



SHIVAJI UNIVERSITY, KOLHAPUR

Revised Syllabus of M.S.W Part II (Sem III to IV)

To be introduced from the academic year 2020-21
(i.e. from June 2020) Onwards

(Subject to the modifications made from time
to time)

MSW PART II SEMSTER III SYLLABUS

SOCIAL WELFARE ADMINISTRATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.1.	04	60	60	40	3 Hours

Learning objectives:

- ❖ To acquire knowledge and skills to administer the Social Welfare and Non Govt. Organizations.
- ❖ To become informed about the different kinds of services available at the governmental and NGO level for clients to take advantage of.
- ❖ To become familiar with different legislation covering different aspects of Social Welfare and Non Govt. Organizations.
- ❖ To become familiar with the process of initiating social service programmes.

Module I: Concept of Social Welfare Administration

10 Session

Meaning and concept of Social welfare administration, Functions, Scope and Principles of Social welfare administration, History, Composition, Objectives and activities of Central Social Welfare Board, State Social welfare advisory Board.

Module II: Types of NGOs

05 Session

Definition of Social Welfare Organizations/ Non Profit Organization/Non Govt. Organization), Features of Non Profit Organizations - Non-Government, Non-Profit making and Self-governing, Types of Nonprofit Organizations, Organizational structure and characteristics of Nonprofit Organizations.

Module III: Administrative Processes & Administrative Skills

15 Session

Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting (POSDCORB), Mobilization of financial resources - Grants in Aid —Administrative skills – Writing reports, letters and minutes of meetings 4.Project formulation, implementation, monitoring and evaluation. General body, Managing/Executive committee: Responsibilities and functions of an Executive and office bearers. Functions and qualification of board members. Types of committees. Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting. Administrative skills – Writing reports, letters and minutes of meetings – Project formulation, implementation, monitoring and evaluation.

Module IV: Procedures in Registration of a NGO

10 Session

Societies Registration Act, 1860, Indian Trust Act, 1882, Companies Act, 1956. Preparation of Memorandum of Association, Bye laws, Constitution and Trust Deed, Functions and responsibilities of governing board, committees and office bearers. Trust, Society and Section-8 Company registration process.

Module V: Financial Management

10 Session

Sources of Finance – Governmental and Non-Governmental, Methods of resource mobilization - Corporate Social Responsibility, Grants in Aid, Foreign Contribution Regulation Act, 1976, Exemption from Income tax, Preparing an organizational Budget. Auditing. Components of Monthly, Quarterly, Half Yearly and Annual Report.

Module VI: Policies

10 Sessions

National Policy on Voluntary sector, 2007, Government-NGO Interface, Public-Private Partnership. Governance of Voluntary Organizations: Registration of Organizations Role of Trustees, Board of Directors Legal compliances. Accountability and Transparency, emerging trends worldwide

References

1. Batra, Nitin. (2004). Administration of social welfare in India. Jaipur: Raj Publishing House.
2. Choudry, Paul, (1993). Hand book on social welfare. Delhi: Atma Ram & Sons, New Delhi.
3. Dubey, S.N. (1973). Administration of Social Welfare programmes in India. Bombay: Somaiya Publications.
4. Encyclopedia of Social Work in India- Vol I & III. (1987). Ministry of Welfare. Government of India.
5. Goel ,S.L.,2010, Social Welfare Administration, Deep & Deep Publication, New Delhi
6. Goel ,S.L., (2003) Public Administration: Theory and Practice, Deep and Deep Publications Pvt. Ltd. New Delhi.
7. Kohli, A.S & S.R. Sharma. (1998). Encyclopedia of Social Welfare and Administration. New Delhi: Anmol Publication.
8. Patel, N Vinod & Rana, K, Girish. (2007). Personnel Management. Jaipur: Oxford Book Company.
9. S. M. Jha. (2002). Social Marketing, Himalaya Publishing House, Bangalore

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

Module 1: Introduction to Human Resource Management	10 Sessions
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The Concept and Functions of Human Resource Management, Structuring Human Resource Management, Changing Role of Human Resource Management in India, Globalization, Its Impact on HRM, International HRM an Overview, HR and the corporate culture, environmental forces, and government regulations : Measuring HR : Competitive Benchmarking, HR Accounting , HR Auditing, HR Cost Monitoring , HR Effectiveness Index , HR Key Indicators, HR MBO , HR Profit Centre

Module 2: Human resource planning	10 Sessions
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Introduction to HRP System – The Emerging Context Process and Functions of Human resource Planning, Methods and Techniques : Demand Management, Supply Management, HR forecasting Techniques, Talent Acquisition, Recruitment and Selection: Concept of Recruitment, Factors Affecting Recruitment, Sources of Recruitment, Recruitment Policy, Selection, Selection Process, Application Forms, Selection Test, Interviews, Evaluation, Placement, Induction, Talent Attraction and retention, attrition management

Module 3: Human Resource Development	10 Sessions
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Concept, The Process and System of HRD, Training and Management Development: Meaning of Training, , Methods of Training, Concept of Management Development, Management Development Methods, Differences between Training and Development, Evaluation of Training and Management Development, Mentoring, coaching & counseling for personal and managerial effectiveness, Career and Succession Planning, Competency mapping, Skill metrics, HRD Audit, Multi Source Feedback System, Knowledge Management, Technology and HRD, Diversity Management, Managing Globalization.

Module 4: Performance and compensation management	10 Sessions
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Concept and Need for Performance, Reviews, Overview of Performance Appraisal, Types of Appraisal Methods, 360 degree appraisal, Benefits, Wage and Salary Administration, Managing Wages, National Wage Policy : Objectives, Concepts, Company Wage Policy : Wage Determination, Pay Grades, Economic Principles, External Equity : Wage Surveys, Wage Components dearness allowances and Basic pay, pay roll management, Concept of Rewards and Incentives, Fringe benefits, Managing Benefits in Organizations.

Module 5: Job Evaluation:	10 Sessions
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Concept of Job Evaluation, Objectives, Techniques, Advantages and Limitations, Introduction to Competency, Job Analysis and Design: Concept of Job Analysis and job design , Process of Job Analysis, Methods of Job Analysis, Job Analysis Information, competency mapping, assessment centre, job description, job specification, Concept of Job design

Module 6- Intellectual capital accounting,	10 Sessions
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Module Human Resource Information System, Human resource audit, Human Resource Accounting, Emerging Trends in HRM, Outsourcing, Right Sizing of Workforce, Flexi time, Talent Management, Employee Engagement, Innovations in employee engagement(referral bonus, gender equality, employee empowerment), Organizational Citizenship Behavior, Organizational Inclusiveness, Corporate Social Responsibilities

References

1. Flipppo, Edwin: Principles of Human Resource Management, Prentice Hall of India Pvt Ltd., 2002
2. Amstrong, Michael. A Handbook of Human Resource Management Practices. Kogan Page Publishers
3. Richard . B Renckly : Human Resources., Barron`s Publishing.,2004
4. Michael Kavanagh and Mohan Thite . Human Resource Information Systems – Sage Publications Inc, 2009
5. Gupta, Ashok Kumar. Developing Human Resource Information System , DayaPublishing House, 2005.
6. Sharma, Radha R. *Change Management-Concepts and Applications*.Tata Mc Graw Hill.2003
7. Ramnarayan, S.; Rao, T V; and Singh, Kuldeep. *Organisation Development: Interventions and Strategies*. Response Books, 1998.
8. Memoria C.B., Personnel Management, Himalaya Publications, Bombay.
9. Miraza S.S., Human Resources Management, Tata McGraw – Hill Publication Co., New Delhi.
10. Ahuja K.K., Human Resource Management, Kalyani Publishers, Ludhiyana.
11. Rudra Basavaraj, Dynamics of Personnel Administration, Himalaya Publishing House, Bombay.
12. Armstrong, Mechael Baron, Angela (2006) Handbook of Strategic HRM, Mumbai : Jaico Publishing House
13. Aswathappa, K (2001) Human Resource Management, Text & Cases, New Delhi : Tata McGraw- Hill Edition
14. Bhagoliwel, T. N. (1990) Personnel Management and IR, Agra : Sahitya Bhavan Hospital
15. Botton, Trevor (2001) An Introduction to Human Resource Management, New Delhi : Infinity Books
16. Dale, B. G. etc. (2001) Managing Quality and Human Resources, New Delhi : Infinity Books
17. Dalmar Fisher, Communication in Organizations, Jaico Publishing House, Mumbai.
18. Flipppo, Edwin B. (1971) Principles of Personnel Management Ed. 4, Tokyo : McGraw Hill Publication
19. Mamoria, C. B. (1994) Personnel Management Ed. 12, Mumbai : Himalaya Pub. House
20. Memoria C.B., Personnel Management, Himalaya Publications, Bombay.
21. Miraza S.S., Human Resources Management, Tata McGraw – Hill Publication Co., New Delhi.
22. Monappa, Arun and Saiyadain, Mirza, S. (1999) Personnel Management; New Delhi : Tata McGraw Hill
23. Moorthy, M. V. (1992) Human Resource Management, Bangalore : R & M Associates

MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

MANAGEMENT PROCESS AND ORGANIZATIONAL BEHAVIOR					
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

Module1: Organization and Management process 10 Sessions

Organization: Introduction, Organizational Process – General, Vision and Mission, Strategy, Structure, System, Process, Jobs and Tasks, management process: Importance of Management, Evolution of Management Thought, Principles of Management, Management Process, Functional areas of management, MBO

Module: Organizational Structure 10 Sessions

Concept and types of Organizational Structure , classification of industries, simple,functional, matrix, product- team structure, virtual organization, outsourcing-creating modular organization, boundary less structures, ambidextrous learning organizations, Job design and organizational structure

Module: 3 Introduction to Organisational Behaviour 10 Sessions

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

Module 4: Individual level behaviour 10 Sessions

Individual level behavioral variables – 1 (Personality, Perception): Introduction, Personality- Definition and Determinants, Personality Traits, Personality Attributes affecting OB, Definition, 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, individual decision making.

Module: 5 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, 1, Key Issues in Team Building, Cross Functional Teams, ,communication and group decision making, leadership, power and politics

Module : 6 The organization system 10 Sessions

Organizational culture, creativity and innovation, Organizational Change and development, nature of change process, strategic planning for change, organizational development interventions, Technology and organization, management development and organizational effectiveness.

Reference

1. Hitt, Michael A; Miller, C.Chet; Colella, Adrienna, Organizational Behaviour –A Strategic Approach, Wiley.
2. Robbins, Stephen P; Judge, Timothy A; Vohra, Neharika. Organizational Behaviour. Pearson.
3. Luthans Fred., Organizational Behaviour, Irwin Mc Graw – Hill, 2002
4. Greenberg, Jerald., Baron., Robert A: Behaviour in Organizations Understanding & Managing Side of Work., Prentice Hall of India Pvt Ltd., 2002
5. Nirmal Singh : Human Relations & Organizational Behaviour., Deep & Deep Publishing., 2001

MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

INDUSTRIAL RELATIONS					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.4	04	60	60	40	3 Hours

Learning objectives:

1. To acquire skills in handling employer-employee relations.
2. To familiarize with the role of management and unions in the promotion of industrial growth of the economy.
3. To develop a perspective about industrial peace and harmony in the changed economic scenario

Module 1: 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, Constitutional and Legal Framework of Industrial Relations, Global trends in Industrial Relations

Module 2 Trade unionism**10 Sessions**

Emergence, history, growth of Trade Union as an Organisation, 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.

Module 3: Laws Related to Industrial Relations.**10****Sessions**

The Industrial Disputes Act, 1947: Conciliation, Arbitration and Adjudication machinery, conciliation practices in India, Adjudication, importance, types, labour courts, industrial tribunal.

The Bombay Industrial Relations Act, The Trade Unions Act 1926, MRTU & PULP Act ,OR (Labour code on industrial relation bill 2015 –proposed reform)

Module 4: Labour in Unorganized Sector: Issues and Concerns**10****Sessions**

Problems of Definition of Unorganized Labour, Labour distribution in unorganized sector, Issues and Concerns- Employment Regulations, Lack of Trade Union, Consciousness, Struggle for Legitimacy, Issues related to development Policy, Directorate of Labour Bureau: Labour statistics. Office of Director General of Employment and Training: Apprentice training,. Labour Research and Training . Workers Education, Administration of Welfare Funds, Reforms in Labour Administration.

Module 5: Collective bargaining**10****Sessions**

Concepts and Theories of Collective Bargaining, Bargaining Process and Agreements, Collective Bargaining in Practice: Levels of Bargaining, Coverage and Duration of Agreements , The Question of Managerial Prerogatives , Difficulties in the Bargaining Process and Administration of Agreements ,. Negotiating a Contract , Pre-negotiation : Preparing the Charter of Demand(s) ,| Creating the Bargaining Team,| Submission of COD ,| Costing of Labour Contracts ,• The Negotiation Process ,| Effective Negotiation, Preparing for Negotiation Strategy and Tactics/Games , Negotiating Integrative Agreements Reviewing

Negotiation Skills, Issues and Trends in Collective Bargaining **Employee participation**, Evolution, Structure and Process of Participation, Participative Strategies

Module 6: Grievance, discipline & dispute resolution and labour welfare

10 Sessions

Grievance, Grievance Handling Procedure, Employee Misconduct and Disciplinary Procedure: Meaning and Objectives of Discipline, Disciplinary Policy, Disciplinary Action – Penalties, Procedure for Disciplinary Action, disputes Resolution Machineries, Employee Welfare and Working Conditions: Concept of Employee Welfare, Statutory and no statutory Welfare Measures .

References

1. C.S Venkataratnam : Industrial Relations, Oxford University Press, 2006
2. R. Sivarethinamohan : Industrial Relations And Labour Welfare: Text And Cases, PHI Learning Pvt. Ltd., 2010.
3. Philip Lewis, Adrian Thornhill, Mark Saunders : Employee Relations: Understanding the Employment Relationship, Pearson Education Ltd., 2003
4. Ratna Sen, 'Industrial Relations in India', Shifting Paradigms, Macmillan India Ltd., New Delhi, 2003.
5. Joseph Jerome : Strategic Industrial Relations Management : tata Mc Graw – Hill., 2002

MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

FIELD WORK EDUCATION AND PRACTICE			
Course Code	Total Credits	Continuous Internal Evaluation Marks	Viva Voce Marks
CC 3.5.	08	150	50

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

Rules and Regulation of Field Work

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:

- 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.).
- Student shall be given orientation regarding Social Work Code of Ethics. Student should demonstrate appropriate Code of Conduct in field work practice.
- Student should fulfill the Workload Norms as prescribed by the Department /Institution.
- Student should submit Field Work Reports timely and regularly.
- 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.

Course Objectives

- ❖ 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		Means of Evaluation
Summer Mid - Term Internship	1	30 Days placement in (As per specialization)	15	25	1. Confidential Report from Agency.
		Internship presentation &			2. Attendance Certificate 3. Report Content

		report submission	10		4. Presentation
Concurrent Placement	4	05 Orientation visits to organization (5*2 marks each)	10	100	Attendance & Participation
		Orientation visit report submission (5*2)	10		Reports
		Concurrent field placements in structured agency setting as per specialization for 20 days (20 days *1 marks each).	20		1. Confidential Report from Agency. 2. Attendance Certificate
		Fieldwork Report Submission	20		Reports
		Preparation of Brochure	05		Content, Design and Quality
		Preparation of Bye Law & Memorandum of Association	05		Content
		Preparation of a documentary film on social issue	10		Relevance, Originality of idea, Theme, Audio visual Quality
		Society Empowerment Activity	10		Reports/Photographs/Outcome
		Participation in Fieldwork Conference (10 Conference *1 mark each)	10		1. Attendance 2. Progress Assessment
Continuous Internal evaluation	1	Fieldwork diary on Field Learning's	10	25	Answer Paper
		Presentation on Field Learning's	15		Presentation Content
Viva Voce Exam	2	External Exam	50	50	Viva Voce
		Total	200		Total

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MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

COUNSELLING THEORY AND PRACTICE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
AECC 3.1.	04	60	80	20	3 Hours

Learning objectives

1. To acquire knowledge, skills and attitudes for counseling.
2. Develop insight in need and areas of counseling in different situations.
3. Learn the criteria for setting Guidance and Counseling centers in India.

Module I: Basics of Counselling

10 Sessions

Definition, Meaning, Concept, Assumptions, Objectives and scope of Counseling, Principles of counseling, Stages of Counseling. , Types of Counselling. Tools and techniques of Counseling. Qualities of a good Counsellor.

Module II: Types of Counselling

10 Sessions

Individual Counselling , Group Counselling, Couple Counselling, Family Counselling, Educational Counselling, Career Counselling , Vocational Counselling, Marriage Counselling, Industrial Counselling, Differentiating Guidance, Counselling and Psychotherapy.

Module III: Theories and approaches in Counselling:

10 Sessions

Carl Rogers's Theory, Sigmund Freud Theory, Ego Theory of Hartman, Eric Berne's Transactional Analysis Theory. Psychoanalytic/psychodynamic theories, Behavioural theories, Humanistic theories, and Existential theories. Approaches in Counselling: Person Centered/ Client Centered, Transactional analysis, Gestalt Therapy, Rational Emotive Behavior Therapy, Behavioural Therapy, Reality Therapy, Psychoanalysis.

Module IV: Counselling skills

10 Sessions

Questioning, paraphrasing, reflection of feelings, summarization, clarification, open and closed questioning, reinforcement, Extinguishing, leading, informing, contract, silence, referring, interpretation, Physical Attending skills: Non-verbal skills: Posture, Facial Expressions, Voice, Eye Contact, Counselling techniques: Listening, Responding, Goal setting, Exploration and Action, Behaviour techniques, Psychodrama, Role play

Module V: Setting up Guidance and Counselling Centres

10 Sessions

Criteria of setting Family counseling Centre in India, Criteria of setting Child guidance Centre in India, Criteria of setting De-addiction centre in India, Criteria of setting Terminal illness, Bereavement and death counseling centre , Criteria of setting rehabilitation centre in India.

Module VI: Role of Counsellor

10 Sessions

Counsellor as a professional, Code of ethics and ethical standards in Counseling. Need for research in counseling practice. Recording in counseling.

Reference Books

1. Dave Mearas and Brian Thorne: Person centered Counselling in Action published by Sage Publication .2000.
2. K.S Lakshmi: Encyclopedia of Guidance and Counselling, published A Mittal Pub, Vol.1,2,3,4. 2005.
3. Mishra R.S.: Guidance and Counselling, Vol.1&2 published by APH Publication Corporation, New Delhi, 2004.
4. Ramnath Sharma & Rachana Sharma: Guidance and Counselling in India,published by Atlantic Pub, Delhi 2004.
5. Ramesh Chandra: Psychology, Counselling and Therapeutic Practices, published by Isha Books, Delhi 2004.
6. Robert L. Gibson & Mariaune H. Mitchell: Introduction to Counselling and Guidance, published by Pearson Education, Delhi 2005.
7. Steve Cooper: A comprehensive handbook for counselling, published by Infinity Books, New Delhi, 2005.
8. Tara Chand Sharma: Modern Methods of Guidance and Counselling, published by Swarup and Sons, New Delhi, 2002.

MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

SOCIAL JOURNALISM AND FILM STUDIES					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 3.1.	04	60	80	20	3 Hours

Social Journalism and film studies Course is a study programme of proven excellence. It combines creation as well as dissemination of knowledge and imparting of the requisite skills and context with practical applications including in-class assignments. Upon completion of the course students will have in-depth knowledge and understanding of the theory and principal of social journalism and film making.

Learning objectives

To equip and enable the students for diverse skills and tasks in mass communication, social interaction and film making.

Module I: Journalism: Core Concepts**05 Sessions**

Meaning and purpose of Journalism, History of Journalism, Types of Journalism: TV Journalism, Print Journalism, Radio Journalism and Online Journalism. Brief introduction of News Media, Famous media houses of India and the world. Definition, purpose and importance of news, basic tools for news gathering, maintaining a diary, taking notes, Qualities of news accuracy, evaluating fake news.

Module II: Mass Communication**10 Sessions**

Principles & Practice of Mass Communication: Meaning and purpose of communication, Elements of communication, Types of communication Vocabulary: Active and passive vocabulary, Importance of short and plain words, choosing the precise word from words

having similar meaning, levels of vocabulary uses: Formal, Informal, spoken and written, Spelling: Basic principles, common errors, UK and US Spelling. Sentence framing.

Module III: Print Media and Journalism**10****Sessions**

Print Media: Definition, Characteristics and types: Newspaper, magazine, books, digital books and magazines, scope and limitation of print media. Brief history and growth of print media. **Print Journalism:** Introduction, Functioning of a newspaper office and newsroom, Organization of a traditional newspaper, structure of an editorial department. **Photojournalism and info-graphics:** Basics of Photography techniques, Information graphics, concept and process, use of numbers, graphs, photos and maps, team work of sub editor and artists. **Ethic of Photo journalism:** Issues of invasion of privacy, copyright, portrayal of nudity, violence, accidents and gruesome photos, responsibilities of photo editor.

Module IV: Electronic Media and Journalism**05****Sessions**

Electronic media: Brief history and growth of electronic media, Use of computer, mobile and other gadgets, using maps, history and achieves. Blog and website creation, Use of Social Networking sites like Facebook, Twitter, Linked In, Instagram .

Module V: Law, Media and writing news reports**20****Sessions**

Writing news reports: Story telling (Why and how) , Lead of a new story, Types of leads, writing techniques- Information processing, order of importance, brevity, precision, quoting the source, chronology, paragraphing, stylebook and Investigative reporting. Media & the Law, Citizens, Human Rights and Public Affairs, Critical Appreciation of Art, Culture & Heritage.

Module VI: Film Studies

Introduction to film studies, Modes of film studies, History of film media, Concept of time, Cinema & Semiotics, Script writing, Characterization Plot in Cinema, Character as a plot element, Editing in Cinema: Montage, Jump-cut, Colour : Theory & Practice, Use of lights, sound and camera , editing .

Reference Books

1. Andrew, Dudley The Major Film Theories: An Introduction. Oxford: Oxford University Press, 1976.
2. Altman, Rick. Film/Genre. London: BFI, 1999.
3. Bazin, Andre. What is Cinema? Foreword by Francois Truffaut. Berkeley: University of California Press, 2005.
4. Boggs, Joseph M. & Petrie, Dennis W. The Art of Watching Films. 7th ed. NY: McGraw-Hill, 2008.
5. Braudy, Leo & Cohen, Marshall (eds). Film Theory and Criticism. 5th ed. NY & Oxford: Oxford University Press, 1999.
6. Cook, David A. A History of Narrative Film. 4th ed. NY & London: WW Norton & Company, 2004.
7. Cook, Pam. The Cinema Book. 3rd ed. London: BFI, 2007.
8. Deleuze, Giles. Cinema 1 & 2. Hugh Tomlinson & Barbara Habberjam (trans). London & NY: Continuum, 1986.
9. Etherington-Wright, Christine & Doughty, Ruth. Understanding Film Theory. London
10. Hasan Seema, Mass Communication: Principles and Concepts
11. Mudgal Rahul, Emerging Trends in Journalism, Sarup and Sons

MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

INTERNATIONAL SOCIAL WORK					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 3.2.	04	60	80	20	3 Hours

Learning Objectives

1. Introduce the concept of international social work
2. Understand the development of different approaches of social work at international level

Module 1: Introduction

10 Sessions

Social Development Approach ,International Social Work History of International Social Work The Values and Beliefs of International Social Work, The Goals of International Social Work The Knowledge Base of International Social Work, Levels of Practice in International Social Work ,Sector of Practice in International Social Work .

Module II: Forces influencing International Social Work

10 Sessions

Forces Influencing International Social Work, “Modernization” and International Social Work, “Globalization” and International Social Work ,“Social Development” and International Social Work .

