
	A	Universal Declaration of Human Rights,	
	B	World Health Organization	
	D	World Bank	
	C	MDG’s and CSR	
<b>Unit - III</b>	<b>Indian perspectives and approaches</b>		10
	A	Corporate Governance and CSR, various models	
	B	CSR Policy and guidelines	
	C	Legal frame work, rules and regulations	



	D	Company Act 2013 - relevant provisions of CSR.	
<b>Unit -IV</b>	<b>CSR and Urban development</b>		<b>10</b>
	A	Urban Social issues and CSR initiatives in India	
	B	Urban Health, Education and CSR initiatives in India	
	C	Urban Unemployment and CSR initiatives in India	
	D	Urban infrastructure and CSR initiatives in India	
<b>Unit - V</b>	<b>CSR and Rural and Tribal development</b>		<b>10</b>
	A	Rural and Tribal Social issues and CSR initiatives in India	
	B	Rural and Tribal health, education and CSR initiatives in India	
	C	Rural and Tribal Unemployment and CSR initiatives in India	
	D	Rural and Tribal infrastructure and CSR initiatives in India	
<b>Unit -VI</b>	<b>CSR and development</b>		<b>10</b>
	A	CSR and social development issues and challenges,	
	B	Role of Corporate Sector- HR, Volunteerism, employee's engagement in Community development and	
	C	social development through CSR,	
	D	Role of Social Workers and NGOs in CSR projects.	

#### **Recommended Readings:**

##### References:

1. New Companies Act

##### BOOKS:

A White Paper (2008): CSR-Towards a Sustainable Future by KPMG IN INDIA, & ASSOCHAM held at

1st International summit at New Delhi, 28-31, Jan'2008.

2. B. Sujatha (2006), Social Audit: Concepts and Practices, The ICFAI University, Press, Hyderabad

C.V. Baxi & Ajit Prasad (2005), Corporate Social Responsibility - Concepts & Cases: The Indian Experience, Excel Books, New Delhi

<b>MSW Part II Sem. IV Paper No. 4.2Core Course CC- 4.2 (ALL)</b>		<b>SOCIAL LEGISLATION</b>	
<b>Specific Objectives:</b> 7. To understand relevance of Laws and legal system in social work practices. 8. To develop understanding of the concepts related to social justice social justice fundamental rightsand human rights. 9. To understand legislations related to children, women, workers, citizens, marginalized and disabledgroups.			
			Lectures
<b>Unit – I</b>	<b>Nature of Social Legislation and Legal Practices</b>		10
	A	Concept and Definition social legislations	
	B	Scope of social legislation in India	
	C	Social disorganization and social legislation	
	D	Social legislation as an instrument of social control and social justice	
<b>Unit - II</b>	<b>Legal Procedure in India</b>		10
	A	First Information Report,	
	B	Code and conducts of Police and Judicial custody Charge sheet	
	C	Bailable and non-bailable Offences	
	D	IPC and CrPC in India.	
<b>Unit - III</b>	<b>Socio-Legal Provision for Special groups-I</b>		10
	A	The Right of Children to free and compulsory education Act 2009.	
	B	Juvenile Justice (protection and care) Act 2015	
	C	The Scheduled Castes and scheduled tribes (Prevention of Atrocities) Act, 1989	
	D	Sexual Harassment of Women at Workplace (Prevention, Prohibition	

		and Redressal) Act, 2013	
<b>Unit -IV</b>	<b>Socio-Legal Provision for Special groups-II</b>		<b>10</b>
	A	The Immoral Traffic (Prevention) Act, 1956	
	B	Maternity and Paternity Benefit Act.	
	C	Medical Termination of Pregnancy Act, 1971.	
	D	Dowry Prohibition Act, 1961, The Domestic Violence Act 2005.	
<b>Unit - V</b>	<b>Personal laws related to marriage, divorce, maintenance and adoption</b>		<b>10</b>
	A	Hindu marriage Act 1955	
	B	Muslim Shariyat.	
	C	Special Marriage act 1955	
	D	The divorce Act 1869, The adoption and children Act 2002	
<b>Unit -VI</b>	<b>Development and Social legislations</b>		<b>10</b>
	A	The Right to Information Act 2005	
	B	Consumer Protection Act, Food Safety and Standards Act, 2006	
	C	The Mahatma Gandhi National Rural Employment Guarantee Act 2005.	
	D	Human Rights Act, 1993.	

### **Recommended Readings:**

Aloned shamsher and Nafees Ansari(2005), Planning Commission fifty of planned and Social Sector, Indian Jurnal of public administration, vol ll03(jule,sept.)

Bagchi, A. K. 1982 Political Economy of Underdevelopment, Cambridge: Cambridge University Press.

Bandyopadhyay, D. 1997 "People's Participation in Planning : Kerala Experiment", Economic and Political Weekly, Sept. 24, 2450-54.

Bhanti, R. 1993 Social Policy and Development in Rajasthan, Udaipur: Himanshu Publications.  
Bu]mer,M. et. al., 1989 The Goals of Social Policy, London: UnwinHyman.

Chakraborty, S. 1987 Development Planning - Indian Experience, Oxford: Claredon Press.

Dandekar, V. M. 1994 "Role of Economic Planning in India in the 1990s & Beyond", Economic and Political Weekly, Vol. 29, No. 24, 1457-1464.

Desai, V. 1988 Rural Development (Vol. I) Mumbai: Himalaya Publishing House. Dimitto, D. M. 1991 Social Welfare: Politics and Public Policy, New Jersey: Prentice-Hall.

Fidelma, A. et al. 3999 Contemporary Social and Political Theory: An Introduction, Buckingham: Open University Press.

Ganapathy, R. S. and Others 1985 Public Policy and Policy Analysis in India, Delhi: Sage Publications. Ghosh, A. 1992 Planning in India: The Challenge for the Nineties, New Delhi: Sage Publications.

Government of India Five Year Plan Documents (latest), New Delhi.

Gupta, S. P. 1993 "Planning and Liberalization", Economic and Political Weekly, Vol. 28, No. 43, Oct. 23, 2349-2355.

Jacob, K. K. 1992 Social Development Perspectives Hebsur, R. K. (Ed.) Social Intervention For Justice, Bombay: TISS,

Huttman, E. D. 1981 Introduction to Social Policy, New York: McGraw- Hill.

International Labour Office. 1973 Multinational Enterprises and Social Policy, Geneva, ILO. Jones, K. et. al., 1983 Issues in Social Policy, London: Routledge & Kegan Paul.

Joshi, P. C. 1976 Land Reform in India Kahn, A. E. 1973 Social Policy and Social Services, New York: Random House.

Kulkanri, P. D, 1979 Social Policy and Social Development in India, Madras: Association of Schools of Social Work in India.

Kulkarni, P. D. 1952 Social Policy in India, New York: McGraw-Hill Book Company. Kulkarni, P. D. 1975 Social Policy in India, Bombay, Tata Institute of Social Sciences.

Leonard, P. 1997 Postmodern Welfare: Reconstructing an Emancipatory Project, London: Sage. Lindblom, C. E. 1980 The Policy-making Process, New Jersey: Prentice- Hall.

Livingstone, A. 1969 Social Policy in Developing Countries, London: Routledge & Kegan Paul. Madison, B. Q. 1980 The Meaning of Social Policy, London: Croom Helm.

Macpherson, S. 1980 Social Policy in the Third World, London: Wheat- speat Brooks. Macpherson, S. 1982 Social Policy in the Third World, New York: John Wiley and Sons. Mathur, K. Bjorkman Top Policy Makers in India, New Delhi: Concept Publishing Co.

Meadows, D. H. 1972 The Limits to Growth, New York: University Books. Mishra, R. 1977 Society and Social Policy, London: Macmillan Ltd.

Mukherjee, N. 1993 Participatory Rural Appraisal: Methodology and Applications, New Delhi: Concept Publishers.

Mundle, S. 1993 "Policies, Paradigms and Development Debate at the Close of Twentieth Century\*", Economic and Political Weekly, Vol. 28, No. 26, September 4, 1993, Wheatspeat Books. Milliard, M. and Spicker. 1998 Social Policy in a Changing Society, London: Routledge.

Phillips, D. R. und Health and Development, London: Routledge and Verhasselt Yola (Eds.) 1994 Kegan Paul.

Rao, D. B. (Ed.) 1998 World Submit for Social Development Rao, V. "Social Policy: The Means and Ends Question" Indian Journal of Public Administration, Vol. 50, No. 1, Jan.- March, 1994.

Rao, V. and Mander, H. An Agenda for Caring: Intervention for the Marginalized, New Delhi: VHAI.