Module III: Social Work education

10 Sessions

Education for International Social Work, Models of Education for International Social Work The Personal Social Services Model. The Social Welfare Model . The Social Development Model, The Global Social Transformation Model

Module IV: International Social Work: Approaches

10 Sessions

Curricular Issues Related to Education for International Social Work Practice, The Selective Approach, The Concentrated Approach, And The Integrated Approach. Approaches to international social work – global perspective, human rights perspective, ecological perspective, social development perspective.

Module V: Resources for International Social Work

10 Sessions

Resources for International Social Work Education, Partners in International Social Work Education, International Association of Schools of Social Work, International council of Social welfare, International federation of Social Work.

Module VI: Global Regulatory Bodies & Development perspectives Sessions

10

International collaboration, IFSW (International Federation of Social Workers), IASSW (International Association of Schools of Social Work), ICSW (International Council for Social Welfare), United National Summit For Social Development ,United Nations Millennium Development Goals and targets, United Nations Convention on the Rights of the Child, ECOSOC

References

1. Asamoah, Y., Healy, L., & Mayadas, N. (1997). Ending the international–domestic dichotomy: New approaches to a global curriculum for the millennium, *Journal of Social Work Education* , 33, 389–401.
2. Hokenstad, M. C., & Midgley, J. (2004). *Lessons from abroad: Adapting international social welfare innovations*. Washington, DC: NASW Press.
3. Kendall, K. A.(2000).*Social work education: Its origins in Europe*. Alexandria, VA: Council on Social Work Education. Mama, R., Guevara, J., & Ritchie, D. (2006). *Resources for international social work educators*.
4. Ly-ceumMidgley, J. (1997). *Social welfare in global context*. Thousand Oaks CA: Sage.
5. Popple, P. R., & Leighninger, L. A. (2002). *Social work, social welfare, and American society*,5th ed.) Boston: Allyn & Bacon.
6. Sanders, D. S. (Ed.). (1982). *The developmental perspective in social work*. Honolulu: University of Ha-waii School of Social Work.
7. World Bank. (1997). *World development report*
8. Westport, CT: Greenwood Press.
9. Lyons, K. (1999)*International Social Work: Themes and Perspectives* . Aldershot:Ashgate.
10. McBeath, G. and S. Webb (1991) ‘Social Work, Modernity and Postmodernity’, *The Sociological Review* 39(4): 745–62.
11. Midgley, J. (1990) ‘International Social Work: Learning From the Third World’, *Social Work* 35(4): 295–301.
12. Midgley, J. (1997) *Social Work in a Global Context* Thousand Oaks, CA: Sage.
13. Ramanathan, C.S. and R.J. Link (1999) *All Our Futures. Principles and Resources for Social Work in Practice in a Global Era*.
14. Sanders, D. and P. Pedersen, eds (1984), *Education for International Social Welfare*
15. Watts, T.D., D. Elliot and N.S. Mayadas, eds (1995) *International Handbook on Social Work Education*.

MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

SOCIAL ENTREPRENEURSHIP					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 3.1.	04	60	60	40	3 Hours

Learning objectives

To introduce the concept of Social Entrepreneurship to students and enable them to understand the core areas of Social Entrepreneurship in India.

Module I: Core Concepts

10 Sessions

Concept of Entrepreneurship and Social Entrepreneurship, Startup Ecosystem in India, Social Entrepreneurship in India Women Entrepreneurship in India, Successful Business models of 5 Entrepreneurs, Small Business Management.

Module 2: Core Skills

10 Sessions

Entrepreneurial Skills & Competencies, Market Survey Techniques, Preparation of Business Model Product designing and branding, getting finance for Project.

Module 3: Entrepreneurship Development and Government	10 Sessions
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Role of Central Government and State Government in promoting Entrepreneurship - Introduction to various incentives, subsidies and grants - Export Oriented Units - Fiscal and Tax concessions available. Role of following agencies in the Entrepreneurship Development - District Industries Centers (DIC), Small Industries Service Institute (SISI), Entrepreneurship Development Institute of India (EDII), National Institute of Entrepreneurship & Small Business Development (NIESBUD), National Entrepreneurship Development Board (NEDB).

Module 4: Entrepreneurship Development and Government	10 Sessions
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Creating Entrepreneurial Venture, Business Planning Process, Environmental Analysis - Search and Scanning, Identifying problems and opportunities, Defining Business Idea. Basic Government Procedures to be complied with.

Module 5: Rural Entrepreneurship Development	10 Sessions
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Concept of Rural Tourism, Rural Territory- Its Potential as a Tourism Product, Village as a primary tourism product- Showcasing rural life, art, culture and heritage.
Rural Tourism: Impact of Rural Tourism on rural community, Challenges of Rural Tourism, Rural Tourism Business Plan: Feasibility and Execution, Infrastructure, Marketing and Financial Assistance requisites, Intervention of Professional Agencies - Linkages for development of Rural Tourism

Module 6: Entrepreneurship Development and Government	10 Sessions
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Meaning, concept and need of social entrepreneurship, types of social entrepreneurship, issues of social entrepreneurship

Reference

1. Entrepreneurship: New Venture Creation - David H. Holt
2. Entrepreneurship - Hisrich Peters
3. The Culture of Entrepreneurship - Brigitte Berger
4. Project Management - K. Nagarajan
5. Dynamics of Entrepreneurship Development - Vasant Desai
6. Entrepreneurship Development - Dr. P.C.Shejwalkar
7. Thought Leaders - Shrinivas Pandit
8. Entrepreneurship, 3rd Ed. - Steven Brandt
9. Business Gurus Speak - S.N.Chary
10. The Entrepreneurial Connection - Gurmit Narula

MSW SEMSTER III: HUMAN RESOURCE MANAGEMENT

DEVELOPMENT ECONOMICS					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 3.2.	04	60	60	40	3 Hours

Learning objectives

1. To introduce the basic concepts and theories in economics
2. To introduce the nature and structure of Indian economy.
3. To explain the application and use of economic analysis for professional social work

Module I: Economics: Core Concepts	10
Sessions	

Introduction to economics, Definition of economics,, Elementary theories of consumption and distribution, Marginal utility approach, Indifference curve approach, Law of demand and its limitations, Supply, Law of supply, Factors affecting supply, Elasticity of demand and supply.

Module II: Economic System	10
Sessions	

Introduction to Economic systems, Meaning and concept of Capitalism, Socialism, Communism, Mixed economy, Division of labour and The effect of industrialization.

Module III: Indian Economy	10
Sessions	

Meaning and Concept of Developed and less developed Economy; Characteristics of Indian Economy. Meaning of underdevelopment, Basic characteristics of India as a developing economy, Socio-economic problems-Poverty, Unemployment, and urbanization, Planning in India-Objectives of Planning, achievements and failures, NITI Ayog-Role and Policies

Module IV: Economic Concepts and Global Financial Institutions	10
Sessions	

National income, Standard of living, per capita income, inflation, GDP. W. W. Rostow's Stages of economic development. Brief introduction of Global Financial Institutions- World Bank, International Monetary Fund, World Trade Organization.

Module V: Economics Policy, Planning and Development	10
Sessions	

National Economic Policy, Concepts and Types of development: Agriculture Development, Natural Resources Development, Infrastructure Development, Sustainable Development, Local Self Governments and local development, Strategy for economic development.

Module VI: Agriculture and Industry	10
Sessions	

Agriculture and Industry: Features and importance, Low productivity of agriculture and government measures, Indian industries-Role and importance. Economics and social work.

Reference Readings:

- ❖ Agrawal, A. N., Indian Economy, Vikas Publishing house, New Delhi, 2010
- ❖ Ahuja, H.L., Advanced Economic Theory, S. Chand & Co., Publications, New Delhi, 2009
- ❖ Alexander, Jeffrey C. 1987. Twenty lectures: Sociological theory since world war New York: Columbia University Press.
- ❖ B.N.P. singh. : Indian Economy Today Changing Contours. Deep and Deep Pub. 2005.
- ❖ Datt R. & K.P.M. Sundharm (2007) Indian Economy, S. Chand & Co. Ltd. New Delhi.
- ❖ Human Development Reports, UNDP(2005-2013)
- ❖ Jhingan, M.L., Micro Economics, Concept publications, New Delhi, 2009
- ❖ Janakarajan S, Indian Economy in Transition: Essays in Honor of C.T. Kurien, Sage Publications India Pvt., Ltd, Delhi, 2015
- ❖ Kapila Uma (ed) Indian Economy Since Independence. Academic Foundation (2003)
- ❖ Misra S.K. & V.K.Pure (2007) Indian Economy – Himalaya Publication house Mumbai.
- ❖ Puri, Indian Economy, Himalaya Publishing, New Delhi, 2016
- ❖ Ruddar Datt & Sundaram K.P.M., Indian Economy, S.Chand & Co., Publications, New Delhi, 2013
- ❖ Samuelson, P.A., Economics: An Introductory Analysis, McGraw Hill Book Co. Inc., New York, 2005
- ❖ Satyanarayana, G., Indian Economy towards Inclusive Growth, New Century Publications, Delhi, 2013
- ❖ Uma Kapila, Indian Economy: Performance and Policies, World Development Reports (2005-2013)

MSW SEMESTER III: FAMILY AND CHILD WELFARE

SOCIAL WELFARE ADMINISTRATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.1.	04	60	60	40	3 Hours

Learning objectives:

- ❖ To acquire knowledge and skills to administer the Social Welfare and Non Govt. Organizations.
- ❖ To become informed about the different kinds of services available at the governmental and NGO level for clients to take advantage of.
- ❖ To become familiar with different legislation covering different aspects of Social Welfare and Non Govt. Organizations.
- ❖ To become familiar with the process of initiating social service programmes.

Module I: Concept of Social Welfare Administration

10 Session

Meaning and concept of Social welfare administration, Functions, Scope and Principles of Social welfare administration, History, Composition, Objectives and activities of Central Social Welfare Board, State Social welfare advisory Board.

Module II: Types of NGOs

05 Session

Definition of Social Welfare Organizations/ Non Profit Organization/Non Govt. Organization), Features of Non Profit Organizations - Non-Government, Non-Profit making and Self-governing, Types of Nonprofit Organizations, Organizational structure and characteristics of Nonprofit Organizations.

Module III: Administrative Processes & Administrative Skills

15 Session

Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting (POSDCORB), Mobilization of financial resources - Grants in Aid —Administrative skills – Writing reports, letters and minutes of meetings 4.Project formulation, implementation, monitoring and evaluation. General body, Managing/Executive committee: Responsibilities and functions of an Executive and office bearers. Functions and qualification of board members. Types of committees. Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting. Administrative skills – Writing reports, letters and minutes of meetings – Project formulation, implementation, monitoring and evaluation.

Module IV: Procedures in Registration of a NGO**10 Session**

Societies Registration Act, 1860, Indian Trust Act, 1882, Companies Act, 1956. Preparation of Memorandum of Association, Bye laws, Constitution and Trust Deed, Functions and responsibilities of governing board, committees and office bearers. Trust, Society and Section-8 Company registration process.

Module V: Financial Management**10 Session**

Sources of Finance – Governmental and Non-Governmental, Methods of resource mobilization - Corporate Social Responsibility, Grants in Aid, Foreign Contribution Regulation Act, 1976, Exemption from Income tax, Preparing an organizational Budget. Auditing. Components of Monthly, Quarterly, Half Yearly and Annual Report.

Module VI: Policies**10 Sessions**

National Policy on Voluntary sector, 2007, Government-NGO Interface, Public-Private Partnership. Governance of Voluntary Organizations: Registration of Organizations Role of Trustees, Board of Directors Legal compliances. Accountability and Transparency, emerging trends worldwide

References

- ❖ Batra, Nitin. (2004). Administration of social welfare in India. Jaipur: Raj Publishing House.
- ❖ Choudry, Paul, (1993). Hand book on social welfare. Delhi: Atma Ram & Sons, New Delhi.
- ❖ Dubey, S.N. (1973). Administration of Social Welfare programmes in India. Bombay: Somaiya Publications.
- ❖ Encyclopedia of Social Work in India- Vol I & III. (1987). Ministry of Welfare. Government of India.
- ❖ Goel, S.L., 2010, Social Welfare Administration, Deep & Deep Publication, New Delhi
- ❖ Goel, S.L., (2003) Public Administration: Theory and Practice, Deep and Deep Publications Pvt. Ltd. New Delhi.
- ❖ Kohli, A.S & S.R. Sharma. (1998). Encyclopedia of Social Welfare and Administration. New Delhi: Anmol Publication.
- ❖ Patel, N Vinod & Rana, K, Girish. (2007). Personnel Management. Jaipur: Oxford Book Company.
- ❖ S. M. Jha. (2002). Social Marketing, Himalaya Publishing House, Bangalore

MSW SEMESTER III: FAMILY AND CHILD WELFARE

FAMILY LIFE EDUCATION					
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

- To understand the family as a social institution
- Understand the traditional Indian value related to family life education
- Understand the importance of family life education'
- Understand the role of home, school and religion in imparting family life education

Module I: Introduction

10 Sessions

Family Life Education: Meaning, Definition, need, objective, Values, Importance, moral values in life, family life cycle, family possessions, advantages of life educations. Family: Concept, definition, forms, function importance of family as an institution.

Module II: Policies and Programmes for Family Welfare

10 Sessions

Family Planning Programmmes: aims, objectives, methods, family planning programmes, Medical Termination of Pregnancy, Family welfare programmes.

Module III: Process of growing up

10 Sessions

Male reproductive system, female reproductive system , Family Planning Programmmes:

Module IV: Marriage

10 Sessions

Social Institution of Marriage: Marriages in India, functions and types, choosing life partner, marital life, role expectation, Marriage problems in India.

Module V: Marital Conflict

10 Sessions

Major Problems in Marital life: Divorce, Dowry demands, dowry death, legal issues involved, Divorce in India

Module V: Traditional Values

10 Sessions

Traditional Indian Values related to family Life Education: Purusarthas Hindu Ashram, role of individual, family and community in Family Life Education, Role of home, school and religion in imparting Family Life Education.

References:

1. Jesper Juul, Your competent Child: Towards New Basic Values for the Family,Farrar,Straus and Giroux
2. Janet Gonzalez-Mena, Child Family and Community: Family Centered,Early Care Education,Merill
3. Lane H.Powell,Dawn Cassidy,family Life Education,working with families Across the Life Span,Waveland Press
4. David J Bredeh of,Micheal J.Wa;cheski,Family Life Education:Integrating Theory and Practice,Ingram.
5. C.N.Shankar Rao,(2012),Sociology-Principles of Sociology with an Introduction to Social Thoughts,S.Chand Publishing,New Delhi.

MSW SEMESTER III: FAMILY AND CHILD WELFARE

MATERNAL AND CHILD HEALTH CARE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.3.	04	60	60	40	3 Hours

Learning objectives

- To understand the family as a social institution
- Understand the traditional Indian value related to family life education
- Understand the importance of family life education'
- Understand the role of home,school and religion in imparting family life education

Module I: Introduction

10 Sessions

Objectives of MCH care, Status of Maternal Health (National and international), Causes of ill Health, Safe motherhood: Pre-natal, Anti-natal and Post-natal care. Problems and Precautions during Pregnancy, Heredity and Environment.

Module II: Health Care Team

10

Sessions

The Primary health Care team, the Health Centre, Roles in the Primary Health Care team, Child Health clinics. The school health services, education services providing support for children and their families

Module III: Screening

10 Sessions

Screening: Importance of screening, Recommended Child Health screening Programme, Tried and tested treatment, good practice, screening in pregnancy, test during pregnancy, neonatal screening, role of the child care worker in screening and child health surveillance

Module IV: Caring for an ill child

10 Sessions

Caring for an ill child-Meeting needs-Physical, Intellectual, Emotional and Social, rules of handling medicine in the home and child care establishment care of the child in hospital.

Module V: Factors affecting child health

10 Sessions

Preconceptual factors pregnancy prenatal factors, postnatal factors, Effect on the family, professionals responding to parents, social implications, financial implication, Siblings.

Module VI: Preventing Infection

10

Sessions

: Diseases causing organism, natural defences against infection.

References

1. Ramnath Sharma and Rachana Sharma,(2002),Child Psycholgy,Atlantic Publishers and Distributors,New Delhi.
2. Dr.Shilaja Nagendra,(2008),Social Work in Child Health Care,Jaipur,India

MSW SEMESTER III: FAMILY AND CHILD WELFARE

WOMEN STUDIES					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.4.	04	60	60	40	3 Hours

Learning objectives

- To understand the women's health and health implications
- To understand the health problems associated with women
- To study the gender based violence and occupational health hazards of women

Module I: Women's Health

10 Sessions

Cultural Context -Gender Roles and Health , Socio-Economic Inequality and Women's Health , Biological and Psychological Determinants of Women's Health, Culture, Sexuality and Women's Health

Module II: Problems of Girls and Health Implications

10 Sessions

Poverty, Gender Discrimination and Under Nutrition. Epidemiology of Menstruation and Menstrual Disorder . Early Marriage, Unwanted Pregnancy and Unsafe Abortions. Adolescent Pregnancy and Sexually Transmitted Infection and HIV/AIDS. Health issues relating to Violence: Sexual Abuse, Immoral Trafficking, Rape.

Module III: Health Problems Associated with Adult Women

10

Sessions

Sexual Reproductive Problems , Problems Associated With Pregnancy and Infertility. Health Impacts of Contraceptives and Assisted Reproductive Technology. Patriarchy, Oppression and Mental Health . Dual Role and Health Impacts. Health issues related to trans-gender

Module IV: Gender Based Violence in Family

10 Sessions

Domestic violence: physical, sexual, psychological and verbal , Forms of violence against women in family – Denial of reproductive rights – Female Genital Mutilation (FGM) – Female foeticide and infanticide – Dowry harassment and death – Wife battering – Denial of access to resources – Child abuse – Neglect, torture, humiliation

Module V: Gender and Occupational Health

10 Sessions

Division of labour in unpaid work, Health and safety issues, Occupational health and gender differences, Health implications of gender differences, Compensation of occupational health problems, Occupational health problems of women in poor countries.

Module VI: Women in family**10 Sessions**

Marriage, working women-multi-tasking, Women and health issues and malnutrition, Factors leading to anaemia, Poor maternal health and infant mortality , Feminisation of poverty, Women and HIV/AIDS.

Reference:

1. Myers, K.A., Anderson, C.D and Risman. Feminist Foundations London and United Kingdom: Sage, 1998
2. Whyte, R.O and Whyte, P. The Women Of Rural Asia Colardo: Westview , 1982.
3. Altekhar, A.S. The Position of Women in Hindu Civilization, Delhi: Motilal Banarasidass, 1983.
4. Desai, N and M. Krishnaraj. Women and Society in India. Delhi: Ajantha, 1987.
5. Forbes, G.. Women In Modern India. New Delhi: CUP, 1998
6. Sharmila Rege. Sociology Of Gender London: Sage, 2003. Mocormark, C and M. Strathern. Nature, Culture and Gender. CUP,1980.
7. Oakely, A. Sex, Gender and Society. New York: Harper and Row, 1972. Connell, R.W. Masculinities. Berkeley: University of California Press, 1995.
8. Sumi Krishna, Livelihood and Gender Equity in Community Resource Management. New Delhi: Sage, 2004

MSW SEMESTER III: FAMILY AND CHILD WELFARE

FIELD WORK EDUCATION AND PRACTICE			
Course Code	Total Credits	Viva Voce Marks	Continuous Internal Evaluation Marks
CC 3.5.	08	50	150

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

Course Objectives

- ❖ 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		Means of Evaluation
Summer Mid - Term Internship	1	30 Days placement in (As per specialization)	15	25	Confidential Report from Agency.
		Internship presentation & report submission	10		Attendance Certificate Report Content Presentation
Concurrent Placement	4	05 Orientation visits to organization (5*2 marks each)	10	100	Attendance & Participation
		Orientation visit report submission (5*2)	10		Reports
		Concurrent field placements in structured agency setting as per specialization for 20 days (20 days *1 marks each).	20		Confidential Report from Agency. Attendance Certificate
		Fieldwork Report Submission	20		Reports
		Preparation of Brochure	05		Content, Design and Quality
		Preparation of Bye Law & Memorandum of Association	05		Content
		Preparation of a documentary film on social issue	10		Relevance, Originality of idea, Theme, Audio visual Quality
		Society Empowerment Activity	10		Reports/Photographs/Outcome
		Participation in Fieldwork Conference (10 Conference *1 mark each)	10		Attendance Progress Assessment
Continuous Internal evaluation	1	Fieldwork diary	10	25	Maintenance of Fieldwork diary on Field Learning's and documentation
		Presentation on Field Learning's	15		Presentation Content
Viva Voce Exam	2	External Exam	50	50	Viva Voce
		Total	200		Total

MSW SEMESTER III: FAMILY AND CHILD WELFARE

COUNSELLING THEORY AND PRACTICE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
AECC 3.1.	04	60	60	40	3 Hours

Learning objectives

4. To acquire knowledge, skills and attitudes for counseling.
5. Develop insight in need and areas of counseling in different situations.
6. Learn the criteria for setting Guidance and Counseling centers in India.

Module I: Basics of Counselling

10 Sessions

Definition, Meaning, Concept, Assumptions, Objectives and scope of Counseling, Principles of counseling, Stages of Counseling. , Types of Counselling. Tools and techniques of Counseling. Qualities of a good Counsellor.

Module II: Types of Counselling

10 Sessions

Individual Counselling , Group Counselling, Couple Counselling, Family Counselling, Educational Counselling, Career Counselling , Vocational Counselling, Marriage Counselling, Industrial Counselling, Differentiating Guidance, Counselling and Psychotherapy.

Module III: Theories and approaches in Counselling:

10 Sessions

Carl Rogers's Theory, Sigmund Freud Theory, Ego Theory of Hartman, Eric Berne's Transactional Analysis Theory. Psychoanalytic/psychodynamic theories, Behavioural theories, Humanistic theories, and Existential theories. Approaches in Counselling: Person Centered/ Client Centered, Transactional analysis, Gestalt Therapy, Rational Emotive Behavior Therapy, Behavioural Therapy, Reality Therapy, Psychoanalysis.

Module IV: Counselling skills

10 Sessions

Questioning, paraphrasing, reflection of feelings, summarization, clarification, open and closed questioning, reinforcement, Extinguishing, leading, informing, contract, silence, referring, interpretation, Physical Attending skills: Non-verbal skills: Posture, Facial Expressions, Voice, Eye Contact, Counselling techniques: Listening, Responding, Goal setting, Exploration and Action, Behaviour techniques, Psychodrama, Role play

Module V: Setting up Guidance and Counselling Centres	10
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Sessions

Criteria of setting Family counseling Centre in India, Criteria of setting Child guidance Centre in India, Criteria of setting De-addiction centre in India, Criteria of setting Terminal illness, Bereavement and death counseling centre , Criteria of setting rehabilitation centre in India.

Module VI: Role of Counsellor	10
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Sessions

Counsellor as a professional, Code of ethics and ethical standards in Counseling. Need for research in counseling practice. Recording in counseling.

Reference Books

9. Dave Mearas and Brian Thorne: Person centered Counselling in Action published by Sage Publication .2000.
10. K.S Lakshmi: Encyclopedia of Guidance and Counselling, published A Mittal Pub, Vol.1,2,3,4. 2005.
11. Mishra R.S.: Guidance and Counselling, Vol.1&2 published by APH Publication Corporation, New Delhi, 2004.
12. Ramnath Sharma & Rachana Sharma: Guidance and Counselling in India,published by Atlantic Pub, Delhi 2004.
13. Ramesh Chandra: Psychology, Counselling and Therapeutic Practices, published by Isha Books, Delhi 2004.
14. Robert L. Gibson & Mariaune H. Mitchell: Introduction to Counselling and Guidance, published by Pearson Education, Delhi 2005.
15. Steve Cooper: A comprehensive handbook for counselling, published by Infinity Books, New Delhi, 2005.
16. Tara Chand Sharma: Modern Methods of Guidance and Counselling, published by Swarup and Sons, New Delhi, 2002.

MSW SEMESTER III: FAMILY AND CHILD WELFARE

SOCIAL JOURNALISM AND FILM STUDIES					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 3.1.	04	60	60	40	3 Hours

Learning objectives

Social Journalism Course is a study programme of proven excellence. It combines creation as well as dissemination of knowledge and imparting of the requisite skills and context with practical applications including in-class assignments. The course equips and enables the students for diverse skills and tasks in mass communication and social interactions. Upon completion of the course students will have in-depth knowledge and understanding of the theory and principal of citizen journalism.

Module I: Journalism: Core Concepts

10 Sessions

Meaning and purpose of Journalism, History of Journalism, Types of Journalism: TV Journalism, Print Journalism, Radio Journalism and Online Journalism. Brief introduction of News Media, Famous media houses of India and the world. Definition, purpose and importance of news, basic tools for news gathering, maintaining a diary, taking notes, Qualities of news accuracy, evaluating fake news.

Module II: Mass Communication

10 Sessions

Principles & Practice of Mass Communication: Meaning and purpose of communication, Elements of communication, Types of communication Vocabulary: Active and passive vocabulary, Importance of short and plain words, choosing the precise word from words having similar meaning, levels of vocabulary uses: Formal, Informal, spoken and written, Spelling: Basic principles, common errors, UK and US Spelling. Sentence framing.

Module III: Print Media and Journalism

10

Sessions

Print Media: Definition, Characteristics and types: Newspaper, magazine, books, digital books and magazines, scope and limitation of print media. Brief history and growth of print media. **Print Journalism:** Introduction, Functioning of a newspaper office and newsroom, Organization of a traditional newspaper, structure of an editorial department. **Photojournalism and info-graphics:** Basics of Photography techniques, Information graphics, concept and process, use of numbers, graphs, photos and maps, team work of sub editor and artists. **Ethic of Photo journalism:** Issues of invasion of privacy, copyright, portrayal of nudity, violence, accidents and gruesome photos, responsibilities of photo editor.

Module IV: Electronic Media and Journalism	10
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Sessions

Electronic media: Brief history and growth of electronic media, Use of computer, mobile and other gadgets, using maps, history and achieves. Blog and website creation, Use of Social Networking sites like Facebbok, Twitter, Linked In, Instagram .

Module V: Law, Media and writing news reports	10
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Sessions

Writing news reports: Story telling (Why and how) , Lead of a new story, Types of leads, writing techniques- Information processing, order of importance, brevity, precision, quoting the source, chronology, paragraphing, stylebook and Investigative reporting. Media & the Law, Citizens, Human Rights and Public Affairs, Critical Appreciation of Art, Culture & Heritage.

Module VI: Film Studies

Introduction to film studies, Modes of film studies, History of film media, Concept of time, Brief about the Basics of film making : Script writing, Characterization, Use of lights, sound and camera , editing .

Reference Books

1. Hasan Seema, *Mass Communication: Principals and Concepts*
2. Mudgal Rahul, *Emerging Trends in Journalism*, Sarup and Sons
3. Rangaswami, Parthasarthi, *Basic Journalism*, Macmillan India

MSW SEMESTER III: FAMILY AND CHILD WELFARE

INTERNATIONAL SOCIAL WORK					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 3.2.	04	60	60	40	3 Hours

Learning Objectives

3. Introduce the concept of international social work
4. Understand the development of different approaches of social work at international level

Module 1: Introduction

10 Sessions

Social Development Approach ,International Social Work History of International Social Work The Values and Beliefs of International Social Work, The Goals of International Social Work The Knowledge Base of International Social Work, Levels of Practice in International Social Work ,Sector of Practice in International Social Work .

Module II: Forces influencing International Social Work

10 Sessions

Forces Influencing International Social Work, “Modernization” and International Social Work, “Globalization” and International Social Work ,“Social Development” and International Social Work .

Module III: Social Work education

10 Sessions

Education for International Social Work, Models of Education for International Social Work The Personal Social Services Model. The Social Welfare Model . The Social Development Model, The Global Social Transformation Model .

Module IV: International Social Work: Approaches

10 Sessions

Curricular Issues Related to Education for International Social Work Practice, The Selective Approach, The Concentrated Approach, And The Integrated Approach. Approaches to international social work – global perspective, human rights perspective, ecological perspective, social development perspective.

Module V: Resources for International Social Work

10 Sessions

Resources for International Social Work Education, Partners in International Social Work Education, International Association of Schools of Social Work, International council of Social welfare, International federation of Social Work.

Module VI: Global Regulatory Bodies & Development perspectives Sessions

10

International collaboration, IFSW (International Federation of Social Workers), IASSW (International Association of Schools of Social Work), ICSW (International Council for Social

Welfare),United National Summit For Social Development ,United Nations Millennium Development Goals and targets, United Nations Convention on the Rights of the Child, ECOSOC

References

16. Asamoah, Y., Healy, L., & Mayadas, N. (1997). Ending the international–domestic dichotomy: New approaches to a global curriculum for the millennium, *Journal of Social Work Education* , 33, 389–401.
17. Hokenstad, M. C., & Midgley, J. (2004). *Lessons from abroad: Adapting international social welfare innovations*. Washington, DC: NASW Press.
18. Kendall, K. A.(2000).*Social work education: Its origins in Europe*. Alexandria, VA: Council on Social Work Education. Mama, R., Guevara, J., & Ritchie, D. (2006). *Resources for international social work educators*.
19. Ly-ceumMidgley, J. (1997). *Social welfare in global context*. Thousand Oaks CA: Sage.
20. Popple, P. R., & Leighninger, L. A. (2002). *Social work, social welfare, and American society*,5th ed.) Boston: Allyn & Bacon.
21. Sanders, D. S. (Ed.). (1982). *The developmental perspective in social work*. Honolulu: Universityof Ha-waii School of Social Work.
22. World Bank. (1997). *World development report*
23. Westport, CT: Greenwood Press.
24. Lyons, K. (1999)*International Social Work: Themes and Perspectives* . Aldershot:Ashgate.
25. McBeath, G. and S. Webb (1991) ‘Social Work, Modernity and Postmodernity’, *The Sociological Review* 39(4): 745–62.
26. Midgley, J. (1990) ‘International Social Work: Learning From the Third World’, *Social Work* 35(4): 295–301.
27. Midgley, J. (1997) *Social Work in a Global Context* Thousand Oaks, CA: Sage.
28. Ramanathan, C.S. and R.J. Link (1999) *All Our Futures. Principles and Resources for Social Work in Practice in a Global Era*.
29. Sanders, D. and P. Pedersen, eds (1984), *Education for International Social Welfare*
30. Watts, T.D., D. Elliot and N.S. Mayadas, eds (1995) *International Handbook on Social Work Education*.

MSW SEMESTER III: FAMILY AND CHILD WELFARE

SOCIAL ENTREPRENEURSHIP					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 3.1.	04	60	60	40	3 Hours

Learning objectives

To introduce the concept of Social Entrepreneurship to students and enable them to understand the core areas of Social Entrepreneurship in India.

Module I: Core Concepts

10 Sessions

Concept of Entrepreneurship and Social Entrepreneurship, Startup Ecosystem in India, Social Entrepreneurship in India Women Entrepreneurship in India, Successful Business models of 5 Entrepreneurs, Small Business Management.

Module 2: Core Skills

10 Sessions

Entrepreneurial Skills & Competencies, Market Survey Techniques, Preparation of Business Model Product designing and branding, getting finance for Project.

Module 3: Entrepreneurship Development and Government

10 Sessions

Role of Central Government and State Government in promoting Entrepreneurship - Introduction to various incentives, subsidies and grants - Export Oriented Units - Fiscal and Tax concessions available. Role of following agencies in the Entrepreneurship Development - District Industries Centers (DIC), Small Industries Service Institute (SISI), Entrepreneurship Development Institute of India (EDII), National Institute of Entrepreneurship & Small Business Development (NIESBUD), National Entrepreneurship Development Board (NEDB).

Module 4: Entrepreneurship Development and Government

10 Sessions

Creating Entrepreneurial Venture, Business Planning Process, Environmental Analysis - Search and Scanning, Identifying problems and opportunities, Defining Business Idea. Basic Government Procedures to be complied with.

Module 5: Rural Entrepreneurship Development

10 Sessions

Concept of Rural Tourism, Rural Territory- Its Potential as a Tourism Product, Village as a primary tourism product- Showcasing rural life, art, culture and heritage. Rural Tourism: Impact of Rural Tourism on rural community, Challenges of Rural Tourism, Rural Tourism Business Plan: Feasibility and Execution, Infrastructure, Marketing and Financial Assistance requisites, Intervention of Professional Agencies - Linkages for development of Rural Tourism

Module 6: Entrepreneurship Development and Government**10 Sessions**

Meaning, concept and need of social entrepreneurship, types of social entrepreneurship, issues of social entrepreneurship

Reference

1. Entrepreneurship: New Venture Creation - David H. Holt
2. Entrepreneurship - Hisrich Peters
3. The Culture of Entrepreneurship - Brigitte Berger
4. Project Management - K. Nagarajan
5. Dynamics of Entrepreneurship Development - Vasant Desai
6. Entrepreneurship Development - Dr. P.C.Shejwalkar
7. Thought Leaders - Shrinivas Pandit
8. Entrepreneurship, 3rd Ed. - Steven Brandt
9. Business Gurus Speak - S.N.Chary
10. The Entrepreneurial Connection - Gurmit Narula

MSW SEMESTER III: FAMILY AND CHILD WELFARE

DEVELOPMENT ECONOMICS					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 3.2.	04	60	60	40	3 Hours

Learning objectives

4. To introduce the basic concepts and theories in economics
5. To introduce the nature and structure of Indian economy.
6. To explain the application and use of economic analysis for professional social work

Module I: Economics: Core Concepts 10

Sessions

Introduction to economics, Definition of economics,, Elementary theories of consumption and distribution, Marginal utility approach, Indifference curve approach, Law of demand and its limitations, Supply, Law of supply, Factors affecting supply, Elasticity of demand and supply.

Module II: Economic System 10

Sessions

Introduction to Economic systems, Meaning and concept of Capitalism, Socialism, Communism, Mixed economy, Division of labour and The effect of industrialization.

Module III: Indian Economy 10

Sessions

Meaning and Concept of Developed and less developed Economy; Characteristics of Indian Economy. Meaning of underdevelopment, Basic characteristics of India as a developing economy, Socio-economic problems-Poverty, Unemployment, and urbanization, Planning in India-Objectives of Planning, achievements and failures, NITI Ayog-Role and Policies

Module IV: Economic Concepts and Global Financial Institutions 10

Sessions

National income, Standard of living, per capita income, inflation, GDP. W. W. Rostow's Stages of economic development. Brief introduction of Global Financial Institutions- World Bank, International Monetary Fund, World Trade Organization.

Module V: Economics Policy, Planning and Development 10

Sessions

National Economic Policy, Concepts and Types of development: Agriculture Development, Natural Resources Development, Infrastructure Development, Sustainable Development, Local Self Governments and local development, Strategy for economic development.

Sessions

Agriculture and Industry: Features and importance, Low productivity of agriculture and government measures, Indian industries-Role and importance. Economics and social work.

Reference Readings:

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- ❖ Agrawal, A. N., Indian Economy, Vikas Publishing house, New Delhi, 2010
 - ❖ Ahuja, H.L., Advanced Economic Theory, S. Chand & Co., Publications, New Delhi, 2009
 - ❖ Alexander, Jeffrey C. 1987. Twenty lectures: Sociological theory since world war New York: Columbia University Press.
 - ❖ B.N.P. singh. : Indian Economy Today Changing Contours. Deep and Deep Pub. 2005.
 - ❖ Datt R. & K.P.M. Sundharm (2007) Indian Economy, S. Chand & Co. Ltd. New Delhi.
 - ❖ Human Development Reports, UNDP(2005-2013)
 - ❖ Jhingan, M.L., Micro Economics, Concept publications, New Delhi, 2009
 - ❖ Janakarajan S, Indian Economy in Transition: Essays in Honor of C.T. Kurien, Sage Publications India Pvt., Ltd, Delhi, 2015
 - ❖ Kapila Uma (ed) Indian Economy Since Independence. Academic Foundation (2003)
Misra S.K. & V.K.Pure (2007) Indian Economy – Himalaya Publication house Mumbai.
 - ❖ Puri, Indian Economy, Himalaya Publishing, New Delhi, 2016
 - ❖ Ruddar Datt & Sundaram K.P.M., Indian Economy, S.Chand & Co., Publications, New Delhi, 2013
 - ❖ Samuelson, P.A., Economics: An Introductory Analysis, McGraw Hill Book Co. Inc., New York, 2005
 - ❖ Satyanarayana, G., Indian Economy towards Inclusive Growth, New Century Publications, Delhi, 2013
 - ❖ Uma Kapila, Indian Economy: Performance and Policies, World Development Reports (2005-2013)

MSW SEMSTER III: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

SOCIAL WELFARE ADMINISTRATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.1.	04	60	60	40	3 Hours

Learning objectives:

- ❖ To acquire knowledge and skills to administer the Social Welfare and Non Govt. Organizations.
- ❖ To become informed about the different kinds of services available at the governmental and NGO level for clients to take advantage of.
- ❖ To become familiar with different legislation covering different aspects of Social Welfare and Non Govt. Organizations.
- ❖ To become familiar with the process of initiating social service programmes.

Module I: Concept of Social Welfare Administration

10 Session

Meaning and concept of Social welfare administration, Functions, Scope and Principles of Social welfare administration, History, Composition, Objectives and activities of Central Social Welfare Board, State Social welfare advisory Board.

Module II: Types of NGOs

05 Session

Definition of Social Welfare Organizations/ Non Profit Organization/Non Govt. Organization), Features of Non Profit Organizations - Non-Government, Non-Profit making and Self-governing, Types of Nonprofit Organizations, Organizational structure and characteristics of Nonprofit Organizations.

Module III: Administrative Processes & Administrative Skills

15 Session

Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting (POSDCORB), Mobilization of financial resources - Grants in Aid —Administrative skills – Writing reports, letters and minutes of meetings 4.Project formulation, implementation, monitoring and evaluation. General body, Managing/Executive committee: Responsibilities and functions of an Executive and office bearers. Functions and qualification of board members. Types of committees. Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting. Administrative skills – Writing reports, letters and minutes of meetings – Project formulation, implementation, monitoring and evaluation.

Module IV: Procedures in Registration of a NGO

10 Session

Societies Registration Act, 1860, Indian Trust Act, 1882, Companies Act, 1956. Preparation of Memorandum of Association, Bye laws, Constitution and Trust Deed, Functions and responsibilities of governing board, committees and office bearers. Trust, Society and Section-8 Company registration process.

Module V: Financial Management**10 Session**

Sources of Finance – Governmental and Non-Governmental, Methods of resource mobilization - Corporate Social Responsibility, Grants in Aid, Foreign Contribution Regulation Act, 1976, Exemption from Income tax, Preparing an organizational Budget. Auditing. Components of Monthly, Quarterly, Half Yearly and Annual Report.

Module VI: Policies**10 Sessions**

National Policy on Voluntary sector, 2007, Government-NGO Interface, Public-Private Partnership. Governance of Voluntary Organizations: Registration of Organizations Role of Trustees, Board of Directors Legal compliances. Accountability and Transparency, emerging trends worldwide

References

- ❖ Batra, Nitin. (2004). Administration of social welfare in India. Jaipur: Raj Publishing House.
- ❖ Choudry, Paul, (1993). Hand book on social welfare. Delhi: Atma Ram & Sons, New Delhi.
- ❖ Dubey, S.N. (1973). Administration of Social Welfare programmes in India. Bombay: Somaiya Publications.
- ❖ Encyclopedia of Social Work in India- Vol I & III. (1987). Ministry of Welfare. Government of India.
- ❖ Goel, S.L., 2010, Social Welfare Administration, Deep & Deep Publication, New Delhi
- ❖ Goel, S.L., (2003) Public Administration: Theory and Practice, Deep and Deep Publications Pvt. Ltd. New Delhi.
- ❖ Kohli, A.S & S.R. Sharma. (1998). Encyclopedia of Social Welfare and Administration. New Delhi: Anmol Publication.
- ❖ Patel, N Vinod & Rana, K, Girish. (2007). Personnel Management. Jaipur: Oxford Book Company.
- ❖ S. M. Jha. (2002). Social Marketing, Himalaya Publishing House, Bangalore

MSW SEMSTER III: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

CRIMINOLOGY					
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

- ❖ To understand the concept of criminology
- ❖ To introduces theories of criminology
- ❖ To introduce criminal justice system

Module 1: Introduction

Criminology, Crime - definitions; historical perspectives; nature, origin and scope - Criminology as a social science, relations with other social sciences, medicine and law.

Module2: Schools of Criminology

Pre-classical, Neo-Classical, Positive, Cartographic, Biological and Constitutional Schools.

Module 3: Sociological Theories

Differential Association theory, Group Conflict Theory, Containment Theory, Subculture Theory, Labeling Theory.

Module 4: Psychological Theories

Theories of personality - Freud, Murray and Catell. Theories of learning - Pavlov, Skinner, Thorndike, Kohler and Bandura Theories of Motivation - Maslow, Hersberg, Atkinson and McClelland.

Module 5: Criminal Justice System

Structure of Criminal Justice in India. Role of legislature, police, judiciary and prison system in Criminal Justice; co-operation and co-ordination among the various sub systems of criminal justice system.

Module 6 Police Administration

Structure of State Police - District Police - City Police. Central Police Organizations - CBI, CISF, CRPF, RPF etc. Police Research and Crime Statistics Organizations BPR & D, NCRB. Village Police, Railway and Armed Police.

.Reference

1. Siddique, A (1993), Criminology, Problems and Perspectives (2nd ed.) Lucknow, Eastern Book House.
2. Chockalingam, K. (1997). 'Kuttraviyal' (Criminology) in Tamil, Chennai. Parvathi Publications.
3. Conklin, J.E. (2001), Criminology, Macmillan Publishing Company.
4. Sutherland, H.E., & Cressey, D.R. (1974), Principles of Criminology, Philadelphia : Lippincott.
5. George Vold and Thomas J. Bernard (1986), Theoretical Criminology, New York : Oxford University Press.

6. Walter C. Reckless (1967), The Crime Problem, Bombay : Vakols, Feffner & Simson P. Ltd.
7. Titus Reid (1982), Crime & Criminology, New York : Holt, Rinehart & Winston.
8. Richard Quinney and John Wildeman (1977), The Problem of Crime - A critical introduction to criminology, London : Harper & Row.
9. Carson R.C. and James N. Butcher (1992), Abnormal psychology and Modern Life, Harper Collinns Publisher Inc.
10. Fathali M. Hoghaddam (1998) Social Psychology : Exploring Universals Across Cultures, New York: W.H. Freeman and Company.
11. Garrett H.E. (1961) General Psychology, New Delhi : Eurasia Publishing House Ltd.

MSW SEMSTER III: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

CRIMINAL PSYCHOLOGY					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.3.	04	60	80	20	3 Hours

Learning objectives

To introduce the concept of criminal psychology to students.

Module I:

10 Sessions

Theoretical Perspectives in Criminology: Meaning and importance of Theories -Types of Criminological Theories - Historical Development of Theories: an overview - Criteria for evaluating Theories.

Module II:

10 Sessions

Psychological Theories of Criminal Behaviour: Personality and Criminal Behaviour –Self Control and Crime -Aggressiveness and Crime -Personality Inventories: MMPI, CPI - Intelligence and crime - 10 Tests and Criminal Behaviour -The Gluecks Study on Juvenile Delinquency.

Psychiatric Theories of Criminal Behaviour: Crime and Mental Illness - Schizophrenia - Abuse of Alcohol and Drugs - Freudian View of Crime - The Anti-Social Personality - Bowlby's Theory of Delinquency.

Module III:

10 Sessions

Sociological Theories: Crime and Social Structure : Crime and Social Structure – I: Social Structure Theory - Social Disorganisation Theory -The Chicago School - Strain Theory - General Strain Theories - Anomie - Institutional Anomie. **Subculture theories:** Cohen's theory of the delinquent subculture - Miller's lower - Class gang delinquency - The subculture of violence theory of Wolfgang and Ferracuti - Cloward and Ohlin's theory of Differential Opportunity.

Module IV:

10 Sessions

Sociological Theories: Crime and Social Process : Crime and Social Process : Socialization and Crime -Differential Association Theory -Differential Reinforcement Theory -Neutralization and Drift Theory. Hirsch's Social Control or Social Bond Theory - Becker's Labeling Theory - Self-control and self-esteem as related to crime.

Module V:

10 Sessions

Radical Criminologies : Crime and Power: Radical Criminology - Conflict Criminology - Marxist Criminology -Instrumental Marxism - Structural Criminology - Structural Marxism - Left Realism -Postmodern Theory - Peacemaking Criminology.

Module VI:

10 Sessions

Gender, Crime and Justice, Gender, Crime and Justice, Feminist Criminologies: Liberal Feminist - Radical Feminist - Socialist Feminist - Criminologies - Contribution of Feminism to criminology. Integrating Criminological Theories. Need for integration -Conceptual and propositional Integration - Types of integration: Akers, Cullen and Colvin, Elliott, Krohn, Thornberry, Kaplan, Tittle, Developmental and Life Course Theories.

Reference Books:

1. Akers, Ronald.L. and Sellers, Christine, S. (2004) Criminological Theories (Fourth Edition), Rawat Publications, New Delhi.
2. Curran, Daniel J. and Renczetti, Claire M. (2001) Theories of Crime, Second Edition, Pearson, USA
3. Siegel, L.J. (2003) Criminology, Eighth edition, Wadsworth, USA
4. Vold, George B., Bernard, Thomas J., and Snipes, Jeffrey B. (2002) Theoretical Criminology, Oxford University Press, Oxford.

MSW SEMSTER III: CRIMINALOLOGY AND CORRECTIONAL ADMINISTRATION

CRIMINAL LAW AND PROCEDURE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.4.	04	60	80	20	3 Hours

Learning objectives

- ❖ To understand Criminal laws
- ❖ To understand the procedure
- ❖ To introduce police investigation procedure

Module I: Core Concepts 10 Sessions

Definitions - Vices, sin, tort and crime - History of criminal law - Constitution, Indian Penal Code and Indian Evidence Act - Nature and Scope - Doctrine of Actus Reus and Mens rea, Substantive and Procedural Laws.

Module II: 10 Sessions

Criminal Typology: Adult and Juvenile - Habitual offenders - Professional offenders - Violent offenders. **Crime Typology:** Crimes against person and Crimes against Property - Conventional Crimes, White Collar Crimes - Organized Crime and Victimless Crime - Cyber Crime Terrorism

Module III: 10 Sessions

Indian Penal Code: Crimes against property - Theft - Robbery - Dacoity - Crimes against persons : Culpable Homicide, Murder, Rape, Hurt, Crimes against public tranquility : Riot, Unlawful assembly.

Module IV: 10 Sessions

Criminal Procedure Code: Organizational set up of courts in India - Complaint - inquiry - investigation - police report - public prosecutor - defence counsel - arrest, bail, search, seizure types of trial.

Module V: 10 Sessions

Indian Evidence Act: Evidence - Meaning, principles and concept of relevancy and admissibility. Confessions and Dying Declaration. Presumption of fact and law, Burden of proof Examination in Chief, Cross Examination and Reexamination.

Module VI: 10 Sessions

Police Investigation Procedures: Methods of Investigation - Information, Interrogation and Instrumentation. Recording of FIR, Case Diary and Station House Diary. Modus Operandi, Collection of Evidence, Examination of Witnesses and Suspects, Confession, Filling Charge Sheet.

Reference

1. Gaur, K.D. (1985) Criminal Law, Second Edition, N.M. Tripathi, Bombay.
2. Kelkar, R.V. (1996) Outlines of Criminal Procedure.
3. Atchuthan Pillai, P.S. (1983) Criminal Law N.M. Tripathi, Bombay.
4. Ratanlal & Dhirajlal (1984) The Indian Penal Code, Nagpur : Wadhwa & Co.
5. Ratanlal & Dhirajlal (2000) The Code of Criminal Procedure, Nagpur : Wadhwa & Co.
6. Sarathy, V.P. (1994) Elements of Law of Evidence, Lucknow : Eastern Book Co.
7. Singh, A., (1995) Law of Evidence, Allahabad Law Agency.