Rastogi, P. N. 1992 Policy Analysis and Problem-solving for Social Systems, New Delhi: Sage Publications.

Roychaudhury, T. 1982 The Cambridge Economic History of India, Vol. I & II, New Delhi: Cambridge University.

Roy, Sumit 1997 "Globalisation, Structural Change and Poverty", Economic and Political Weekly, Aug. 16-23, 2117-2132.

Sachs, W. 3997 Development Dictionary Singh, R. R. (Ed.) 1995 Whither Social Development? New Delhi: ASSWI.

Singh, Y. 1972 Modernization of Indian Tradition, Delhi: Thomas Press.

Spicker, Paul 1998 Principles of Social Welfare: An Introduction to Thinking About the Welfare State, London: Routledge.

The Probe Team. 1999 Public Report on Basic Education in India New Association with Centre for Delhi: Oxford University Press. Development Economics

Upadhyay, S. B. 1992 Urban Planning, Jaipur: Printwell. UNDP Human Development Reports, Oxford University Press.

Vyasulu, V. Vani, B. P. 1997 "Development and Deprivation in Karnataka", Economic and Political Weekly, Nov. 15, 2970-2974.

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Yadav, C. S. (Ed) 1986 Urban Planning and Policies - Part A, New Delhi: Concept Publishing Co. Encyclopedia of Social Sciences Encyclopedia of Social Work

#### Recommended Journals / Periodicals

Alternatives; Development and Change; Economic and Political Weekly.

14. Hebsur, R.K., Social intervention for justice, Bombay: TISS, Mumbai
15. Jenks, W. Social policy in a changing world, Geneva: ILO
16. Gangrade K.D. Social legislation in India Vo. I & II
17. Bare Acts Social Legislations
18. Renke Puja Social Legislation

## Counselling and Psychotherapy (SEM IV) Credit 4 (CC: 4.3)

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### Module I: Core Concepts

10 Sessions

Definition and Nature and scope of Counselling , Ethics and legal concerns of Counselling . Types of Counselling, Individual and Groups Counselling, Factors contributing to the Emergence of Counselling in India. Counselor –Client Expectations and goals . Psychotherapy: definition, elements, differences and similarities with counseling and psychotherapy, Social values and psychotherapy, effectiveness of psychotherapy.

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### Module II: Theories of Psychotherapy & Process of Counselling

10 Sessions

Counseling Process – Phases, Micro and Advanced Skills , Intervention Techniques , Evaluation in counseling, Termination in Counselling, Use of Records in counseling. Theories of psychotherapy: psychoanalysis theory, Adler’s theory, Transactional analysis theory, Heniz Hartman’s theory.

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### Module III: Humanistic and Psychodynamic Approaches

10 Sessions

Person Centered Therapy, Psychoanalytical Therapy, Gestalt Therapy, Existential Therapy, Reality, Transactional Analysis. Use of Therapies in the process of counselling (Practical).

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### Module IV: Humanistic and Psychodynamic Approaches

10 Sessions

Rational Emotive Behavior Therapy, Family Therapy , Brief Therapy, Neuro Linguistic Programming Identification of a problem and use of any one of the therapies (Practical) .

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### Module V: Behaviour Theory

10 Sessions

Behavior theory: History of behavior therapy: Classical conditioning, operant conditioning , social learning approach. Behavior therapy; goals and assessment. Treatment approach systematic desensitization, Vivo exposure, Aversion therapy, Imaginal flooding therapy, Modeling technique and Assertiveness therapy.

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### Module VI: Humanistic and Psychodynamic Approaches

10 Sessions

Cognitive behavioral therapy, Rational Emotive Behavioral therapy, Stress- inoculation therapy. Family Therapy , Brief Therapy, Humanistic Experimental therapies: Client-centered therapy, Existential therapy, Gestalt therapy, therapy for interpersonal relationship: Marital therapy, Family system therapy.