MSW SEMSTER III: CRIMINALOLOGY AND CORRECTIONAL ADMINISTRATION

FIELD WORK EDUCATION AND PRACTICE			
Course Code	Total Credits Contact Hours	Continuous Internal Evaluation	Viva Voce Exam Marks
CC 3.5.	08	150	50

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

Rules and Regulation of Field Work

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.).
- g. Student should be given through orientation regarding Social Work Code of Ethics. Student should demonstrate appropriate Code of Conduct in field work practice.
- h. Student should fulfill the Workload Norms as prescribed by the Department /Institution.
- i. Student should submit Field Work Reports timely and regularly.
- j. 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.

Course Objectives

- ❖ 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		Means of Evaluation
Winter Mid - Term Internship	1	30 Days placement (As per specialization)	15	25	Confidential Report from Agency. Attendance Certificate Report Content Presentation
		Internship presentation & report submission	10		
Concurrent Placement	4	Study tour 5 visits to eminent organization (5*5 marks each)	25	100	Attendance & Participation
		Study tour report submission (5*2)	10		Reports, content and quality
		Concurrent field placements in structured agency setting as per specialization for 20 days (20 days *1 marks each).	20		Confidential Report from Agency. Attendance Certificate
		Fieldwork Report Submission	20		Reports
		participation in rally, research survey, observation of important days, society empowerment activity/outreach programme	15		Reports/Photographs/ Outcome
		Participation in Fieldwork Conference (10 Conference *1 mark each)	10		Attendance Progress Assessment
Continuous Internal evaluation	1	Fieldwork diary	10	25	Maintenance of Fieldwork diary on Field Learning's and documentation
		Presentation on Field Learning's	15		Presentation Content
Viva Voce Exam	2	External Exam	50	50	Viva Voce

Viva Voce Exam	2	External Exam	50	50	Viva Voce
		Total	200		Total

MSW SEMSTER III: CRIMINALOLOGY AND CORRECTIONAL ADMINISTRATION

COUNSELLING THEORY AND PRACTICE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
AECC 3.1.	04	60	60	40	3 Hours

Learning objectives

- 1 To acquire knowledge, skills and attitudes for counseling.
- 2 Develop insight in need and areas of counseling in different situations.
- 3 Learn the criteria for setting Guidance and Counseling centers in India.

Module I: Basics of Counselling 10 Sessions

Definition, Meaning, Concept, Assumptions, Objectives and scope of Counseling, Principles of counseling, Stages of Counseling. , Types of Counselling. Tools and techniques of Counseling. Qualities of a good Counsellor.

Module II: Types of Counselling 10 Sessions

Individual Counselling , Group Counselling, Couple Counselling, Family Counselling, Educational Counselling, Career Counselling , Vocational Counselling, Marriage Counselling, Industrial Counselling, Differentiating Guidance, Counselling and Psychotherapy.

Module III: Theories and approaches in Counselling: 10 Sessions

Carl Rogers's Theory, Sigmund Freud Theory, Ego Theory of Hartman, Eric Berne's Transactional Analysis Theory. Psychoanalytic/psychodynamic theories, Behavioural theories, Humanistic theories, and Existential theories. Approaches in Counselling: Person Centered/ Client Centered, Transactional analysis, Gestalt Therapy, Rational Emotive Behavior Therapy, Behavioural Therapy, Reality Therapy, Psychoanalysis.

Module IV: Counselling skills 10 Sessions

Questioning, paraphrasing, reflection of feelings, summarization, clarification, open and closed questioning, reinforcement, Extinguishing, leading, informing, contract, silence, referring, interpretation, Physical Attending skills: Non-verbal skills: Posture, Facial Expressions, Voice, Eye Contact, Counselling techniques: Listening, Responding, Goal setting, Exploration and Action, Behaviour techniques, Psychodrama, Role play

Module V: Setting up Guidance and Counselling Centres 10 Sessions

Criteria of setting Family counseling Centre in India, Criteria of setting Child guidance Centre in India, Criteria of setting De-addiction centre in India, Criteria of setting Terminal illness, Bereavement and death counseling centre , Criteria of setting rehabilitation centre in India.

Module VI: Role of Counsellor 10 Sessions

Counsellor as a professional, Code of ethics and ethical standards in Counseling. Need for research in counseling practice. Recording in counseling.

Reference Books

17. Dave Mearas and Brian Thorne: Person centered Counselling in Action published by Sage Publication .2000.
18. K.S Lakshmi: Encyclopedia of Guidance and Counselling, published A Mittal Pub, Vol.1,2,3,4. 2005.
19. Mishra R.S.: Guidance and Counselling, Vol.1&2 published by APH Publication Corporation, New Delhi, 2004.
20. Ramnath Sharma & Rachana Sharma: Guidance and Counselling in India,published by Atlantic Pub, Delhi 2004.
21. Ramesh Chandra: Psychology, Counselling and Therapeutic Practices, published by Isha Books, Delhi 2004.
22. Robert L. Gibson & Mariaune H. Mitchell: Introduction to Counselling and Guidance, published by Pearson Education, Delhi 2005.
23. Steve Cooper: A comprehensive handbook for counselling, published by Infinity Books, New Delhi, 2005.
24. Tara Chand Sharma: Modern Methods of Guidance and Counselling, published by Swarup and Sons, New Delhi, 2002.

MSW SEMSTER III: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

SOCIAL JOURNALISM AND FILM STUDIES					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 3.1.	04	60	60	40	3 Hours

Learning objectives

Social Journalism Course is a study programme of proven excellence. It combines creation as well as dissemination of knowledge and imparting of the requisite skills and context with practical applications including in-class assignments. The course equips and enables the students for diverse skills and tasks in mass communication and social interactions. Upon completion of the course students will have in-depth knowledge and understanding of the theory and principal of citizen journalism.

Module I: Journalism: Core Concepts

10 Sessions

Meaning and purpose of Journalism, History of Journalism, Types of Journalism: TV Journalism, Print Journalism, Radio Journalism and Online Journalism. Brief introduction of News Media, Famous media houses of India and the world. Definition, purpose and importance of news, basic tools for news gathering, maintaining a diary, taking notes, Qualities of news accuracy, evaluating fake news.

Module II: Mass Communication

10 Sessions

Principles & Practice of Mass Communication: Meaning and purpose of communication, Elements of communication, Types of communication Vocabulary: Active and passive vocabulary, Importance of short and plain words, choosing the precise word from words having similar meaning, levels of vocabulary uses: Formal, Informal, spoken and written, Spelling: Basic principles, common errors, UK and US Spelling. Sentence framing.

Module III: Print Media and Journalism

10

Sessions

Print Media: Definition, Characteristics and types: Newspaper, magazine, books, digital books and magazines, scope and limitation of print media. Brief history and growth of print media. **Print Journalism:** Introduction, Functioning of a newspaper office and newsroom, Organization of a traditional newspaper, structure of an editorial department. **Photojournalism and info-graphics:** Basics of Photography techniques, Information graphics, concept and process, use of numbers, graphs, photos and maps, team work of sub editor and artists. **Ethic of Photo journalism:** Issues of invasion of privacy, copyright, portrayal of nudity, violence, accidents and gruesome photos, responsibilities of photo editor.

Module IV: Electronic Media and Journalism

10

Sessions

Electronic media: Brief history and growth of electronic media, Use of computer, mobile and other gadgets, using maps, history and achieves. Blog and website creation, Use of Social Networking sites like Facebbok, Twitter, Linked In, Instagram .

Module V: Law, Media and writing news reports

10

Sessions

Writing news reports: Story telling (Why and how) , Lead of a new story, Types of leads, writing techniques- Information processing, order of importance, brevity, precision, quoting

the source, chronology, paragraphing, stylebook and Investigative reporting. Media & the Law, Citizens, Human Rights and Public Affairs, Critical Appreciation of Art, Culture & Heritage.

Module VI: Film Studies

Introduction to film studies, Modes of film studies, History of film media, Concept of time, Brief about the Basics of film making : Script writing, Characterization, Use of lights, sound and camera , editing .

Reference Books

4. Hasan Seema, *Mass Communication: Principals and Concepts*
5. Mudgal Rahul, *Emerging Trends in Journalism*, Sarup and Sons
6. Rangaswami, Parthasarathi, *Basic Journalism*, Macmillan India

MSW SEMSTER III: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

INTERNATIONAL SOCIAL WORK					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 3.2.	04	60	80	20	3 Hours

Learning Objectives

5. Introduce the concept of international social work
6. Understand the development of different approaches of social work at international level

Module 1: Introduction

10 Sessions

Social Development Approach ,International Social Work History of International Social Work The Values and Beliefs of International Social Work, The Goals of International Social Work The Knowledge Base of International Social Work, Levels of Practice in International Social Work ,Sector of Practice in International Social Work .

Module II: Forces influencing International Social Work

10 Sessions

Forces Influencing International Social Work, “Modernization” and International Social Work, “Globalization” and International Social Work ,“Social Development” and International Social Work .

Module III: Social Work education

10 Sessions

Education for International Social Work, Models of Education for International Social Work The Personal Social Services Model. The Social Welfare Model . The Social Development Model, The Global Social Transformation Model

Module IV: International Social Work: Approaches

10 Sessions

Curricular Issues Related to Education for International Social Work Practice, The Selective Approach, The Concentrated Approach, And The Integrated Approach. Approaches to international social work – global perspective, human rights perspective, ecological perspective, social development perspective.

Module V: Resources for International Social Work

10 Sessions

Resources for International Social Work Education, Partners in International Social Work Education, International Association of Schools of Social Work, International council of Social welfare, International federation of Social Work.

Module VI: Global Regulatory Bodies & Development perspectives Sessions

10

International collaboration, IFSW (International Federation of Social Workers), IASSW (International Association of Schools of Social Work), ICSW (International Council for Social Welfare), United National Summit For Social Development ,United Nations Millennium Development Goals and targets, United Nations Convention on the Rights of the Child, ECOSOC

References

- ❖ Asamoah, Y., Healy, L., & Mayadas, N. (1997). Ending the international–domestic dichotomy: New approaches to a global curriculum for the millennium, Journal of Social Work Education , 33, 389–401.

- ❖ Hokenstad, M. C., & Midgley, J. (2004). *Lessons from abroad: Adapting international social welfare innovations*. Washington, DC: NASW Press.
- ❖ Kendall, K. A.(2000).*Social work education: Its origins in Europe*. Alexandria, VA: Council on Social Work Education. Mama, R., Guevara, J., & Ritchie, D. (2006). *Resources for international social work educators*.
- ❖ Ly-ceumMidgley, J. (1997). *Social welfare in global context*. Thousand Oaks CA: Sage.
- ❖ Popple, P. R., & Leighninger, L. A. (2002). *Social work, social welfare, and American society*,5th ed.) Boston: Allyn & Bacon.
- ❖ Sanders, D. S. (Ed.). (1982). *The developmental perspective in social work*. Honolulu: Universityof Ha-waii School of Social Work.
- ❖ World Bank. (1997). *World development report*
- ❖ Westport, CT: Greenwood Press.
- ❖ Lyons, K. (1999)*International Social Work: Themes and Perspectives* . Aldershot:Ashgate.
- ❖ McBeath, G. and S. Webb (1991) ‘Social Work, Modernity and Postmodernity’, *The*
 - *Sociological Review* 39(4): 745–62.
- ❖ Midgley, J. (1990) ‘International Social Work: Learning From the Third World’, *Social Work* 35(4): 295–301.
- ❖ Midgley, J. (1997) *Social Work in a Global Context* Thousand Oaks, CA: Sage.
- ❖ Ramanathan, C.S. and R.J. Link (1999) *All Our Futures. Principles and Resources for Social Work in Practice in a Global Era*.
- ❖ Sanders, D. and P. Pedersen, eds (1984), *Education for International Social Welfare*
- ❖ Watts, T.D., D. Elliot and N.S. Mayadas, eds (1995) *International Handbook on Social Work Education*.

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MSW SEMSTER III: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

SOCIAL ENTREPRENEURSHIP					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 3.1.	04	60	60	40	3 Hours

Learning objectives

To introduce the concept of Social Entrepreneurship to students and enable them to understand the core areas of Social Entrepreneurship in India.

Module I: Core Concepts

10 Sessions

Concept of Entrepreneurship and Social Entrepreneurship, Startup Ecosystem in India, Social Entrepreneurship in India Women Entrepreneurship in India, Successful Business models of 5 Entrepreneurs, Small Business Management.

Module 2: Core Skills

10 Sessions

Entrepreneurial Skills & Competencies, Market Survey Techniques, Preparation of Business Model Product designing and branding, getting finance for Project.

Module 3: Entrepreneurship Development and Government

10 Sessions

Role of Central Government and State Government in promoting Entrepreneurship - Introduction to various incentives, subsidies and grants - Export Oriented Units - Fiscal and Tax concessions available. Role of following agencies in the Entrepreneurship Development - District Industries Centers (DIC), Small Industries Service Institute (SISI), Entrepreneurship Development Institute of India (EDII), National Institute of Entrepreneurship & Small Business Development (NIESBUD), National Entrepreneurship Development Board (NEDB).

Module 4: Entrepreneurship Development and Government

10 Sessions

Creating Entrepreneurial Venture, Business Planning Process, Environmental Analysis - Search and Scanning, Identifying problems and opportunities, Defining Business Idea. Basic Government Procedures to be complied with.

Module 5: Rural Entrepreneurship Development

10 Sessions

Concept of Rural Tourism, Rural Territory- Its Potential as a Tourism Product, Village as a primary tourism product- Showcasing rural life, art, culture and heritage. Rural Tourism: Impact of Rural Tourism on rural community, Challenges of Rural Tourism, Rural Tourism Business Plan: Feasibility and Execution, Infrastructure, Marketing and Financial Assistance requisites, Intervention of Professional Agencies - Linkages for development of Rural Tourism

Module 6: Entrepreneurship Development and Government

10 Sessions

Meaning, concept and need of social entrepreneurship, types of social entrepreneurship, issues of social entrepreneurship

Reference

1. Entrepreneurship: New Venture Creation - David H. Holt
2. Entrepreneurship - Hisrich Peters
3. The Culture of Entrepreneurship - Brigitte Berger
4. Project Management - K. Nagarajan
5. Dynamics of Entrepreneurship Development - Vasant Desai
6. Entrepreneurship Development - Dr. P.C.Shejwalkar
7. Thought Leaders - Shrinivas Pandit
8. Entrepreneurship, 3rd Ed. - Steven Brandt
9. Business Gurus Speak - S.N.Chary
10. The Entrepreneurial Connection - Gurmit Narula

MSW SEMSTER III: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

DEVELOPMENT ECONOMICS					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 3.2.	04	60	60	40	3 Hours

Learning objectives

7. To introduce the basic concepts and theories in economics
8. To introduce the nature and structure of Indian economy.
9. To explain the application and use of economic analysis for professional social work

Module I: Economics: Core Concepts **10**

Sessions

Introduction to economics, Definition of economics,, Elementary theories of consumption and distribution, Marginal utility approach, Indifference curve approach, Law of demand and its limitations, Supply, Law of supply, Factors affecting supply, Elasticity of demand and supply.

Module II: Economic System **10**

Sessions

Introduction to Economic systems, Meaning and concept of Capitalism, Socialism, Communism, Mixed economy, Division of labour and The effect of industrialization.

Module III: Indian Economy **10**

Sessions

Meaning and Concept of Developed and less developed Economy; Characteristics of Indian Economy. Meaning of underdevelopment, Basic characteristics of India as a developing economy, Socio-economic problems-Poverty, Unemployment, and urbanization, Planning in India-Objectives of Planning, achievements and failures, NITI Ayog-Role and Policies.

Module IV: Economic Concepts and Global Financial Institutions **10**

Sessions

National income, Standard of living, per capita income, inflation, GDP. W. W. Rostow's Stages of economic development. Brief introduction of Global Financial Institutions- World Bank, International Monetary Fund, World Trade Organization.

Module V: Economics Policy, Planning and Development Sessions	10
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National Economic Policy, Concepts and Types of development: Agriculture Development, Natural Resources Development, Infrastructure Development, Sustainable Development, Local Self Governments and local development, Strategy for economic development.

Module VI: Agriculture and Industry Sessions	10
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Agriculture and Industry: Features and importance, Low productivity of agriculture and government measures, Indian industries-Role and importance. Economics and social work.

Reference Readings:

- ❖ Agrawal, A. N., Indian Economy, Vikas Publishing house, New Delhi, 2010
- ❖ Ahuja, H.L., Advanced Economic Theory, S. Chand & Co., Publications, New Delhi, 2009
- ❖ Alexander, Jeffrey C. 1987. Twenty lectures: Sociological theory since world war New York: Columbia University Press.
- ❖ B.N.P. singh. : Indian Economy Today Changing Contours. Deep and Deep Pub. 2005.
- ❖ Datt R. & K.P.M. Sundharm (2007) Indian Economy, S. Chand & Co. Ltd. New Delhi.
- ❖ Human Development Reports, UNDP(2005-2013)
- ❖ Jhingan, M.L., Micro Economics, Concept publications, New Delhi, 2009
- ❖ Janakarajan S, Indian Economy in Transition: Essays in Honor of C.T. Kurien, Sage Publications India Pvt., Ltd, Delhi, 2015
- ❖ Kapila Uma (ed) Indian Economy Since Independence. Academic Foundation (2003)
- ❖ Misra S.K. & V.K.Pure (2007) Indian Economy – Himalaya Publication house Mumbai.
- ❖ Puri, Indian Economy, Himalaya Publishing, New Delhi, 2016
- ❖ Ruddar Datt & Sundaram K.P.M., Indian Economy, S.Chand & Co., Publications, New Delhi, 2013
- ❖ Samuelson, P.A., Economics: An Introductory Analysis, McGraw Hill Book Co. Inc., New York, 2005
- ❖ Satyanarayana, G., Indian Economy towards Inclusive Growth, New Century Publications, Delhi, 2013
- ❖ Uma Kapila, Indian Economy: Performance and Policies, World Development Reports (2005-2013).

MSW SEMSTER III: URBAN,
RURAL AND TRIBAL COMMUNITY DEVELOPMENT

SOCIAL WELFARE ADMINISTRATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.1.	04	60	80	20	3 Hours

Learning objectives:

- ❖ To acquire knowledge and skills to administer the Social Welfare and Non Govt. Organizations.
- ❖ To become informed about the different kinds of services available at the governmental and NGO level for clients to take advantage of.
- ❖ To become familiar with different legislation covering different aspects of Social Welfare and Non Govt. Organizations.
- ❖ To become familiar with the process of initiating social service programmes.

Module I: Concept of Social Welfare Administration

10 Session

Meaning and concept of Social welfare administration, Functions, Scope and Principles of Social welfare administration, History, Composition, Objectives and activities of Central Social Welfare Board, State Social welfare advisory Board.

Module II: Types of NGOs

05 Session

Definition of Social Welfare Organizations/ Non Profit Organization/Non Govt. Organization), Features of Non Profit Organizations - Non-Government, Non-Profit making and Self-governing, Types of Nonprofit Organizations, Organizational structure and characteristics of Nonprofit Organizations.

Module III: Administrative Processes & Administrative Skills

15 Session

Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting (POSDCORB), Mobilization of financial resources - Grants in Aid —Administrative skills – Writing reports, letters and minutes of meetings 4.Project formulation, implementation, monitoring and evaluation. General body, Managing/Executive committee: Responsibilities and functions of an Executive and office bearers. Functions and qualification of board members. Types of committees. Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting. Administrative skills – Writing reports, letters and minutes of meetings – Project formulation, implementation, monitoring and evaluation.

Module IV: Procedures in Registration of a NGO	10 Session
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Societies Registration Act, 1860, Indian Trust Act, 1882, Companies Act, 1956. Preparation of Memorandum of Association, Bye laws, Constitution and Trust Deed, Functions and responsibilities of governing board, committees and office bearers. Trust, Society and Section-8 Company registration process.

Module V: Financial Management	10 Session
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Sources of Finance – Governmental and Non-Governmental, Methods of resource mobilization - Corporate Social Responsibility, Grants in Aid, Foreign Contribution Regulation Act, 1976, Exemption from Income tax, Preparing an organizational Budget. Auditing. Components of Monthly, Quarterly, Half Yearly and Annual Report.

Module VI: Policies	10 Sessions
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National Policy on Voluntary sector, 2007, Government-NGO Interface, Public-Private Partnership. Governance of Voluntary Organizations: Registration of Organizations Role of Trustees, Board of Directors Legal compliances. Accountability and Transparency, emerging trends worldwide

References

10. Batra, Nitin. (2004). Administration of social welfare in India. Jaipur: Raj Publishing House.
11. Choudry, Paul, (1993). Hand book on social welfare. Delhi: Atma Ram & Sons, New Delhi.
12. Dubey, S.N. (1973). Administration of Social Welfare programmes in India. Bombay: Somaiya Publications.
13. Encyclopedia of Social Work in India- Vol I & III. (1987). Ministry of Welfare. Government of India.
14. Goel ,S.L.,2010, Social Welfare Administration, Deep & Deep Publication, New Delhi
15. Goel ,S.L., (2003) Public Administration: Theory and Practice, Deep and Deep Publications Pvt. Ltd. New Delhi.
16. Kohli, A.S & S.R. Sharma. (1998). Encyclopedia of Social Welfare and Administration. New Delhi: Anmol Publication.
17. Patel, N Vinod & Rana, K, Girish. (2007). Personnel Management. Jaipur: Oxford Book Company.
18. S. M. Jha. (2002). Social Marketing, Himalaya Publishing House, Bangalore

MSW SEMSTER III: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

SOCIAL WORK INTERVENTION WITH INDIGENOUS GROUPS					
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

This course aims at introducing the concept of life and struggles of indigenous groups in India and exploring the scope of social work intervention with them. This course is designed to describe the tribal cultures from different regions in India and world.

Module I: Indigenous Groups: Core Concepts

10 Sessions

Meaning and definition of Indigenous groups, Relative terms associated with Indigenous-Native: Meaning and concept. Types and characteristics of Indigenous groups, Brief about the distribution of indigenous groups around the world. Concept of tribe, adivasi, aborigines and natives. United Nation and Indigenous Groups.

Module II: Territorial distribution of Tribal Groups in India

10

Sessions

Territorial distribution and demographic profile of Tribal communities in a) Himalaya region and Eastern India , b) Central India , c) Western India and d) Southern India. Tradition of tribal ethnography in India.

Module III: Classification of Tribes

05

Sessions

Rational: Why study tribes? Classification of Tribes in India: a) Linguistic, b) Ethnic, c) Economic and d) Cultural e) Agrarian f) Nomad g) Hunting Tribe.

Module IV: Tribal Culture

10

Sessions

Dynamics in the tribal society: Rituals, Control and Power, Conflict and Integration. Tribal culture and its impact on environment. Extinction of tribal groups in India and world. (2 Case Studies should be presented in class and students should be given reading assignment for the same).

Module V: Indigenous Movements and Social Work

15

Sessions

Issues faced by tribes in India Survival, Rights over forests land, Land and Agriculture, livelihood and food security, Indebtedness , trafficking., Housing and electricity, health, education, and communication. Current trends regarding displacement and resettlement of Tribes. Violation of human rights. Tribal distress Tribal unrest and Tribal movement. Role of Social Work in Working with tribal community.

Historical review of tribal welfare and developments administration since Independence and its Impact on Tribal Society. Tribal sub-plan and Administrative set up. 4) Tribal Development Corporation. Tribal administration in the state sector and Zilha- parishad sector. Role of voluntary bodies in tribal development. Training, Research and Evaluation IN Tribal development. Administrative organization at the centre and state level.

Reference Reading

1. The Scheduled Tribes - K.S. Singh, Oxford India.
2. Tribal Administration and Development – S.G. Deogaonkar; Concept Publishing, New Delhi.
3. Tripathy S.N.–Glimpses on Tribal Development–Discovery Publishing House, New Delhi– 2.
4. Singh A.K. – Tribals in India – Har-Anand Publication; New Delhi.
5. Vohra Gautam – Tribals, Development and Environment; Har-Anand Publication, New Delhi.
6. Jairh M.S. – Tribal Economy and Society –Mittal Publications; New Delhi.
7. Nadeem Hasnain – Tribal India - Palaka Prakashan, Delhi.
8. K. Rani Gopal – Tribals and their Health Status, A.P.H. Publishing Corpn., Delhi.
9. Ghosh G.K. – Tribals and Their Culture – Ashish Publishing House, Delhi.
10. Deshmukh B.A. – Tribal Education, Sonali Publications, New Delhi.
11. Govt. of India Report on Tribal Development, 2004, New Delhi.
12. Policy Document, Tribal Welfare, Govt. of India and Govt. of Maharashtra.

MSW SEMSTER III: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

LOCAL SELF GOVERNENCE AND RURAL DEVELOPMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.3.	04	60	60	40	3 Hours

Learning objectives

On successful completion of the course, the student will be able to understand the significance of decentralization and its impact on local self governance, distinguish between government and governance, explain the different models of local governance and describe the initiatives for good governance.

Module I: Democracy and Decentralization: Core Concepts 10

Sessions

Principles of Democracy, Meaning and Concept of Decentralization, Forms of Decentralization: Deconcentration, Delegation and Devolution. Principles of Decentralization: Subsidiary and Autonomy. Democratic Decentralization -Key issues, Major Trends and Future Trends.

Module II: Local Government and Local Governance 10

Sessions

Governance: Meaning and Features, Government and Governance -Theories of Governance: Rational Choice, Systems and New Institutionalism–Perspectives on Local Governance: Stigler’s menu, The Decentralization Theorem and The Subsidiary Principle, Key elements of Citizen-centered Local Governance, Responsive Governance, Responsible Governance and Accountable Governance. Local Governance & Institutional preferences: Local autonomy, Direct Democracy, Accountability, Control over Resources and Services.

Module III: Local Self Governance: Comparative Studies 10

Sessions

Local Government System in Selected Countries: United Kingdom, United States of America, France, China, Norway and India. (Student should be given assignment to present 2 Case Studies comparing the local self governance mechanism in above mentioned countries.)

Module IV: Panchayat Raj Institutions 10

Sessions

Structure and Functions of Panchayat Raj Institutions, Major Features of the 73rd Amendment Act (1992), Significance of Grama Sabha, Resources for Panchayati Raj Institutions, Panchayat Extended to Schedule V Areas - and VI-PESA (1996). Best practices in Local Self Governments: Social Audit, Citizen Charter, Citizen Report Card and Ombudsman.

Module V: Panchayat Finance Committees**10 Sessions**

Study of Recommendations of Committees on Panchayat Finances: Finance Enquiry Committee, Taxation Enquiry Committee, Santhanam Committee, Ashok Mehta Committee, Singhvi Committee. (Student should be given assignments to present the recommendations of various committees).

Module IV: Rural Development**10 Sessions**

Rural Development: Concept, Elements, Importance and Scope - Approaches: Sectoral Area Approach, Target Group Approach, Participatory Approach, Integrated Approach. Scope and Significance of Rural Management. Economic perspectives of Rural Development: Lack of access to assets, Micro finance, Capital market - Sectoral Issues in Rural development: Agriculture, Industries, Land Reforms. Case study on Ideal village (Minimum 2).

Reference

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- ❖ Maheswari, Shriram. (2008), Local Government in India, Agra: Lakshmi Narain Agarwal.
 - ❖ Mathew G and Jain L. C (Eds.), (2005), Decentralisation and Local Governance, New Delhi: Orient Blackswan.
 - ❖ Niraja Gopal Jayal and et.al. (2006), Local Governance in India –Decentralisation and Beyond, New Delhi: Oxford University Press.
 - ❖ Sachdeva, Pradeep. (2011), Local Government in India, New Delhi: Pearson Education India.
 - ❖ Prasad, B.K.(2003), Rural Development: Concept, Approach and Strategy, New Delhi: Sarup & Sons.
 - ❖ Singh, Katar. (2009). Rural Development – Principles, Policies and management, New Delhi: Sage.
 - ❖ Srivastava, Madhuri and Alok Kumar Singh (Eds.) (2008), Rural development in India: Approaches, strategies, and programmes, New Delhi: Deep and Deep Publications.
 - ❖ Sundaram, Satya. (2002), Rural Development Mumbai: Himalaya.
 - ❖ Government of India. (2012), Greening Rural Development in India, New Delhi: Ministry of Rural Development and UNDP.
 - ❖ Singh, Katar and RS Pundir. (2000), Co-operatives and Rural Development in India, IRMA.
 - ❖ India Rural Development Report 2013-14, Hyderabad: Orient Blackswan
 - ❖ Bevir, Mark (Ed.). (2011), The Sage Handbook of Governance, Sage.
 - ❖ Chakrabarty, Bidyutand Mohit Bhattacharya (Eds). (2008), The Governance Discourse, New Delhi: Oxford University Press.
 - ❖ Goel,S.L.(2007), Good Governance –An Integral Approach, New Delhi: Deep and Deep Publications Private Limited.
 - ❖ Jain, L.C. (Ed.) (2005). Decentralisation and Local Governance, Hyderabad: Orient Longman.
 - ❖ Kumar, Girish.(2006), Local Democracy in India, New Delhi: Sage Publications.
 - ❖ Manor, James. (1999), The Political Economy of Democratic Decentralisation, Washington DC: The World Bank.
 - ❖ Mathew G and Jain L. C (Eds.). (2005), Decentralisation and Local Governance, New Delhi: Orient Blackswan.

MSW SEMSTER III: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

APPROACHES TOOLS AND TECHNIQUES FOR COMMUNITY DEVELOPMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.4.	04	60	60	40	3 Hours

Learning objectives:

On successful completion of the course, the students will be able to understand the significance of various approaches, tools and techniques for community development. The broad aim is to orient students about new technologies in Community Development and provide opportunities for applying the knowledge and the information gained in the classroom to reality situations.

Module I: Participatory Approach

10 Sessions

Participatory Approach: Definition, meaning, importance and need of participatory approach for community development. Human Rights based approach in social work: Concept, meaning, importance and need.

Module II: Advocacy

10 Sessions

Advocacy a tool for social change, advocacy in Indian context, elements of advocacy, people centered advocacy, legislative advocacy, bureaucracy and advocacy, judiciary and advocacy, media advocacy

Module III: Alternative development approach

10 Sessions

Alternative development approach in Indian context, concept and definitions of Alternative Development, Characteristics of Sustainable Development, Sustainable Development and Natural Resources, Formulating the Sustainable Livelihoods Perspective, Sustainable Developments Goals

Module IV: Land

10 Sessions

Land: Classification, agro-climatic zones, Factors of land degradation, Measures for land Improvement, Soil conservation, Land Record and Institutional Arrangements, Chemical Fertilizers and organic manure. Protecting traditional seeds, Major crops of India and Maharashtra, Cropping seasons and systems, Issues of dry land Agriculture

Module V: Water

10 Sessions

Water: Sources and availability, Various Harvesting Techniques, Management of water delivery: Furrows Drip, Ring and Basin, Sprinklers, Watershed Development Programmers. GIS and Remote Sensing Techniques in watershed Management, drought Management Techniques, Community participation for water harvesting and its reuse. Experiments by Rajendra Singh Rana and Water movement in Maharashtra.

Models of sustainable development: Hivare bazaar, Patoda, Mendha lekha, Ralegan Siddhi.
Case study on Ideal village in students region apart from the above villages (Minimum 2).

Reference

- ❖ Maheswari, Shriram. (2008), Local Government in India, Agra: Lakshmi Narain Agarwal.
- ❖ Mathew G and Jain L. C (Eds.), (2005), Decentralisation and Local Governance, New Delhi: Orient Blackswan.
- ❖ Niraja Gopal Jayal and et.al. (2006), Local Governance in India –Decentralisation and Beyond, New Delhi: Oxford University Press.
- ❖ Sachdeva, Pradeep. (2011), Local Government in India, New Delhi: Pearson Education India.
- ❖ Prasad, B.K.(2003), Rural Development: Concept, Approach and Strategy, New Delhi: Sarup & Sons.
- ❖ Singh, Katar. (2009). Rural Development – Principles, Policies and management, New Delhi: Sage.
- ❖ Resource Kit for People-centred Advocacy : National Centre for Advocacy Studies, Pune

MSW SEMSTER III: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

FIELD WORK EDUCATION AND PRACTICE			
Course Code	Total Credits	Continuous Internal Evaluation	External Exam Marks
CC 3.5.	08	150	50

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

Rules and Regulation of Field Work

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:

- k.** 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.).
- l.** Student should be given through orientation regarding Social Work Code of Ethics. Student should demonstrate appropriate Code of Conduct in field work practice.
- m.** Student should fulfill the Workload Norms as prescribed by the Department /Institution.
- n.** Student should submit Field Work Reports timely and regularly.
- o.** 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.

Course Objectives

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		Means of Evaluation
Summer Mid - Term Internship	1	30 Days placement in (As per specialization)	15	25	5. Confidential Report from Agency.
		Internship presentation & report submission	10		6. Attendance Certificate 7. Report Content 8. Presentation

Concurrent Placement	4	05 Orientation visits to organization (5*2 marks each)	10	100	Attendance & Participation
		Orientation visit report submission (5*2)	10		Reports
		Concurrent field placements in structured agency setting as per specialization for 20 days (20 days *1 marks each).	20		1. Confidential Report from Agency. 2. Attendance Certificate
		Fieldwork Report Submission	20		Reports
		Preparation of Brochure	05		Content, Design and Quality
		Preparation of Bye Law & Memorandum of Association	05		Content
		Preparation of a documentary film on social issue	10		Relevance, Originality of idea, Theme, Audio visual Quality
		Society Empowerment Activity	10		Reports/Photographs/Outcome
		Participation in Fieldwork Conference (10 Conference *1 mark each)	10		3. Attendance 4. Progress Assessment
Continuous Internal evaluation	1	Fieldwork diary	10	25	Maintenance of Fieldwork diary on Field Learning's and documentation
		Presentation on Field Learning's	15		Presentation Content
Viva Voce Exam	2	External Exam	50	50	Viva Voce
		Total	200		Total

MSW SEMSTER III: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

COUNSELLING THEORY AND PRACTICE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
AECC 3.1.	04	60	80	20	3 Hours

Learning objectives

- ❖ To acquire knowledge, skills and attitudes for counseling.
- ❖ Develop insight in need and areas of counseling in different situations.
- ❖ Learn the criteria for setting Guidance and Counseling centers in India.

Module I: Basics of Counselling 10 Sessions

Definition, Meaning, Concept, Assumptions, Objectives and scope of Counseling, Principles of counseling, Stages of Counseling. , Types of Counselling. Tools and techniques of Counseling. Qualities of a good Counsellor.

Module II: Types of Counselling 10 Sessions

Individual Counselling , Group Counselling, Couple Counselling, Family Counselling, Educational Counselling, Career Counselling , Vocational Counselling, Marriage Counselling, Industrial Counselling, Differentiating Guidance, Counselling and Psychotherapy.

Module III: Theories and approaches in Counselling: 10 Sessions

Carl Rogers's Theory, Sigmund Freud Theory, Ego Theory of Hartman, Eric Berne's Transactional Analysis Theory. Psychoanalytic/psychodynamic theories, Behavioural theories, Humanistic theories, and Existential theories. Approaches in Counselling: Person Centered/ Client Centered, Transactional analysis, Gestalt Therapy, Rational Emotive Behavior Therapy, Behavioural Therapy, Reality Therapy, Psychoanalysis.

Module IV: Counselling skills 10 Sessions

Questioning, paraphrasing, reflection of feelings, summarization, clarification, open and closed questioning, reinforcement, Extinguishing, leading, informing, contract, silence, referring, interpretation, Physical Attending skills: Non-verbal skills: Posture, Facial Expressions, Voice, Eye Contact, Counselling techniques: Listening, Responding, Goal setting, Exploration and Action, Behaviour techniques, Psychodrama, Role play

Module V: Setting up Guidance and Counselling Centres 10 Sessions

Criteria of setting Family counseling Centre in India, Criteria of setting Child guidance Centre in India, Criteria of setting De-addiction centre in India, Criteria of setting Terminal illness, Bereavement and death counseling centre , Criteria of setting rehabilitation centre in India.

Module VI: Role of Counsellor
Sessions**10**

Counsellor as a professional, Code of ethics and ethical standards in Counseling. Need for research in counseling practice. Recording in counseling.

Reference Books

- ❖ Dave Mearas and Brian Thorne: Person centered Counselling in Action published by Sage Publication .2000.
- ❖ K.S Lakshmi: Encyclopedia of Guidance and Counselling, published A Mittal Pub, Vol.1,2,3,4. 2005.
- ❖ Mishra R.S.: Guidance and Counselling, Vol.1&2 published by APH Publication Corporation, New Delhi, 2004.
- ❖ Ramnath Sharma & Rachana Sharma: Guidance and Counselling in India,published by Atlantic Pub, Delhi 2004.
- ❖ Ramesh Chandra: Psychology, Counselling and Therapeutic Practices, published by Isha Books, Delhi 2004.
- ❖ Robert L. Gibson & Mariaune H. Mitchell: Introduction to Counselling and Guidance, published by Pearson Education, Delhi 2005.
- ❖ Steve Cooper: A comprehensive handbook for counselling, published by Infinity Books, New Delhi, 2005.
- ❖ Tara Chand Sharma: Modern Methods of Guidance and Counselling, published by Swarup and Sons, New Delhi, 2002.

MSW SEMSTER III: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

SOCIAL JOURNALISM AND FILM STUDIES					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 3.1.	04	60	60	40	3 Hours

Learning objectives

Social Journalism Course is a study programme of proven excellence. It combines creation as well as dissemination of knowledge and imparting of the requisite skills and context with practical applications including in-class assignments. The course equips and enables the students for diverse skills and tasks in mass communication and social interactions. Upon completion of the course students will have in-depth knowledge and understanding of the theory and principal of citizen journalism.

Module I: Journalism: Core Concepts**10 Sessions**

Meaning and purpose of Journalism, History of Journalism, Types of Journalism: TV Journalism, Print Journalism, Radio Journalism and Online Journalism. Brief introduction of News Media, Famous media houses of India and the world. Definition, purpose and importance of news, basic tools for news gathering, maintaining a diary, taking notes, Qualities of news accuracy, evaluating fake news.

Module II: Mass Communication**10 Sessions**

Principles & Practice of Mass Communication: Meaning and purpose of communication, Elements of communication, Types of communication Vocabulary: Active and passive vocabulary, Importance of short and plain words, choosing the precise word from words having similar meaning, levels of vocabulary uses: Formal, Informal, spoken and written, Spelling: Basic principles, common errors, UK and US Spelling. Sentence framing.

Module III: Print Media and Journalism**10****Sessions**

Print Media: Definition, Characteristics and types: Newspaper, magazine, books, digital books and magazines, scope and limitation of print media. Brief history and growth of print media. **Print Journalism:** Introduction, Functioning of a newspaper office and newsroom, Organization of a traditional newspaper, structure of an editorial department. **Photojournalism and info-graphics:** Basics of Photography techniques, Information graphics, concept and process, use of numbers, graphs, photos and maps, team work of sub editor and artists. **Ethic of Photo journalism:** Issues of invasion of privacy, copyright, portrayal of nudity, violence, accidents and gruesome photos, responsibilities of photo editor.

Module IV: Electronic Media and Journalism**10****Sessions**

Electronic media: Brief history and growth of electronic media, Use of computer, mobile and other gadgets, using maps, history and achieves. Blog and website creation, Use of Social Networking sites like Facebook, Twitter, Linked In, Instagram .

Module V: Law, Media and writing news reports**10****Sessions**

Writing news reports: Story telling (Why and how) , Lead of a new story, Types of leads, writing techniques- Information processing, order of importance, brevity, precision, quoting the source, chronology, paragraphing, stylebook and Investigative reporting. Media & the Law, Citizens, Human Rights and Public Affairs, Critical Appreciation of Art, Culture & Heritage.

Module VI: Film Studies

Introduction to film studies, Modes of film studies, History of film media, Concept of time, Brief about the Basics of film making : Script writing, Characterization, Use of lights, sound and camera , editing .

Reference Books

7. Hasan Seema, *Mass Communication: Principals and Concepts*
8. Mudgal Rahul, *Emerging Trends in Journalism*, Sarup and Sons
9. Rangaswami, Parthasarthi, *Basic Journalism*, Macmillan India

MSW SEMSTER III: URBAN , RURAL AND TRIBAL COMMUNITY DEVELOPMENT

INTERNATIONAL SOCIAL WORK					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 3.2.	04	60	60	40	3 Hours

Learning Objectives

Introduce the concept of international social work

Understand the development of different approaches of social work at international level

Module 1: Introduction

10 Sessions

Social Development Approach ,International Social Work History of International Social Work The Values and Beliefs of International Social Work, The Goals of International Social Work The Knowledge Base of International Social Work, Levels of Practice in International Social Work ,Sector of Practice in International Social Work .

Module II: Forces influencing International Social Work

10 Sessions

Forces Influencing International Social Work, “Modernization” and International Social Work, “Globalization” and International Social Work ,“Social Development” and International Social Work .

Module III: Social Work education

10 Sessions

Education for International Social Work, Models of Education for International Social Work The Personal Social Services Model. The Social Welfare Model . The Social Development Model, The Global Social Transformation Model

Module IV: International Social Work: Approaches

10 Sessions

Curricular Issues Related to Education for International Social Work Practice, The Selective Approach, The Concentrated Approach, And The Integrated Approach. Approaches to international social work – global perspective, human rights perspective, ecological perspective, social development perspective.

Module V: Resources for International Social Work

10 Sessions

Resources for International Social Work Education, Partners in International Social Work Education, International Association of Schools of Social Work, International council of Social welfare, International federation of Social Work

Module VI: Global Regulatory Bodies & Development perspectives

10 Sessions

International collaboration, IFSW (International Federation of Social Workers),IASSW (International Association of Schools of Social Work), ICSW (International Council for Social Welfare),United National Summit For Social Development ,United Nations Millennium Development Goals and targets, United Nations Convention on the Rights of the Child, ECOSOC

References

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3. Kendall, K. A. (2000). *Social work education: Its origins in Europe*. Alexandria, VA: Council on Social Work Education. Mama, R., Guevara, J., & Ritchie, D. (2006). *Resources for international social work educators*.
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5. Popple, P. R., & Leighninger, L. A. (2002). *Social work, social welfare, and American society*, 5th ed.) Boston: Allyn & Bacon.
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7. World Bank. (1997). *World development report*
8. Westport, CT: Greenwood Press.
9. Lyons, K. (1999) *International Social Work: Themes and Perspectives* . Aldershot: Ashgate.
10. McBeath, G. and S. Webb (1991) 'Social Work, Modernity and Postmodernity', *The Sociological Review* 39(4): 745–62.
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13. Ramanathan, C.S. and R.J. Link (1999) *All Our Futures. Principles and Resources for Social Work in Practice in a Global Era*.
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15. Watts, T.D., D. Elliot and N.S. Mayadas, eds (1995) *International Handbook on Social Work Education*.

MSW SEMSTER III: URBAN , RURAL AND TRIBAL COMMUNITY DEVELOPMENT

SOCIAL ENTREPRENEURSHIP					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 3.1.	04	60	60	40	3 Hours

Learning objectives

To introduce the concept of Social Entrepreneurship to students and enable them to understand the core areas of Social Entrepreneurship in India.

Module I: Core Concepts

10 Sessions

Concept of Entrepreneurship and Social Entrepreneurship, Startup Ecosystem in India, Social Entrepreneurship in India Women Entrepreneurship in India, Successful Business models of 5 Entrepreneurs, Small Business Management.

Module 2: Core Skills

10 Sessions

Entrepreneurial Skills & Competencies, Market Survey Techniques, Preparation of Business Model Product designing and branding, getting finance for Project.

Module 3: Entrepreneurship Development and Government

10 Sessions

Role of Central Government and State Government in promoting Entrepreneurship - Introduction to various incentives, subsidies and grants - Export Oriented Units - Fiscal and Tax concessions available. Role of following agencies in the Entrepreneurship Development - District Industries Centers (DIC), Small Industries Service Institute (SISI), Entrepreneurship Development Institute of India (EDII), National Institute of Entrepreneurship & Small Business Development (NIESBUD), National Entrepreneurship Development Board (NEDB).

Module 4: Entrepreneurship Development and Government

10 Sessions

Creating Entrepreneurial Venture, Business Planning Process, Environmental Analysis - Search and Scanning, Identifying problems and opportunities, Defining Business Idea. Basic Government Procedures to be complied with.

Module 5: Rural Entrepreneurship Development

10 Sessions

Concept of Rural Tourism, Rural Territory- Its Potential as a Tourism Product, Village as a primary tourism product- Showcasing rural life, art, culture and heritage. Rural Tourism: Impact of Rural Tourism on rural community, Challenges of Rural Tourism, Rural Tourism Business Plan: Feasibility and Execution, Infrastructure, Marketing and Financial Assistance requisites, Intervention of Professional Agencies - Linkages for development of Rural Tourism

Module 6: Entrepreneurship Development and Government

10 Sessions

Meaning, concept and need of social entrepreneurship, types of social entrepreneurship, issues of social entrepreneurship

Reference

1. Entrepreneurship: New Venture Creation - David H. Holt
2. Entrepreneurship - Hisrich Peters
3. The Culture of Entrepreneurship - Brigitte Berger
4. Project Management - K. Nagarajan
5. Dynamics of Entrepreneurship Development - Vasant Desai
6. Entrepreneurship Development - Dr. P.C.Shejwalkar
7. Thought Leaders - Shrinivas Pandit
8. Entrepreneurship, 3rd Ed. - Steven Brandt
9. Business Gurus Speak - S.N.Chary
10. The Entrepreneurial Connection - Gurmit Narula

MSW SEMSTER III: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

DEVELOPMENT ECONOMICS					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 3.2.	04	60	60	40	3 Hours

Learning objectives

10. To introduce the basic concepts and theories in economics
11. To introduce the nature and structure of Indian economy.
12. To explain the application and use of economic analysis for professional social work

Module I: Economics: Core Concepts	10
Sessions	

Introduction to economics, Definition of economics,, Elementary theories of consumption and distribution, Marginal utility approach, Indifference curve approach, Law of demand and its limitations, Supply, Law of supply, Factors affecting supply, Elasticity of demand and supply.

Module II: Economic System	10
Sessions	

Introduction to Economic systems, Meaning and concept of Capitalism, Socialism, Communism, Mixed economy, Division of labour and The effect of industrialization.

Module III: Indian Economy	10
Sessions	

Meaning and Concept of Developed and less developed Economy; Characteristics of Indian Economy. Meaning of underdevelopment, Basic characteristics of India as a developing economy, Socio-economic problems-Poverty, Unemployment, and urbanization, Planning in India-Objectives of Planning, achievements and failures, NITI Ayog-Role and Policies

Module IV: Economic Concepts and Global Financial Institutions	10
Sessions	

National income, Standard of living, per capita income, inflation, GDP. W. W. Rostow's Stages of economic development. Brief introduction of Global Financial Institutions- World Bank, International Monetary Fund, World Trade Organization.

Module V: Economics Policy, Planning and Development	10
Sessions	

National Economic Policy, Concepts and Types of development: Agriculture Development, Natural Resources Development, Infrastructure Development, Sustainable Development, Local Self Governments and local development, Strategy for economic development.

Module VI: Agriculture and Industry	10
Sessions	

Agriculture and Industry: Features and importance, Low productivity of agriculture and government measures, Indian industries-Role and importance. Economics and social work.