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### References

1. Antony D John , (2005). Emotions in counseling, Anugraha Publications, Tamilnadu
2. Antony D John , (2005). Self psychology, Anugraha Publications, Tamilnadu
3. Antony D John, (2006): Mental disorders encountered in counseling, Anugraha Publications Tamilnadu
4. Antony D John, (2005).Family Counselling, Anugraha, Publications Tamilnadu
5. Antony, D. John, (2003). Skills of Counselling, Anugraha Publication, Tamilnadu
6. Berne Eric, (1964). Game people play, New York: Grove Press
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8. Capuzzi, David (1999). Counselling and Psychotherapies Columbia : Merrill Prentice Hall,London,Steel
  9. Capuzzi, David, (1999). Counselling and Psychotherapies Columbia : Merrill Prentice Hall, London, Steel
  10. Carkuff R.R.& Bereason, (1977).Beyond counseling and therapy, Merrill Prentice Hall, London Steel
  11. Carkuff, R.R. and Bereason, B.S, (1977). Beyond Counselling and Therapy, New York, London: Hot Rinchart & Winston
  12. Chaturvedi, Ramesh, (2005). Educational and Vocational guidance and counseling, Crescent Publications, Corporation, New Delhi
  13. Coorey Gerald, (1977). Theory and Pactice of Counselling and Psychotherapy,Brooks: Cole V.S. New York
  14. Coorey Gerald, (2000). Theory and practice of Group counselling Brooks: Cole V.S., New York
  15. Corey, Gerald, (2000). Theory & Practice of Group Counselling, Brooks: Cole V.S., New York
  16. Corey, Gerald, (1977). Theory and Practice of Counselling And Psychotherapy, Brooks: Cole V.S., New York
  17. Dryden and Feltham, (1994). Developing counselor training,Sage Publications, London Steel.
  18. Etherington Kim Bond, (2001). Counseling in Health Setting,Jessica Kingely, London Steel
  19. Ewan gillon, (2007). Person centered counseling psychology,Sage Publications, New Delhi
  20. Feltham , Colin and Horton, Ian, (2000). Handbook of Counselling & Psychotherapy Sage Publications, London Steel
- Fuster T M, (1980).Personal counseling, Mumbai: St. Paul's Publications



## **Gerontology and Disabilities (Sem IV) Credit 4 DSEC 4. 1)**

### **Module 1: Introduction to Gerontology**

Introduction to the Field of Gerontology, Physical, Social and Cognitive aspects of Ageing, Religion, Spirituality and Aging, Cultural Perspectives on Aging,

### **Module 2: Disorders and disabilities:**

Disorders and Disabilities in Geriatrics: Hypertension in Elderly, Cardiovascular Diseases, Dementias, Neurological Disorders, Dermatological Disorders, Endocrine-Diabetes, Thyroid, Respiratory Diseases – TB, COPD, Cancer in Elderly, Special Senses-Eye, Ear (Hearing Impairment), Psychiatric Problems-Depression, Anxiety, Schizophrenia, Sleep Problems, Gastro Intestinal Diseases, Malnutrition, Substance Use Disorders –Alcohol etc., Sexual Dysfunction, Skin Ulcers –Pressure Sore, Prostate Disorders, Musculoskeletal Disorders, Osteoporosis, Infectious Diseases in Elderly, Kidney Diseases, Hematological Disorders-Anemia, Myelodysplasia & Myelo fibrosis

### **Module 3: Policies and Programmes:**

Policies and Programmes: Help Age International, India, International Federation on Aging, United Nations' principles for older persons, Ministry of Health and Family Welfare: National Programme for the health care of the elderly(NPHCE), Regional Geriatric centres, responsibilities of State, Activities at state level- community awareness, planning monitoring and supervision, The maintenance and Welfare of Parents and Senior Citizens Act 2007.

### **Module 4: Nutrition, Leisure and Retirement,**

Nutrition and Exercise: Need of dietary alteration, Energy needs of old, Formulation of diet for elderly, Diet related degenerative changes, Physical activity, Work and Leisure, Retirement and Finance, Death and Dying, Components of geriatric rehabilitation: accomodation, prevention of disability, medical treatment of impairment.

### **Module 5: Introduction to Disabilities:**

Definition of Disability, Types of Disability: Visual impairment, Hearing impairment, Locomotor impairment, Cerebral Palsy, Mental retardation and Mental illness, Children with learning disabilities, Temporary Total Disability, Temporary partial Disability, Permanent Disability.

### **Module 6: Policies, Programmes and Rehabilitation:**

Programmes for differently abled persons: Assistance to Disabled Persons for Purchase/Fitting of Aids and Appliances(ADIP Scheme), Deendayal Disabled Rehabilitation Scheme to Promote Voluntary Action for Persons with Disabilities (DDRS Scheme), National Awards and National Scholarships for persons with disabilities etc.Rehabilitation: Psychosocial rehabilitation, community based rehabilitation,The Rights of Person with Disability Act, 2016, Different Rights of person with disabilities.