Reference Readings:

- ❖ Agrawal, A. N., Indian Economy, Vikas Publishing house, New Delhi, 2010
- ❖ Ahuja, H.L., Advanced Economic Theory, S. Chand & Co., Publications, New Delhi, 2009
- ❖ Alexander, Jeffrey C. 1987. Twenty lectures: Sociological theory since world war New York: Columbia University Press.
- ❖ B.N.P. singh. : Indian Economy Today Changing Contours. Deep and Deep Pub. 2005.
- ❖ Datt R. & K.P.M. Sundharm (2007) Indian Economy, S. Chand & Co. Ltd. New Delhi.
- ❖ Human Development Reports, UNDP(2005-2013)
- ❖ Jhingan, M.L., Micro Economics, Concept publications, New Delhi, 2009
- ❖ Janakarajan S, Indian Economy in Transition: Essays in Honor of C.T. Kurien, Sage Publications India Pvt., Ltd, Delhi, 2015
- ❖ Kapila Uma (ed) Indian Economy Since Independence. Academic Foundation (2003)
- ❖ Misra S.K. & V.K.Pure (2007) Indian Economy – Himalaya Publication house Mumbai.
- ❖ Puri, Indian Economy, Himalaya Publishing, New Delhi, 2016
- ❖ Ruddar Datt & Sundaram K.P.M., Indian Economy, S.Chand & Co., Publications, New Delhi, 2013
- ❖ Samuelson, P.A., Economics: An Introductory Analysis, McGraw Hill Book Co. Inc., New York, 2005
- ❖ Satyanarayana, G., Indian Economy towards Inclusive Growth, New Century Publications, Delhi, 2013
- ❖ Uma Kapila, Indian Economy: Performance and Policies, World Development Reports (2005-2013)

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MSW SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

SOCIAL WELFARE ADMINISTRATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.1.	04	60	60	40	3 Hours

Learning objectives:

- ❖ To acquire knowledge and skills to administer the Social Welfare and Non Govt. Organizations.
- ❖ To become informed about the different kinds of services available at the governmental and NGO level for clients to take advantage of.
- ❖ To become familiar with different legislation covering different aspects of Social Welfare and Non Govt. Organizations.
- ❖ To become familiar with the process of initiating social service programmes.

Module I: Concept of Social Welfare Administration

10 Session

Meaning and concept of Social welfare administration, Functions, Scope and Principles of Social welfare administration, History, Composition, Objectives and activities of Central Social Welfare Board, State Social welfare advisory Board.

Module II: Types of NGOs

05 Session

Definition of Social Welfare Organizations/ Non Profit Organization/Non Govt. Organization), Features of Non Profit Organizations - Non-Government, Non-Profit making and Self-governing, Types of Nonprofit Organizations, Organizational structure and characteristics of Nonprofit Organizations.

Module III: Administrative Processes & Administrative Skills

15 Session

Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting (POSDCORB), Mobilization of financial resources - Grants in Aid —Administrative skills – Writing reports, letters and minutes of meetings 4.Project formulation, implementation, monitoring and evaluation. General body, Managing/Executive committee: Responsibilities and functions of an Executive and office bearers. Functions and qualification of board members. Types of committees. Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting. Administrative skills – Writing reports, letters and minutes of meetings – Project formulation, implementation, monitoring and evaluation.

Module IV: Procedures in Registration of a NGO

10 Session

Societies Registration Act, 1860, Indian Trust Act, 1882, Companies Act, 1956. Preparation of Memorandum of Association, Bye laws, Constitution and Trust Deed, Functions and responsibilities of governing board, committees and office bearers. Trust, Society and Section-8 Company registration process.

Module V: Financial Management**10 Session**

Sources of Finance – Governmental and Non-Governmental, Methods of resource mobilization - Corporate Social Responsibility, Grants in Aid, Foreign Contribution Regulation Act, 1976, Exemption from Income tax, Preparing an organizational Budget. Auditing. Components of Monthly, Quarterly, Half Yearly and Annual Report.

Module VI: Policies**10 Sessions**

National Policy on Voluntary sector, 2007, Government-NGO Interface, Public-Private Partnership. Governance of Voluntary Organizations: Registration of Organizations, Role of Trustees, Board of Directors, Legal compliances. Accountability and Transparency, emerging trends worldwide

References

- ❖ Batra, Nitin. (2004). Administration of social welfare in India. Jaipur: Raj Publishing House.
- ❖ Choudry, Paul, (1993). Hand book on social welfare. Delhi: Atma Ram & Sons, New Delhi.
- ❖ Dubey, S.N. (1973). Administration of Social Welfare programmes in India. Bombay: Somaiya Publications.
- ❖ Encyclopedia of Social Work in India- Vol I & III. (1987). Ministry of Welfare. Government of India.
- ❖ Goel, S.L., 2010, Social Welfare Administration, Deep & Deep Publication, New Delhi
- ❖ Goel, S.L., (2003) Public Administration: Theory and Practice, Deep and Deep Publications Pvt. Ltd. New Delhi.
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- ❖ Patel, N Vinod & Rana, K, Girish. (2007). Personnel Management. Jaipur: Oxford Book Company.
- ❖ S. M. Jha. (2002). Social Marketing, Himalaya Publishing House, Bangalore

MSW SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

PREVENTIVE AND SOCIAL MEDICINE					
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

To introduce the concept of Preventive and Social Medicine and enable the learners to understand the role of social work in promoting health.

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.

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. Failure of Medicine.

Module III: Epidemiology**10 Sessions**

Definition, Concept and History and use of Epidemiology. Current Health scenario in India. Measurements tools used in Epidemiology. Dynamics of disease transmission. Modes of Disease Transmission. Classification of water born disease and vector born diseases. General Measures of Communicable Diseases.

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.

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 Management of Malnutrition- Study of Health Nutrition Education and Rehabilitation Programme .

Module VI: Health Education**10 Sessions**

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,

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 Hearth Nutrition Education and Rehabilitation Programme. World Vision India.
9. Park J.E. & Park K. Text Book of Preventive & Social medicine M.B. Bhaniot Pub. Jabalapur, 1990
10. Positive Deviance/Hearth Approach: A Field Guide by Sumital Roy A Handbook of preventive & Social Medicine
11. S.R.Mehta(1992) : Society and Health A Sociological Perspective Vikas Publishing House New Delhi.
12. Sunital Roy : A Hand Book of Preventive & Social medicine
13. Sunderlal Adarsh, Pankaj 'Text Book of Community Medicine (Preventive & social medicine)

MSW SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

CLINICAL PSYCHIATRY					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.3.	04	60	60	40	3 Hours

Learning objectives

1. Develop the knowledge of Psychiatric disorders, its diagnosis, treatment and management.
2. Develop an understanding of the evolution and current scope of Psychiatric Social Work intervention.

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.

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.

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.

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.

Module V: Mood Disorders

10 Sessions

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.

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.

Reference

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.

MSW SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

HOSPITAL MANAGEMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 3.4.	04	60	60	40	3 Hours

Learning Objectives

This course gives a brief idea about components of hospital administration and management. After completion of this course, learners will have better understanding about the hospital setting which will help them to perform better.

Module I: Core Concepts

10 Sessions

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.

Module II: Hospital Planning-I

10 Sessions

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.

Module III: Hospital Planning-II

10 Sessions

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.

Module IV: Hospital Administration-I Sessions

10

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.

Module V: Hospital Administration-II Sessions

10

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).

Reference

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 SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

FIELD WORK EDUCATION AND PRACTICE			
Course Code	Total Credits	Continuous Internal Evaluation Marks	Viva Voce Marks
CC 3.5.	08	150	50

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

Rules and Regulation of Field Work

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:

- p.** 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.).
- q.** Student should be given through orientation regarding Social Work Code of Ethics. Student should demonstrate appropriate Code of Conduct in field work practice.
- r.** Student should fulfill the Workload Norms as prescribed by the Department /Institution.
- s.** Student should submit Field Work Reports timely and regularly.
- t.** 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

Course Objectives

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

Component	Credit	Details	Marks		Means of Evaluation
Summer Mid - Term Internship	1	30 Days placement in (As per specialization)	15	25	9. Confidential Report from Agency.
		Internship presentation & report submission	10		10. Attendance Certificate 11. Report Content 12. Presentation
Concurrent Placement	4	05 Orientation visits to organization (5*2 marks each)	10	100	Attendance & Participation
		Orientation visit report submission (5*2)	10		Reports
		Concurrent field placements in structured agency setting as per specialization for 20 days (20 days *1 marks each).	20		3. Confidential Report from Agency. 4. Attendance Certificate
		Fieldwork Report Submission	20		Reports
		Preparation of Brochure	05		Content, Design and Quality
		Preparation of Bye Law & Memorandum of Association	05		Content
		Preparation of a documentary film on social issue	10		Relevance, Originality of idea, Theme, Audio visual Quality
		Society Empowerment Activity	10		Reports/Photographs/Outcome
		Participation in Fieldwork Conference (10 Conference *1 mark each)	10		5. Attendance 6. Progress Assessment
Continuous Internal evaluation	1	Fieldwork diary	10	25	Maintenance of Fieldwork diary on Field Learning's and documentation
		Presentation on Field Learning's	15		Presentation Content
Viva Voce Exam	2	External Exam	50	50	Viva Voce
		Total	200		Total

MSW SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

COUNSELLING THEORY AND PRACTICE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
AECC 3.1.	04	60	60	40	3 Hours

Learning objectives

1. To acquire knowledge, skills and attitudes for counseling.
2. Develop insight in need and areas of counseling in different situations.
3. Learn the criteria for setting Guidance and Counseling centers in India.

Module I: Basics of Counselling 10 Sessions

Definition, Meaning, Concept, Assumptions, Objectives and scope of Counseling, Principles of counseling, Stages of Counseling. , Types of Counselling. Tools and techniques of Counseling. Qualities of a good Counsellor.

Module II: Types of Counselling 10 Sessions

Individual Counselling , Group Counselling, Couple Counselling, Family Counselling, Educational Counselling, Career Counselling , Vocational Counselling, Marriage Counselling, Industrial Counselling, Differentiating Guidance, Counselling and Psychotherapy.

Module III: Theories and approaches in Counselling: 10 Sessions

Carl Rogers's Theory, Sigmund Freud Theory, Ego Theory of Hartman, Eric Berne's Transactional Analysis Theory. Psychoanalytic/psychodynamic theories, Behavioural theories, Humanistic theories, and Existential theories. Approaches in Counselling: Person Centered/ Client Centered, Transactional analysis, Gestalt Therapy, Rational Emotive Behavior Therapy, Behavioural Therapy, Reality Therapy, Psychoanalysis.

Module IV: Counselling skills 10 Sessions

Questioning, paraphrasing, reflection of feelings, summarization, clarification, open and closed questioning, reinforcement, Extinguishing, leading, informing, contract, silence, referring, interpretation, Physical Attending skills: Non-verbal skills: Posture, Facial Expressions, Voice, Eye Contact, Counselling techniques: Listening, Responding, Goal setting, Exploration and Action, Behaviour techniques, Psychodrama, Role play

Module V: Setting up Guidance and Counselling Centres 10 Sessions

Criteria of setting Family counseling Centre in India, Criteria of setting Child guidance Centre in India, Criteria of setting De-addiction centre in India, Criteria of setting Terminal illness, Bereavement and death counseling centre , Criteria of setting rehabilitation centre in India.

Counsellor as a professional, Code of ethics and ethical standards in Counseling. Need for research in counseling practice. Recording in counseling.

Reference Books

25. Dave Mearas and Brian Thorne: Person centered Counselling in Action published by Sage Publication .2000.
26. K.S Lakshmi: Encyclopedia of Guidance and Counselling, published A Mittal Pub, Vol.1,2,3,4. 2005.
27. Mishra R.S.: Guidance and Counselling, Vol.1&2 published by APH Publication Corporation, New Delhi, 2004.
28. Ramnath Sharma & Rachana Sharma: Guidance and Counselling in India,published by Atlantic Pub, Delhi 2004.
29. Ramesh Chandra: Psychology, Counselling and Therapeutic Practices, published by Isha Books, Delhi 2004.
30. Robert L. Gibson & Mariaune H. Mitchell: Introduction to Counselling and Guidance, published by Pearson Education, Delhi 2005.
31. Steve Cooper: A comprehensive handbook for counselling, published by Infinity Books, New Delhi, 2005.
32. Tara Chand Sharma: Modern Methods of Guidance and Counselling, published by Swarup and Sons, New Delhi, 2002.

MSW SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

SOCIAL JOURNALISM AND FILM STUDIES					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 3.1.	04	60	60	40	3 Hours

Learning objectives

Social Journalism Course is a study programme of proven excellence. It combines creation as well as dissemination of knowledge and imparting of the requisite skills and context with practical applications including in-class assignments. The course equips and enables the students for diverse skills and tasks in mass communication and social interactions. Upon completion of the course students will have in-depth knowledge and understanding of the theory and principal of citizen journalism.

Module I: Journalism: Core Concepts

10 Sessions

Meaning and purpose of Journalism, History of Journalism, Types of Journalism: TV Journalism, Print Journalism, Radio Journalism and Online Journalism. Brief introduction of News Media, Famous media houses of India and the world. Definition, purpose and importance of news, basic tools for news gathering, maintaining a diary, taking notes, Qualities of news accuracy, evaluating fake news.

Module II: Mass Communication

10 Sessions

Principles & Practice of Mass Communication: Meaning and purpose of communication, Elements of communication, Types of communication Vocabulary: Active and passive vocabulary, Importance of short and plain words, choosing the precise word from words having similar meaning, levels of vocabulary uses: Formal, Informal, spoken and written, Spelling: Basic principles, common errors, UK and US Spelling. Sentence framing.

Module III: Print Media and Journalism

10

Sessions

Print Media: Definition, Characteristics and types: Newspaper, magazine, books, digital books and magazines, scope and limitation of print media. Brief history and growth of print media. **Print Journalism:** Introduction, Functioning of a newspaper office and newsroom, Organization of a traditional newspaper, structure of an editorial department. **Photojournalism and info-graphics:** Basics of Photography techniques, Information graphics, concept and process, use of numbers, graphs, photos and maps, team work of sub editor and artists. **Ethic of Photo journalism:** Issues of invasion of privacy, copyright, portrayal of nudity, violence, accidents and gruesome photos, responsibilities of photo editor.

Module IV: Electronic Media and Journalism

10

Sessions

Electronic media: Brief history and growth of electronic media, Use of computer, mobile and other gadgets, using maps, history and achieves. Blog and website creation, Use of Social Networking sites like Facebbok, Twitter, Linked In, Instagram .

Module V: Law, Media and writing news reports

10

Sessions

Writing news reports: Story telling (Why and how) , Lead of a new story, Types of leads, writing techniques- Information processing, order of importance, brevity, precision, quoting the source, chronology, paragraphing, stylebook and Investigative reporting. Media & the

Law, Citizens, Human Rights and Public Affairs, Critical Appreciation of Art, Culture & Heritage.

Module VI: Film Studies

Introduction to film studies, Modes of film studies, History of film media, Concept of time, Brief about the Basics of film making : Script writing, Characterization, Use of lights, sound and camera , editing .

Reference Books

10. Hasan Seema, *Mass Communication: Principals and Concepts*
11. Mudgal Rahul, *Emerging Trends in Journalism*, Sarup and Sons
12. Rangaswami, Parthasarthi, *Basic Journalism*, Macmillan India

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MSW SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

INTERNATIONAL SOCIAL WORK					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 3.2.	04	60	60	40	3 Hours

Learning Objectives

7. Introduce the concept of international social work
8. Understand the development of different approaches of social work at international level

Module 1: Introduction

10 Sessions

Social Development Approach ,International Social Work History of International Social Work The Values and Beliefs of International Social Work, The Goals of International Social Work The Knowledge Base of International Social Work, Levels of Practice in International Social Work ,Sector of Practice in International Social Work .

Module II: Forces influencing International Social Work

10 Sessions

Forces Influencing International Social Work, “Modernization” and International Social Work, “Globalization” and International Social Work ,“Social Development” and International Social Work .

Module III: Social Work education

10 Sessions

Education for International Social Work, Models of Education for International Social Work The Personal Social Services Model. The Social Welfare Model . The Social Development Model, The Global Social Transformation Model

Module IV: International Social Work: Approaches

10 Sessions

Curricular Issues Related to Education for International Social Work Practice, The Selective Approach, The Concentrated Approach, And The Integrated Approach. Approaches to international social work – global perspective, human rights perspective, ecological perspective, social development perspective.

Module V: Resources for International Social Work

10 Sessions

Resources for International Social Work Education, Partners in International Social Work Education, International Association of Schools of Social Work, International council of Social welfare, International federation of Social Work

Module VI: Global Regulatory Bodies & Development perspectives Sessions

10

International collaboration, IFSW (International Federation of Social Workers),IASSW (International Association of Schools of Social Work), ICSW (International Council for Social Welfare),United National Summit For Social Development ,United Nations Millennium Development Goals and targets, United Nations Convention on the Rights of the Child, ECOSOC

References

31. Asamoah, Y., Healy, L., & Mayadas, N. (1997). Ending the international–domestic dichotomy: New approaches to a global curriculum for the millennium, *Journal of Social Work Education* , 33, 389–401.
32. Hokenstad, M. C., & Midgley, J. (2004). *Lessons from abroad: Adapting international social welfare innovations*. Washington, DC: NASW Press.
33. Kendall, K. A.(2000).*Social work education: Its origins in Europe*. Alexandria, VA: Council on Social Work Education. Mama, R., Guevara, J., & Ritchie, D. (2006). *Resources for international social work educators*.
34. Ly-ceumMidgley, J. (1997). *Social welfare in global context*. Thousand Oaks CA: Sage.
35. Popple, P. R., & Leighninger, L. A. (2002). *Social work, social welfare, and American society*,5th ed.) Boston: Allyn & Bacon.
36. Sanders, D. S. (Ed.). (1982). *The developmental perspective in social work*. Honolulu: University of Ha-waii School of Social Work.
37. World Bank. (1997). *World development report*
38. Westport, CT: Greenwood Press.
39. Lyons, K. (1999)*International Social Work: Themes and Perspectives* . Aldershot: Ashgate.
40. McBeath, G. and S. Webb (1991) ‘Social Work, Modernity and Postmodernity’, *The Sociological Review* 39(4): 745–62.
41. Midgley, J. (1990) ‘International Social Work: Learning From the Third World’, *Social Work* 35(4): 295–301.
42. Midgley, J. (1997) *Social Work in a Global Context* Thousand Oaks, CA: Sage.
43. Ramanathan, C.S. and R.J. Link (1999) *All Our Futures. Principles and Resources for Social Work in Practice in a Global Era*.
44. Sanders, D. and P. Pedersen, eds (1984), *Education for International Social Welfare*
45. Watts, T.D., D. Elliot and N.S. Mayadas, eds (1995) *International Handbook on Social Work Education*.

MSW SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

SOCIAL ENTREPRENEURSHIP					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 3.1.	04	60	60	40	3 Hours

Learning objectives

To introduce the concept of Social Entrepreneurship to students and enable them to understand the core areas of Social Entrepreneurship in India.

Module I: Core Concepts 10 Sessions

Concept of Entrepreneurship and Social Entrepreneurship, Startup Ecosystem in India, Social Entrepreneurship in India Women Entrepreneurship in India, Successful Business models of 5 Entrepreneurs, Small Business Management.

Module 2: Core Skills 10 Sessions

Entrepreneurial Skills & Competencies, Market Survey Techniques, Preparation of Business Model Product designing and branding, getting finance for Project.

Module 3: Entrepreneurship Development and Government 10 Sessions

Role of Central Government and State Government in promoting Entrepreneurship - Introduction to various incentives, subsidies and grants - Export Oriented Units - Fiscal and Tax concessions available. Role of following agencies in the Entrepreneurship Development - District Industries Centers (DIC), Small Industries Service Institute (SISI), Entrepreneurship Development Institute of India (EDII), National Institute of Entrepreneurship & Small Business Development (NIESBUD), National Entrepreneurship Development Board (NEDB).

Module 4: Entrepreneurship Development and Government 10 Sessions

Creating Entrepreneurial Venture, Business Planning Process, Environmental Analysis - Search and Scanning, Identifying problems and opportunities, Defining Business Idea. Basic Government Procedures to be complied with.

Module 5: Rural Entrepreneurship Development 10 Sessions

Concept of Rural Tourism, Rural Territory- Its Potential as a Tourism Product, Village as a primary tourism product- Showcasing rural life, art, culture and heritage.
Rural Tourism: Impact of Rural Tourism on rural community, Challenges of Rural Tourism, Rural Tourism Business Plan: Feasibility and Execution, Infrastructure, Marketing and Financial Assistance requisites, Intervention of Professional Agencies - Linkages for development of Rural Tourism

Module 6: Entrepreneurship Development and Government 10 Sessions

Meaning, concept and need of social entrepreneurship, types of social entrepreneurship, issues of social entrepreneurship

Reference

1. Entrepreneurship: New Venture Creation - David H. Holt
2. Entrepreneurship - Hisrich Peters
3. The Culture of Entrepreneurship - Brigitte Berger
4. Project Management - K. Nagarajan
5. Dynamics of Entrepreneurship Development - Vasant Desai
6. Entrepreneurship Development - Dr. P.C.Shejwalkar
7. Thought Leaders - Shrinivas Pandit
8. Entrepreneurship, 3rd Ed. - Steven Brandt
9. Business Gurus Speak - S.N.Chary
10. The Entrepreneurial Connection - Gurmit Narula

MSW SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

DEVELOPMENT ECONOMICS					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 3.2.	04	60	60	40	3 Hours

Learning objectives

13. To introduce the basic concepts and theories in economics
14. To introduce the nature and structure of Indian economy.
15. To explain the application and use of economic analysis for professional social work

Module I: Economics: Core Concepts	10
Sessions	

Introduction to economics, Definition of economics,, Elementary theories of consumption and distribution, Marginal utility approach, Indifference curve approach, Law of demand and its limitations, Supply, Law of supply, Factors affecting supply, Elasticity of demand and supply.

Module II: Economic System	10
Sessions	

Introduction to Economic systems, Meaning and concept of Capitalism, Socialism, Communism, Mixed economy, Division of labour and The effect of industrialization.

Module III: Indian Economy	10
Sessions	

Meaning and Concept of Developed and less developed Economy; Characteristics of Indian Economy. Meaning of underdevelopment, Basic characteristics of India as a developing economy, Socio-economic problems-Poverty, Unemployment, and urbanization, Planning in India-Objectives of Planning, achievements and failures, NITI Ayog-Role and Policies.

Module IV: Economic Concepts and Global Financial Institutions	10
Sessions	

National income, Standard of living, per capita income, inflation, GDP. W. W. Rostow's Stages of economic development. Brief introduction of Global Financial Institutions- World Bank, International Monetary Fund, World Trade Organization.

Module V: Economics Policy, Planning and Development	10
Sessions	

National Economic Policy, Concepts and Types of development: Agriculture Development, Natural Resources Development, Infrastructure Development, Sustainable Development, Local Self Governments and local development, Strategy for economic development.

Module VI: Agriculture and Industry	10
Sessions	

Agriculture and Industry: Features and importance, Low productivity of agriculture and government measures, Indian industries-Role and importance. Economics and social work.

Reference Readings:

- ❖ Agrawal, A. N., Indian Economy, Vikas Publishing house, New Delhi, 2010
- ❖ Ahuja, H.L., Advanced Economic Theory, S. Chand & Co., Publications, New Delhi, 2009
- ❖ Alexander, Jeffrey C. 1987. Twenty lectures: Sociological theory since world war New York: Columbia University Press.
- ❖ B.N.P. singh. : Indian Economy Today Changing Contours. Deep and Deep Pub. 2005.
- ❖ Datt R. & K.P.M. Sundharm (2007) Indian Economy, S. Chand & Co. Ltd. New Delhi.
- ❖ Human Development Reports, UNDP(2005-2013)
- ❖ Jhingan, M.L., Micro Economics, Concept publications, New Delhi, 2009
- ❖ Janakarajan S, Indian Economy in Transition: Essays in Honor of C.T. Kurien, Sage Publications India Pvt., Ltd, Delhi, 2015
- ❖ Kapila Uma (ed) Indian Economy Since Independence. Academic Foundation (2003)
- ❖ Misra S.K. & V.K.Pure (2007) Indian Economy – Himalaya Publication house Mumbai.
- ❖ Puri, Indian Economy, Himalaya Publishing, New Delhi, 2016
- ❖ Ruddar Datt & Sundaram K.P.M., Indian Economy, S.Chand & Co., Publications, New Delhi, 2013
- ❖ Samuelson, P.A., Economics: An Introductory Analysis, McGraw Hill Book Co. Inc., New York, 2005
- ❖ Satyanarayana, G., Indian Economy towards Inclusive Growth, New Century Publications, Delhi, 2013
- ❖ Uma Kapila, Indian Economy: Performance and Policies, World Development Reports (2005-2013)

MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT

SOCIAL POLICY AND SOCIAL LEGISLATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.1.	04	60	60	40	3 Hours

Learning Objectives

- To explain the nature and scope of social legislation in India.
- To make the students understand the relationship between social disorganisation and social legislation.
- To make an understanding regarding the major legal provisions of the social legislation.

Module I: Understanding Social Policy

10

Sessions

Concept, Meaning and importance of social policy: Definition, characteristics, scope and process of Social Policy. Distinction between Social Policy and Economic Policy. Concept of Welfare State. Role of Social Worker in policy formulation and planning.

Module II: Social Development Planning

10

Sessions

Concept of social development planning, scope of social planning, Linkage between social policy and planning, social development as a process of change, Inter relationship between sectors like economical, Socio-cultural and agricultural.

Module III: Social Policy in India

10

Sessions

Sources of Policy, Indian Constitution-Fundamental rights and Directive Principles of state, Basic structure of Indian Democracy: legislation, Judiciary and executive, Policy Formulation Process: Niti Aayog (Planning Commission), Role of International Organisations (UN, WTO, World Bank etc.) Academic and Research Organizations, Media, Advocacy.

Module IV: Socio-Legal Provision for Special groups

10

Sessions

Definition and scope of social legislation in India – social disorganisation and social legislation. Role of social worker in legal aid – law and morals. Indian constitution: History and preambles of constitution – fundamental rights and duties, Directive principals of state policies.

Module V: Social legislations-I

10

Sessions

Socio-Legal Provision for Special groups: Rights of the disadvantaged and the constitution, Provisions for Women, Provisions for Persons with disability, Provisions for children.

Sessions

The Right to Information Act 2005, The Special Marriage Act 1954. The Scheduled Cast and Scheduled Tribes (prevention of atrocities) Act 1989. The Domestic Violence Act 2005. Juvenile Justice (protection and care) Act 2015.

References

1. Academic Foundation (2005) : India's Five year plans, Books and CD.
2. Datta-Sundarm (2003): Indian Economy, Popular Prakashan, Mumbai
3. Gangarde K.D., Social Legislation In India (Vol. I & II)
4. Gurjeet Singh, The Law of Consumer Protection In Justice within reach
5. Gokhale S.D (1974): Social welfare legend and Legacy, Popular Prakashan, Mumbai
6. Gore M.S. (1985): Social aspects of development, Rawat Publication, Jaipur
7. Kulkarni P.D.(1979):Social policy and Social Development in India, Asso of school of SW in India
8. Pathak S. (1981): Social Welfare An Evolutionary and development perspective, MacMilan India, Delhi
9. Patil B.R. (1978): The economics of Social Work in India, Somaiya, Mumbai
10. Reheman. M (2006): Rural development and Rural workers, Commonwealth Pub, Delhi.
11. Sharma P. N. and Shastri. C : Social planning concepts and techniques, Print House, Lucknow
12. Titmus R. M. (1974): Social Policy, An Introduction, George Allen and Unwin, London
13. Kappor N.D., (2000), Legislation, Sultan Chand & Sons, New Delhi
14. Kisana Lala, Legislative Process In India Deep & Deep Publication, New Delhi
15. Manooja D.C., Adoption & Practice, Deep & Deep Publication, New Delhi
16. Naval T.R., (2001) Law of Prevention of Atrocities on the Scheduled castes and tribes, Concept Publishing Company, New Delhi
17. Paras Diwan, The Human Rights & Law, Deep & Deep Publication, New Delhi
18. Tacker & C., Underdeveloped Societies (Vol. I), Mumba
19. Zhabwala N., I.P. C. 1860, Cr. P.C. Indian Evidence Act, 1860.

MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT

LABOUR LEGISLATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.2.	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

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.

Module 2: Industrial Laws related to Working Conditions	10 Sessions
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The Factories Act, 1948, The Contract Labour (Regulation and Abolition) Act, 1970, The apprentices Act 1961, The Contract Labour (promotion and abolition) Act 1970, Industrial Employment (standing Order) Act, 1946

Module 3: Industrial Laws related to social security	10 Sessions
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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.

Module 4 : Industrial Laws related to wages and bonus	10 Sessions
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The Payment of Wages Act 1947, The Minimum Wages Act, 1948, The payment of Bonus Act 1965, The Equal Remuneration Act,1976, The payment of Gratuity Act 1972

Module 5 : General Laws	10 Sessions
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The Apprentice Act 1961, Law of contract, Law of Partnership, The Company's Act, Law of Negotiable Instruments – Negotiable instruments, Promissory notes, Bills of exchange, Cheques, Negotiation, Presentment, Dishonour, Crossing of cheques, Paying banker, Welfare measures under The Building and other Construction work Act, The employment Exchange Act 1959, The sexual harassment of women at work place (prevention, prohibition, & redressal) Act, 2013

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.

Reference

1. Arora, R. (2000) Labour Laws, Mumbai : Himalaya Publishing House
2. Balchandani, K. R. (1977) Labour & Industrial Laws, Mumbai : Jeevan deep Prakashan
3. Central Board of Workers Education (1976) Labour Legislation, Nagpur : CBWE Publication
4. Dasgupta, S.K. (1983) Commercial & Industrial Law. Sterling Publishers. New Delhi.
5. Employer's Guide to Labour Laws, S.R. Samant, Seventh Edition
6. Handbook of Labour Laws – B.K. Bhar. Academic Publishers, Calcutta

7. Jain, S. P. & Agrawal, Simmi (1997) Industrial & Labour Law, Delhi : Dhanpat Rai & Co.Pvt; Ltd.
8. Kapoor, N.D (1993) Elements of Industrial Law. Sultan Chand & Sons. New Delhi.
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10. Kumar, H. L. (1996) Employers rights under Labour Laws, Delhi : Universal Law Publishing Co. Pvt; Ltd.
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12. Ramaswamy, E.A. & Uma Ramaswamy (1981) Industry and Labour: An Introduction Oxford University Press. New Delhi.
13. Sarma, A.M. (2005), Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Mumbai.
14. S.P. Jain, J.C.Industrial and Labour Laws, Kanpur for Dhanpat Rai and sons, Delhi.
15. Trivedi. R K :Hand book on environmental laws guidelines compliance of standards – Volume 1 and 2.
16. Vaidyanathan, S. (1986) Factory Laws Applicable in Tamilnadu. Vols: 1, 2, 3. Madras Book Agency. Madras.
17. Yadav, L.B.(ed.) (2000), Reading in Social and Labour Welfare. Institute For Sustainable Development, Lucknow
18. Goswami, V. G. (1986) Labour & Industrial Law, Allahabad : Central Law Agency
19. Sarma, A. M. (1996) Industrial Jurisprudence and Labour Legislation, Mumbai : Himalaya Publishing House

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
CC 4.3.	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

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 organisation. 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

Module 2 : Strategic leadership

10 Sessions

Strategic leadership, creating a learning organisation and an ethical organisation. Strategic control and corporate governance. Creating effective organizational designs., Managing innovation and fostering corporate entrepreneurship.

Module 3: Corporate management Sessions

10

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.

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.

Module 5: Quality management system**10 session**

TQM: Introduction, Objectives, Need and Principles and Core Concepts of TQM, Human Resource Development and Total Quality Management, ISO 9000 , ISO 14000 , OSHAs 18000 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 .

Module 6: Managerial Economics**10 session**

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.

Reference:

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.

MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT

BUSINESS COMMUNICATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.4.	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

Module 1: Introduction 10 Sessions

The Nature of Business Communication: Introduction, Types of Business Communication, Communication Network in Organizations, Guidelines for Written Business Communication Introduction, Principles of Business Writing, Oral Business Communication, oral Business Presentations, Internal Business Communication: Guidelines for Meetings: Introduction, Types of Meetings and recording. Writing Circulars and Notices: Electronic Media, Intranet, Communicating through Email

Module: 2 External Business communication 10 Sessions

External Business Communication Writing Business Letters: Introduction, 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: Introduction, Types of Business Reports, Format for Business Reports, Steps in Report Preparation

Module: 3 Drafting official written communication 10 Sessions

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

Module 4: Communication with Statutory authorities and employees 10 Sessions

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 5: Database concepts and application in HRIS**10 Sessions**

Introduction, Meaning of DATA, Information and Knowledge, Database Management System,

Relational Database, Types of Data Sharing and their importance, Different ways to deliver the data to End User, How database supports to Decision Making, Discussion on How Business Intelligence Software can Support HR Decision Making.

Module 6: Managerial Communication**10 Sessions**

Skills needed for a competent manager: time management. Reading documents, understanding, assimilation, and reviewing, Principles and practices concerning nonverbal communication,. the role of managerial clothing in building up an image of a manager , Control of one's body language to project oneself as a mature person , Developing one's own style of nonverbal communication, Nature and scope of managerial speeches, Preparing and delivering speeches of introduction and of the occasions ,Importance of listening , Understanding one-to-one communication, Conversation control for managers, Guidelines to successful interviews , Group interactions by way of meetings and group discussions , Knowing the principles for writing effective minutes, emails, and reports , Making effective presentations ,Integrating audiovisual media with a presentation.

Reference

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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)
 5. Essentials of Business Communication by Rajendra Pal & J.S. Korlahalli, Sultan Chand & Sons, 8th Edition
 6. Business Communication by Meenakshi Raman & Prakash Singh, Oxford, 2006
 7. The Essence of Effective Communications by Ludlow, R. & Panton, F. Prentice Hall of India Pvt. Ltd.
 8. Communication by C. S. Rayadu, HPH, 8th Revised Edition, 2007
 9. Business Correspondence & Report Writing by R. C. Sharma & Krishna Mohan, Tata McGraw Hill, 4th Edition, 2011
 10. Developing Communication Skills by Macmillan, 2nd Edition

MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT

FIELD WORK EDUCATION AND PRACTICE			
Course Code	Total Credits	Viva Voce Marks	Continuous Internal Evaluation Marks
CC4.5.	08	50	150

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

Rules and Regulation of Field Work

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:

- u. 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.).
- v. Student should be given through orientation regarding Social Work Code of Ethics. Student should demonstrate appropriate Code of Conduct in field work practice.
- w. Student should fulfill the Workload Norms as prescribed by the Department /Institution.
- x. Student should submit Field Work Reports timely and regularly.
- y. 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.

Course Objectives

- ❖ 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		Means of Evaluation
Winter Mid - Term Internship	1	30 Days placement in (As per specialization)	15	25	Confidential Report from Agency.
		Internship presentation & report submission	10		Attendance Certificate Report Content Presentation
Concurrent Placement	4	Study tour 5 visits to eminent organization (5*5 marks each)	25	100	Attendance & Participation
		Study tour report submission (5*2)	10		Reports, content and quality
		Concurrent field placements in structured agency setting as per specialization for 20 days (20 days *1 marks each).	20		Confidential Report from Agency. Attendance Certificate
		Fieldwork Report Submission	20		Reports
		participation in rally, research survey, observation of important days, society empowerment activity/outreach programme	15		Reports/Photographs/Outcome
		Participation in Fieldwork Conference (10 Conference *1 mark each)	10		Attendance Progress Assessment
Continuous Internal evaluation	1	Fieldwork diary	10	25	Maintenance of Fieldwork diary on Field Learning's and documentation
		Presentation on Field Learning's	15		Presentation Content
Viva Voce Exam	2	External Exam	50	50	Viva Voce
Total			200		Total

MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT

PROJECT DESIGNING AND MONITORING					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
AECC4.1.	04	60	60	40	3 Hours

Learning objectives:

By course end students should be able to conduct a basic needs assessment for a proposed project, including a stakeholder analysis. Develop a logical framework, Develop measureable indicators, Have ability to insert Monitoring and Evaluation into a project, Write a grant proposal and develop a project budget.

Module I: Core Concepts

10 Sessions

Meaning and definition of project proposal, Need of project proposal. Characteristics of programme and project. Components of a project proposal: Objectives, activities, output, outcome, indicator, budget, monitoring and evaluation plan. Results-Based Management - Introduction and concept of Results-Based Management, Results-Based Management in programme and project planning.

Module II: Approaches to development

10 Sessions

Rights based approach, Top down-tickle down approach, Growth pole approach, Grass root development approach, Fair trade approach, Export led growth, Foreign direct investment, Millennium development goal approach, Sustainable development approach, The capability approach, Environmental approach.

Module III: Project Designing

10 Sessions

Introduction: Project Cycle Management: The project cycle and Project Cycle Management, Logical Framework analysis. Designing and Planning a Project: Problem identification and statement, Needs assessment, problem tree analysis, deciding the overall strategy, Designing rationale for the project, Goals and objectives, Project activities (including tools such as log frames) , Defining the response, Strategic Planning and Budgeting.

Module IV: Writing a Grant Proposal

10 Sessions

Group Exercise under the guidance of Faculty: Developing Grant Proposals. Project work plan and timeframe, Budget development

Module V: Financial Management of the project

10 Sessions

Preparation of cost plan, Need for cost-benefit analysis, Accounting and Record keeping in a Project Preparation of accounts for auditing-records needed, Rules regarding foreign contributions-FCRA, Fund raising methods for local financial participation in the project.

Meaning and definition of Monitoring and Evaluation (M&E): Monitoring, Internal and External Evaluations, Tools for M&E. Meaning and definition of need assessment, process of conducting assessment, use of secondary data for reference during assessment.

References

- Lewis, D. (2006). The Management of Non-Governmental Development Organizations. London: Routledge.
- Padaki, V., & Vaz, M. (2005). Management Development in Non-Profit Organisations (A Programme for Governing Boards). New Delhi: Sage Publications India Pvt.Ltd.
- Pruthi, R. (2000). Manual of Non Profit Organizations `s - How to Manage. New Delhi: Crest.
- Srivastava, K. (2014). Voluntary Organisations and Social Welfare. New Delhi: Anmol Publications Pvt.Ltd.
- Helmut K. A. (2005), Nonprofit Organizations: Theory, Management, Policy, Routledge, London
- Lewis, T. (2012). Financial Management Essentials: A Handbook for non profit organizations s. Retrieved from http://Non Profit Organizations learning.org/microsoft_gp/Document%20Library/1/MaNon Profit Organizations_Handbook_main_%20text_Aug2012.pdf
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- Ravichandran, N. (2007). Sustainability of NON PROFIT ORGANIZATIONS s and Globalization. Jaipur: Rawat Publications.
- Smillie, I., & Hailey, J. (2001). Managing for Change - Leadership, Strategy and Management in Asian non profit organizations s. London: Eearthscan.
- Staples, L. (2004). Roots to Power- A Manual for Grassroots Organising. Westport: Lee Staples.
- Suresh, C., & Trollope, A. K. (2015). Non-Governmental Organisations. Jaipur: Rawat Publications.

MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT

RESEARCH PROJECT					
Course Code	Total Credits		External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 4.1.	04	60	60	40	3 Hours

Students who opt for research project are required to start their research work at the beginning of 6th semester under the guidance of allotted faculty member. The selection of agency/industry for data collection needs to be done with consultation of organization and faculty supervisor. The research proposals shall be prepared as per format given below:

1. Topic, Problem – Introduction and Review of literature
2. Objectives of the study
3. Tentative Research Methodology
4. References

The final research report shall have following chapter scheme

Title of the study

I Introduction

II. Review of literature

III. Research Methodology

IV. Data Interpretation

v. Summary, suggestion and conclusion

Appendix – Interview schedule, Photos, Graphs, and bibliography etc.

The final research report shall be submitted to college . (one hard copy, one soft copy). Last date for submission is on or before 15th March.

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MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT

SOCIETY EMPOWERMENT PROJECT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 4.2.	04	60	60	40	3 Hours

Learning objectives:

Students who opt for society empowerment project are required to start their PROJECT WORK at the beginning of 6th semester under the guidance of allotted faculty member. The selection of problem for society empowerment project needs to be done with consultation of faculty supervisor. The project proposals shall be prepared as per format given below:

1. Topic
2. Problem – Introduction and statistical details
3. Objectives of the project
4. Relevance of the project
5. Tentative intervention design and strategy / Network and advocacy
6. Expected outcomes
7. Timeline

The final report shall have following chapter scheme

1. Title of the Project
2. Relevance of the project
3. Aims and Objectives of the Intervention
4. Intervention design and strategy
5. Methods used to ensure peoples participation
6. Network and advocacy
7. Resource Mobilizations
8. Outcomes
9. Major Learning's
10. Limitations

Student should submit soft copy of the project in CD along with Programme Photographs, video recordings and other relevant documents. The final report shall be submitted to college (one hard copy, one soft copy). Last date for submission is on or before 15th March.

MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT & LABOUR WELFARE

CORPORATE SOCIAL RESPONSIBILITY					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 4.1.	04	60	60	40	3 Hours

Learning objectives:

- ❖ To understand the concept of CSR and the theoretical underpinnings.
- ❖ To understand the stakeholder approaches.
- ❖ Provide an experiential, integrative, substantive, and high quality experience surrounding issues of Corporate Social Responsibility

Module 1: Understanding basic terms and concepts 10

Sessions

Meaning & Definition of CSR , Aims and Objectives of CSR, History & evolution of CSR. Benefits of CSR to Business. Factors hindering CSR activities in companies. Concept of Charity, Corporate philanthropy, Corporate Citizenship, Concept of sustainability & Stakeholder Management.

Module II: Legislations regarding CSR 10

Sessions

CSR Legislation In India & the world. Section 135 of Companies Act 2013.Scope for CSR Activities under Schedule VII,Appointment of Independent Directors on the Board, and Computation of Net Profit's Implementing Process in India.

Module III: Theories of CSR 10

Sessions

Theories of CSR: A.B Carroll, Wood, and stakeholders Theories. The triple bottom line approach. Stakeholder engagement, Standards and Codes – SA 8000, the Global Compact, GRI, etc as well as international standards including ISO 26000. Endemism, problems of enforcing biodiversity conservation and laws, Best practices in biodiversity conservation.

Module IV: Stakeholders Engagement 10

Sessions

Stakeholder engagement, Interaction in a Multi-Stakeholder Context: CSR role on internal environment: Employees, Human Resource Management - labour security and human rights, Health and Safety. CSR role on External environment: 1) Customers: Consumer rights and movements affecting CSR; (2) Community: Community involvement, (3) Shareholders (4) Suppliers. Global Compact Self Assessment Tool, National Voluntary Guidelines by Govt. of India. Understanding roles and responsibilities of corporate foundations.

Module V: Legislations regarding CSR 10

Sessions

Models of CSR in India, Carroll's model; drivers of CSR; major codes on CSR; Initiatives in India. The Drivers of CSR in India, Market based pressure and incentives civil society pressure, the regulatory environment in India Counter trends. Performance in major business and programs. Voluntarism, Judicial activism.

Sessions

Environment: Need for Environmental assessments. Governments' response to CSR Role of Biodiversity, Climate change and Environment in business. Environmental compliance. Review current trends and opportunities in CSR.CSR as a Strategic Business tool for Sustainable development. Review of successful corporate initiatives & challenges of CSR.Case Studies of Major CSR Initiatives.

Reference Books

1. Agarwal, S. (2008). Corporate social responsibility in India. Los Angeles: Response Publications
2. Baxi, C. (2005). Corporate social responsibility: Concepts and cases : The Indian experience. New Delhi, India: Excel Books.
1. Crane, A. (2008). Corporate social responsibility: Readings and cases in a global context. London: Routledge.
2. Visser, W. (2007). The A to Z of corporate social responsibility. A complete reference guide to concepts, codes and organisations. Chichester, England: John Wiley & Sons.
3. Werther, W., & Chandler, D. (2006). Strategic corporate social responsibility: Stakeholders in a global environment. Thousand Oaks: Sage Publications.
4. Visser, W. (2011). The age of responsibility CSR 2.0 and the new DNA of business. Chichester, West Sussex: John Wiley & Sons.

MSW SEMSTER IV: HUMAN RESOURCE MANAGEMENT

OFFICE MANAGEMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 4.2.	04	60	60	40	3 Hours

Learning objectives

1. To familiarize students with the activities in a modern office.
2. To introduce the working environment, tools and equipments used in office.
3. To introduce office environment

Module I: Office Management

10 Sessions

Office and office Management, meaning of office, function of office, primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office ,management, duties of an Office Manager.

Module 2: Filing and Indexing

10 Sessions

Filing and Indexing –Meaning and importance of filing, essential of good filing system. Centralized and decentralized filing system. Meaning, need and types of indexing used in the business organization.

Module 3: Office Forms

10 Sessions

Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens of forms used in office. Office Record Management –Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization.

Module 4: Office Machines and equipments

10 Sessions

Importance, objectives of office machines. Office Safety and Security –Meaning, importance of office Safety, safety hazards and steps to improve office safety. Security hazards and steps to improve office security.

Module 5: Measurement of Office Work

10 Sessions

Importance, purpose, difficulty in measuring office work. Different ways of measurement, setting of work standards, benefits of work standards. Techniques of setting standards. Office Manuals –Meaning, need, types of office manuals and steps in preparing of office manuals.

Module 6: Conduct of Meetings

10 Sessions

Meaning and purpose of meetings, types of meetings, preparation for meetings: Notice, Agenda, Quorum, Role of Chairman, Minutes of meetings, duties of Secretary before, during and after a meeting, additional terms used in meetings.

References

1. Chhabra, T.N., Modern Business Organisation, New Delhi, Dhanpat Rai & Sons.
2. Duggal, Balraj, Office Management and Commercial Correspondence, Kitab Mahal, New Delhi.
3. P.K. Ghosh, "Office Management", Sultan Chand & Sons. New Delhi
4. R.K. Chopra, Office Management, Himalaya Publishing House

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MSW SEMESTER IV: FAMILY AND CHILD WELFARE

SOCIAL POLICY AND SOCIAL LEGISLATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.1.	04	60	60	40	3 Hours

Learning Objectives

- To explain the nature and scope of social legislation in India.
- To make the students understand the relationship between social disorganisation and social legislation.
- To make an understanding regarding the major legal provisions of the social legislation.

Module I: Understanding Social Policy

10

Sessions

Concept, Meaning and importance of social policy: Definition, characteristics, scope and process of Social Policy. Distinction between Social Policy and Economic Policy. Concept of Welfare State. Role of Social Worker in policy formulation and planning.

Module II: Social Development Planning

10

Sessions

Concept of social development planning, scope of social planning, Linkage between social policy and planning, social development as a process of change, Inter relationship between sectors like economical, Socio-cultural and agricultural.

Module III: Social Policy in India

10

Sessions

Sources of Policy, Indian Constitution-Fundamental rights and Directive Principles of state, Basic structure of Indian Democracy: legislation, Judiciary and executive, Policy Formulation Process: Niti Aayog (Planning Commission), Role of International Organisations (UN, WTO, World Bank etc.) Academic and Research Organizations, Media, Advocacy.

Module IV: Socio-Legal Provision for Special groups	10
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Sessions

Definition and scope of social legislation in India – social disorganisation and social legislation. Role of social worker in legal aid – law and morals. Indian constitution: History and preambles of constitution – fundamental rights and duties, Directive principles of state policies.