### **Reference:**

Elderly Care Medicine Lecture Notes,2007,8thEdition,Wiley-Blackwell. 2.Geriatrics at your Fingertips,2015,17th Edition

Angelari, M. (2003). Adult guardianship: protecting the elderly or shielding abusers? Public Interest Law Reporter, Fall, p. 6-9.

Freeman, Michael, Human Rights : An Interdisciplinary Approach (2002)

Gogia, S.P., Law relating to Human Rights (2000)

Gupta D.N. and Singh, Chandrachur, Human Rights and Freedom of Conscience: Some suggestions for its Development and Application (2001)

Sudhir M.A, Ageing in Rural India: Perspective and prospectus. Delhi, Indian Publishers Distribution; 2005

Ahmed Dr.Rumi, Rights of Persons with DisabilityIn India, White Falcon Publishing Solutions Llp

Singh Maheshwar, Disability Rights and Law in India,

## **Social Work Practice in Hospitals and Rehabilitation (SEM IV) Credit 4 Compulsory (DSEC4:2)**

<b>Module I: Core Concepts</b>	<b>10 Sessions</b>
Models of Health Care System. Team work and Multidisciplinary approach in health care. Understanding the patient as a person, Illness behaviour and treatment behaviour of the patient. Impact of illness on the patient and family. Social and Emotional component associated with various physical and mental disorders. Concept of Discharge Planning and Adherence Counselling.	
<b>Module II: Medical Social Work Sessions</b>	<b>10</b>
Definition, Nature and Concept of Medical Social Work. Historical Development of medical social work in India and west. India. Concept of Community Health Care and Community Diagnosis. Organization and administration of Medical social Work departments in hospitals. Functions of Medical Social Worker. Role of social worker in the hospital set-up (Admission Procedure, Discharge. Follow up, home visits, case history taking etc.). Issues and Challenges in practicing Psychiatric Social Work in India.	
<b>Module III: Psychiatric Social Work Sessions</b>	<b>10</b>
Definition, Nature and Concept of Psychiatric Social Work. Historical Development of Psychiatric Social Work in India, South Asia and U.S.A. Profile of Psychiatric Social Workers in India. Skills and techniques required from Psychiatric Social Worker. Issues and Challenges in practicing Psychiatric Social Work in India. Roles and function of Psychiatric Social Worker.	
<b>Module IV: Palliative Care and Social Work Sessions</b>	<b>10</b>
Concept of Palliative Care. History of Palliative Care. Major Palliative Care Centers in India. Function and role of Social Worker in Palliative Care Centre. Types of Recreational activities organized for palliative care patients.	
<b>Module V: Rehabilitation and After Care Services Sessions</b>	<b>10</b>
Concept of Rehabilitation. Rehabilitation Council of India guidelines. Functions and role of Social Worker in various rehabilitation settings: Hospital based, day-care, night-care, quarter-way home, half- way-home, hostels, Vocational guidance centre, sheltered workshop, occupational therapy centre, Community based rehabilitation centre, home care, inclusive education and others. Practice of Social work methods in the process of rehabilitation.	
<b>Module VI: Health Policies Sessions</b>	<b>10</b>
Mental Health Act. Medical Termination of pregnancy act. ESI Act and Schemes. Group Discussion on Right to Health versus Responsibility for Health	
<b>References</b>	

1. John J. Hulon : Principles of Public Health Administration
2. Park J.E. & Park K. Text Book of Preventive & Social medicine M.B. Bhanot Pub. Jabalapur, 1990
3. Sunital Roy : A Hand Book of Preventive & Social medicine
4. Sunderlal Adarsh, Pankaj 'Text Book of Community Medicine (Preventive & social medicine)
5. M.C. Gupta & B.K. Mahajan : Textbook of preventiveand social Medicine.
6. Dr B. S. Nagaraj : Community Medicine without Tears: Mysore printing and publishing house ,Mysore
7. Medical Social Work by KEM Hospital & Sheth G.S. Medical College Mannul
8. S.R.Mehta(1992) : Society and Health A Sociological Perspective Vikas Publishing House New Delhi.
9. Malavika Kapur : Mental Health In Indian Schools.
10. A.M Chalkley :A Text book For The Health Worker
11. Ratna Verna Psychiatric social work in India
12. G.R. Banerjee Papers on social work
13. Pathak S.H. Medical social work in India