Module V: Social legislations-I	10
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Sessions

Socio-Legal Provision for Special groups: Rights of the disadvantaged and the constitution, Provisions for Women, Provisions for Persons with disability, Provisions for children.

Module VI: Social legislations-II	10
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Sessions

The Right to Information Act 2005, The Special Marriage Act 1954. The Scheduled Cast and Scheduled Tribes (prevention of atrocities) Act 1989. The Domestic Violence Act 2005. Juvenile Justice (protection and care) Act 2015

References

1. Academic Foundation (2005) : India's Five year plans, Books and CD.
2. Datta-Sundarm (2003): Indian Economy, Popular Prakashan, Mumbai
3. Gangarde K.D., Social Legislation In India (Vol. I & II)
4. Gurjeet Singh, The Law of Consumer Protection In Justice within reach
5. Gokhale S.D (1974): Social welfare legend and Legacy, Popular Prakashan, Mumbai
6. Gore M.S. (1985): Social aspects of development, Rawat Publication, Jaipur
7. Kulkarni P.D.(1979):Social policy and Social Development in India, Asso of school of SW in India
8. Pathak S. (1981): Social Welfare An Evolutionary and development perspective, MacMilan India, Delhi
9. Patil B.R. (1978): The economics of Social Work in India, Somaiya, Mumbai
10. Reheman. M (2006): Rural development and Rural workers, Commonwealth Pub, Delhi.
11. Sharma P. N. and Shastri. C : Social planning concepts and techniques, Print House, Lucknow
12. Titmus R. M. (1974): Social Policy, An Introduction, George Allen and Unwin, London
13. Kappor N.D., (2000), Legislation, Sultan Chand & Sons, New Delhi

14. Kisana Lala, Legislative Process In India Deep & Deep Publication, New Delhi
15. Manooja D.C., Adoption & Practice, Deep & Deep Publication, New Delhi
16. Naval T.R., (2001) Law of Prevention of Atrocities on the Scheduled castes and tribes, Concept Publishing Company, New Delhi
17. Paras Diwan, The Human Rights & Law, Deep & Deep Publication, New Delhi
18. Tacker & C., Underdeveloped Societies (Vol. I), Mumba
19. Zhabwala N., I.P. C. 1860, Cr. P.C. Indian Evidence Act, 1860.

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MSW SEMESTER IV: FAMILY AND CHILD WELFARE

CHILD GROWTH AND DEVELOPMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.2.	04	60	60	40	3 Hours

Learning objectives

- To understand the different stages of child development
- To study the care and precautions to be taken for proper growth and development
- To understand the problems and needs of the children

Module I: Introduction to growth and Development **10 Sessions**

Meaning and Importance of different stages of growth and Development - Heredity and Environment – Salient features of different stages in life - Factors influencing Growth and Development - principles of child growth and development.

Module II: Beginning of new life. **10 Sessions**

The beginning of a new life- Prenatal Development and the Birth process, types of delivery. Prenatal influences on the child.

Module III: Child Growth **10 Sessions**

Need of Prenatal and Post natal care, precautions to be taken, role of family in child growth, common childhood problems.

Module IV: Immunization **10 Sessions**

Immunization: Immunity, Nature ,type, important possible reasons for reduced uptake of Immunization, care after immunization, benefits.

Module V: Stages of Development- **10 Sessions**

Physical Development, Motor Development, Speech Development, Moral Development, Emotional Development, Intellectual and social Development, Perceptual Development.

Module VI Problems of Backward, Problematic and Gifted Children **10 Sessions**

History of National Health Policy. Features of National Health Policy 2002 . Issues and Challenges faced in Implementing National Health Policy.

Module VI: National AIDS Control Programme **10 Sessions**

Problems of backward children, Causes of backwardness, Selection of Backward children, Solution of the problem of backwardness, problem children-causes-cure, Child defects and abnormalities-Physical and Mental, Gifted or Supernormal children-Characteristics and problems

References

1. Berk, L.E., (2000), Childhood to Adolescence, Mc.Graw Hill Company, London
2. Berk, L.E., (2007), Development through the life span, Pearson Educational, New Delhi
3. Virendra Kumar, (2012), A Textbook of Child Psychology, Dominant Publishers and Distributors Pvt Ltd, New Delhi
4. Ramnath Sharma and Rachana Sharma, (2002), Child Psychology, Atlantic Publishers and Distributors, New Delhi.

MSW SEMESTER IV: FAMILY AND CHILD WELFARE

PROGRAMME AND POLICIES FOR WOMEN AND CHILDREN					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.3.	04	60	60	40	3 Hours

Learning:

- To understand the situation of children in India
- To understand the national & international efforts for child welfare
- To know the laws related to women and child
- To know the programmes & services for women and child
- To understand & acquire the skills for working with children
- To provide a macro perspective on the status of children in India with regards to the Convention on the Rights of a Child and the Juvenile Justice Act 2000

Unit I: Child in India:

Definition, Vulnerable children, Issues of children, Child rights, Indian constitution-Directive principles and Fundamental Rights, Child Budgeting, U.N. Convention on child Rights, Constitutional provisions for children, Declaration adopted by the UN General Assembly 2002, Declaration of the rights of the child.

Unit II: Child Welfare Programme and Schemes:

Mid Day Meal Schemes, Integrated Child Development Services, Sabla scheme, Pulse polio Immunization Programme, Integrated Programme for street children, CHILD LINE 1098, Integrated child Protection Scheme, Rashtriya Bal Kosh, Scheme for adolescent Girls, Kishori Shakti Yojna, Central Adoption Resource Agency, National child Labour Project.

Unit III: Legislation and Policies related to Child Welfare:

National Policy for children 2013, National Policy on Education 1986, National Policy on child labour 1987, National Nutrition Policy 1993, National Health Policy 2002, National Charter for children 2003, National Plan of action 2005. Juvenile Justice Act 2010, role of International Agencies in child Welfare.

Unit IV: Women in India:

Status, Position and Condition of Women in India, Constitutional rights to women, Indian women on rise, Position of women in India compared to other nations.

Unit V: Women Welfare Programmes

and Schemes– Beti Padhao Beti Bachao Scheme, one stop centre scheme, women Helpline scheme, Support to Training and employment for Women, Swadhar Gruha Scheme, Rajiv Gandhi National Creche Scheme, Mahila E Haat, National Mission for Empowerment of Women, Employment and Income generating programmes, Socio-economic programmes for women, Hostel for working women, Condensed courses of education, Maternal benefit scheme, Pension schemes for widow, Life insurance policy for women, family court, Mother and Child Tracking System, The Indira Gandhi Matritva Sahyog Yojna Conditional Maternity Benefit Act (CMB).

Unit VI: Protective legislation for women in the Indian constitution

Anti dowry, Suppression of Immoral Traffic Act (SITA), PNDT, and Prevention Sexual Harassment at Workplace (Vishakha case), Domestic violence (Prevention) Act, 2005, POCSO Act, 2012. Role of social worker in promoting social legislation. Indecent Representation of Women (Prohibition) Act (1986), National Commission for Women Act, 2009.

References:

1. NIPPCD (1994) Universal Children's Day – 14th November 1994, Rights of the Child; A commitment. A document by Dept. of Women & Child Development Ministry of HRD Govt. of India, New Delhi : NIPPCD
2. Pandya, K. C. (1988) Element of Child Development, New Delhi : Kalyani Pub.
3. Rajhsinghani, Aroona : Handbook of Baby and Child Care, Bombay : Jaico Publishing House
4. Chaturvedi, T. N. (1979) Administration for Child Welfare, Admin, New Delhi : Indian Institute of Pub.
5. S.K. Pachauri, (2011), Children and Human Rights, A.P.H. Publishing Corporation, New Delhi.

MSW SEMESTER III: FAMILY AND CHILD WELFARE

CHILD PROTECTION AND WELFARE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.4.	04	60	60	40	3 Hours

Learning Objectives

To introduce the concept of child protection and welfare mechanism to students.

Module I: Core Concepts

10 Sessions

Definition of child, Orphan Children Venerable children run away children, children at risk, Children in conflict with law, Child protection, child welfare, Child rights, Principles of justice for children, Child welfare committee.

Module 2: Child Rights

10 Sessions

Right to Survival: Right to be born, Right to minimum standards of food, shelter and clothing

Right to live with dignity, Right to health care, to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. **Right to Protection:** Right to be protected from all sorts of violence, Right to be protected from neglect, Right to be protected from physical and sexual abuse, Right to be protected from dangerous drugs. **Right to Participation:** Right to freedom of opinion, Right to freedom of expression Right to freedom of association, Right to information, Right to participate in any decision making that involves him/her directly or indirectly. **Right to Development:** Right to education, Right to learn, Right to relax and play, Right to all forms of development – emotional, mental and physical.

Module 3: Children in conflict with Law

10 Sessions

Meaning and concept of juvenile, juvenile justice system, Composition and function of Juvenile Justice Board. , Powers of the High Court & sessions court under juvenile legislation.

Module 4: Institutions for Child Protection and Welfare

10 Sessions

Observation Home, Special Home, After- Care organization, Child Line . Child welfare schemes of Govt. of India.

Module 5: Roles and functions of different personnel

10 Sessions

Agencies working to safeguard children: Child line india foundation, UNICEF, ILO, Ministry of women and child development Department, national commission for protection of child rights.

Module 6: Children and Social Work

10 Sessions

Role of Police, Role of Probation officer, Role of Social workers & NGOs in the care and protection of Children.

Reference

1. Bhattacharya S.K. (1986) Probation system in India, Mans Publications, New Delhi.
2. Bhattacharya, S.K. (1985) Social defense: An Indian perspective, Manas publications.
3. Brodie, S.R. (1976), Effectiveness of Sentencing, Home Office, London.
4. Carney, Louis P. (1981), Corrections : Treatment and philosophy, Prentice Hall Inc.
5. Carney, Louis P. (1977), Probation and parole : legal and social dimensions, McGraw Hill Book, Co.
6. Chockalingam K. (1993) Issues in Probation in India, Madras University Publications, Madras.
7. Juvenile Justice Act, 2015
7. Mulla Committee Report on Prison Reforms, 1983, Government of India.
8. Reckless, Walter C. (1967) The Crime Problem, Vakils, Foffner and Simons.
9. Veddar and Kay. (1964), Penology : A realistic approach, Charles C. Thomas Publishers.

MSW SEMESTER IV: FAMILY AND CHILD WELFARE

FIELD WORK EDUCATION AND PRACTICE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.5.	04	60	80	20	3 Hours

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.

Course Objectives

- ❖ 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		Means of Evaluation
Winter Mid - Term Internship	1	30 Days placement in (As per specialization)	15	25	Confidential Report from Agency. Attendance Certificate Report
		Internship presentation &			

		report submission	10		ContentPresentation
Concurrent Placement	4	Study tour 5 visits to eminent organization (5*5 marks each)	25	100	Attendance & Participation
		Study tour report submission (5*2)	10		Reports, content and quality
		Concurrent field placements in structured agency setting as per specialization for 20 days (20 days *1 marks each).	20		Confidential Report from Agency. Attendance Certificate
		Fieldwork Report Submission	20		Reports
		participation in rally, research survey, observation of important days, society empowerment activity/outreach programme	15		Reports/Photographs/Outcome
		Participation in Fieldwork Conference (10 Conference *1 mark each)	10		Attendance Progress Assessment
Continuous Internal evaluation	1	Fieldwork diary	10	25	Maintenance of Fieldwork diary on Field Learning's and documentation
		Presentation on Field Learning's	15		Presentation Content
Viva Voce Exam	2	External Exam	50	50	Viva Voce
		Total		200	Total

MSW SEMESTER IV: FAMILY AND CHILD WELFARE

PROJECT DESIGNING AND MONITERING					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
AECC4.1.	04	60	60	40	3 Hours

Learning objectives:

By course end students should be able to conduct a basic needs assessment for a proposed project, including a stakeholder analysis. Develop a logical framework, Develop measureable indicators, Have ability to insert Monitoring and Evaluation into a project, Write a grant proposal and develop a project budget.

Module I: Core Concepts

10 Sessions

Meaning and definition of project proposal, Need of project proposal. Characteristics of programme and project. Components of a project proposal: Objectives, activities, output, outcome, indicator, budget, monitoring and evaluation plan. Results-Based Management - Introduction and concept of Results-Based Management, Results-Based Management in programme and project planning.

Module II: Approaches to development

10 Sessions

Rights based approach, Top down-tickle down approach, Growth pole approach, Grass root development approach, Fair trade approach, Export led growth, Foreign direct investment, Millennium development goal approach, Sustainable development approach, The capability approach, Environmental approach.

Module III: Project Designing

10 Sessions

Introduction: Project Cycle Management: The project cycle and Project Cycle Management, Logical Framework analysis. Designing and Planning a Project: Problem identification and statement, Needs assessment, problem tree analysis, deciding the overall strategy, Designing rationale for the project, Goals and objectives, Project activities (including tools such as log frames) , Defining the response, Strategic Planning and Budgeting.

Module IV: Writing a Grant Proposal

10 Sessions

Group Exercise under the guidance of Faculty: Developing Grant Proposals. Project work plan and timeframe, Budget development.

Module V: Financial Management of the project**10 Sessions**

Preparation of cost plan, Need for cost-benefit analysis, Accounting and Record keeping in a Project Preparation of accounts for auditing-records needed, Rules regarding foreign contributions-FCRA, Fund raising methods for local financial participation in the project.

Module VI: Monitoring and Evaluation**10 Sessions**

Meaning and definition of Monitoring and Evaluation (M&E): Monitoring, Internal and External Evaluations, Tools for M&E. Meaning and definition of need assessment, process of conducting assessment, use of secondary data for reference during assessment.

References

- ❖ Kettner, P.M., Moroney, R. M. and Martin, L.L. (2008). *Designing and managing programs: An effectiveness-based approach*. Thousand Oaks, CA: Sage.
- ❖ Netting, F. Ellen, O'Connor, M.K. and Fauri, D.P. (2008). *Comparative approaches to program planning*. Hoboken, NJ: John Wiley & Sons.
- ❖ Yuen, F.K.O. & Terao, K.L. (2010). *Practical grant writing and program evaluation*. San Diego: Brooks/Cole.
- ❖ Pawlak, E.L. & Vinter, R.D. (2004). *Designing & planning programs for nonprofit & governmental organizations*. San Francisco: Jossey Bass, Wiley.
- ❖ Gamble, D.N. & Weil, M. (2009). Chapter 8. Inclusive Program Planning, in *Community Practice Skills: Local to Global Perspectives*. Thousand Oaks, CA: Sage.
- ❖ Lewis 2008 *NGOs and Social Welfare: New Research Approach* Rawat Publications
- ❖ Bilson A 2005 *Social Work Management and Practice* Rawat Publications
- ❖ Gunn R 2010 *Social Entrepreneurship* Rawat Publications
- ❖ Sooryamoorthy 2006 *NGOs in India* Rawat Publications
- ❖ Sakar A 2008 *NGOs and Globalisation* Rawat Publications
- ❖ Mishra R 2008 *Voluntary Effort and Rural Development* Rawat Publication
- ❖ Staples, L. (2004). *Roots to Power- A Manual for Grassroots Organising*. Westport: Lee Staples.
- ❖ Suresh, C., & Trollope, A. K. (2015). *Non-Governmental Organisations*. Jaipur: Rawat Publications.

MSW SEMESTER IV: FAMILY AND CHILD WELFARE

RESEARCH PROJECT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 4.1.	04	60	60	40	3 Hours

Students who opt for research project are required to start their research work at the beginning of 6th semester under the guidance of allotted faculty member. The selection of agency/industry for data collection needs to be done with consultation of organization and faculty supervisor. The research proposals shall be prepared as per format given below:

5. Topic, Problem – Introduction and Review of literature
6. Objectives of the study
7. Tentative Research Methodology
8. References

The final research report shall have following chapter scheme

Title of the study

I Introduction

II. Review of literature

III. Research Methodology

Iv. Data Interpretation

v. Summary, suggestion and conclusion

Appendix – Interview schedule, Photos, Graphs, and bibliography etc.

The final research report shall be submitted to organization and respective guide (one hard copy, one soft copy). Last date for submission is on or before 15th March

MSW SEMESTER IV: FAMILY AND CHILD WELFARE

SOCIETY EMPOWERMENT PROJECT			
Course Code	Total Credits	External Evaluation Marks	Internal Evaluation
DSE 4.2.	04	40	60

Learning objectives:

Students who opt for society empowerment project are required to start their PROJECT WORK at the beginning of 6th semester under the guidance of allotted faculty member. The selection of problem for society empowerment project needs to be done with consultation of faculty supervisor. The project proposals shall be prepared as per format given below:

- ❖ Topic
- ❖ Problem – Introduction and statistical details
- ❖ Objectives of the project
- ❖ Relevance of the project
- ❖ Tentative intervention design and strategy / Network and advocacy
- ❖ Expected outcomes
- ❖ Timeline

The final report shall have following chapter scheme

- ❖ Title of the Project
- ❖ Relevance of the project
- ❖ Aims and Objectives of the Intervention
- ❖ Intervention design and strategy
- ❖ Methods used to ensure peoples participation
- ❖ Network and advocacy
- ❖ Resource Mobilizations
- ❖ Outcomes
- ❖ Major Learning's
- ❖ Limitations

Student should submit soft copy of the project in CD along with Programme Photographs, video recordings and other relevant documents. The final report shall be submitted to institute (one hard copy, one soft copy). Last date for submission is on or before 15th March.

MSW SEMESTER IV: FAMILY AND CHILD WELFARE

CORPORATE SOCIAL RESPONSIBILITY					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 4.1.	04	60	60	40	3 Hours

Learning objectives:

- ❖ To understand the concept of CSR and the theoretical underpinnings.
- ❖ To understand the stakeholder approaches.
- ❖ Provide an experiential, integrative, substantive, and high quality experience surrounding issues of Corporate Social Responsibility

Module 1: Understanding basic terms and concepts 10

Sessions

Meaning & Definition of CSR , Aims and Objectives of CSR, History & evolution of CSR. Benefits of CSR to Business. Factors hindering CSR activities in companies. Concept of Charity, Corporate philanthropy, Corporate Citizenship, Concept of sustainability & Stakeholder Management.

Module II: Legislations regarding CSR 10

Sessions

CSR Legislation In India & the world. Section 135 of Companies Act 2013.Scope for CSR Activities under Schedule VII,Appointment of Independent Directors on the Board, and Computation of Net Profit's Implementing Process in India.

Module III: Theories of CSR 10

Sessions

Theories of CSR: A.B Carroll, Wood, and stakeholders Theories. The triple bottom line approach. Stakeholder engagement, Standards and Codes – SA 8000, the Global Compact, GRI, etc as well as international standards including ISO 26000. Endemism, problems of enforcing biodiversity conservation and laws, Best practices in biodiversity conservation.

Module IV: Stakeholders Engagement 10

Sessions

Stakeholder engagement, Interaction in a Multi-Stakeholder Context: CSR role on internal environment: Employees, Human Resource Management - labour security and human rights, Health and Safety. CSR role on External environment: 1) Customers: Consumer rights and movements affecting CSR; (2) Community: Community involvement, (3) Shareholders (4) Suppliers. Global Compact Self Assessment Tool, National Voluntary Guidelines by Govt. of India. Understanding roles and responsibilities of corporate foundations.

Module V: Legislations regarding CSR**10****Sessions**

Models of CSR in India, Carroll's model; drivers of CSR; major codes on CSR; Initiatives in India. The Drivers of CSR in India, Market based pressure and incentives civil society pressure, the regulatory environment in India Counter trends. Performance in major business and programs. Voluntarism, Judicial activism.

Module VI: CSR towards Environment and Biodiversity**10****Sessions**

Environment: Need for Environmental assessments. Governments' response to CSR Role of Biodiversity, Climate change and Environment in business. Environmental compliance. Review current trends and opportunities in CSR.CSR as a Strategic Business tool for Sustainable development. Review of successful corporate initiatives & challenges of CSR.Case Studies of Major CSR Initiatives.

Reference Books

- ❖ Agarwal, S. (2008). Corporate social responsibility in India. Los Angeles: Response Publications
- ❖ Baxi, C. (2005). Corporate social responsibility: Concepts and cases : The Indian experience. New Delhi, India: Excel Books.
- ❖ Crane, A. (2008). Corporate social responsibility: Readings and cases in a global context. London: Routledge.
- ❖ Visser, W. (2007). The A to Z of corporate social responsibility. A complete reference guide to concepts, codes and organisations. Chichester, England: John Wiley & Sons.
- ❖ Werther, W., & Chandler, D. (2006). Strategic corporate social responsibility: Stakeholders in a global environment. Thousand Oaks: Sage Publications.
- ❖ Visser, W. (2011). The age of responsibility CSR 2.0 and the new DNA of business. Chichester, West Sussex: John Wiley & Sons.

MSW SEMESTER IV: FAMILY AND CHILD WELFARE

OFFICE MANAGEMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 4.2.	04	60	60	40	3 Hours

Learning objectives

4. To familiarize students with the activities in a modern office.
5. To introduce the working environment, tools and equipments used in office.
6. To introduce office environment

Module I: Office Management

10 Sessions

Office and office Management, meaning of office, function of office, primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office ,management, duties of an Office Manager.

Module 2: Filing and Indexing

10 Sessions

Filing and Indexing –Meaning and importance of filing, essential of good filing system. Centralized and decentralized filing system. Meaning, need and types of indexing used in the business organization.

Module 3: Office Forms

10 Sessions

Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens of forms used in office. Office Record Management –Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization.

Module 4: Office Machines and equipments

10

Sessions

Importance, objectives of office machines. Office Safety and Security –Meaning, importance of office Safety, safety hazards and steps to improve office safety. Security hazards and steps to improve office security.

Module 5: Measurement of Office Work

10

Sessions

Importance, purpose, difficulty in measuring office work. Different ways of measurement, setting of work standards, benefits of work standards. Techniques of setting standards. Office Manuals –Meaning, need, types of office manuals and steps in preparing of office manuals.

Module 6: Meetings

10

Sessions

Meaning and purpose of meetings, types of meetings, preparation for meetings: Notice, Agenda, Quorum, Role of Chairman, Minutes of meetings, duties of Secretary before, during and after a meeting, additional terms used in meetings.

References

- ❖ Chhabra, T.N., Modern Business Organisation, New Delhi, Dhanpat Rai & Sons.
- ❖ Duggal, Balraj, Office Management and Commercial Correspondence, Kitab Mahal, New Delhi.
- ❖ P.K. Ghosh, "Office Management", Sultan Chand & Sons. New Delhi
- ❖ R.K. Chopra, Office Management, Himalaya Publishing House

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MSW SEMSTER IV: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

SOCIAL POLICY AND SOCIAL LEGISLATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.1.	04	60	60	40	3 Hours

Learning Objectives

- To explain the nature and scope of social legislation in India.
- To make the students understand the relationship between social disorganisation and social legislation.
- To make an understanding regarding the major legal provisions of the social legislation.

Module I: Understanding Social Policy

10

Sessions

Concept, Meaning and importance of social policy: Definition, characteristics, scope and process of Social Policy. Distinction between Social Policy and Economic Policy. Concept of Welfare State. Role of Social Worker in policy formulation and planning.

Module II: Social Development Planning

10

Sessions

Concept of social development planning, scope of social planning, Linkage between social policy and planning, social development as a process of change, Inter relationship between sectors like economical, Socio-cultural and agricultural.

Module III: Social Policy in India

10

Sessions

Sources of Policy, Indian Constitution-Fundamental rights and Directive Principles of state, Basic structure of Indian Democracy: legislation, Judiciary and executive, Policy Formulation Process: Niti Aayog (Planning Commission), Role of International Organisations (UN, WTO, World Bank etc.) Academic and Research Organizations, Media, Advocacy.

Module IV: Socio-Legal Provision for Special groups	10
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Sessions

Definition and scope of social legislation in India – social disorganisation and social legislation. Role of social worker in legal aid – law and morals. Indian constitution: History and preambles of constitution – fundamental rights and duties, Directive principals of state policies.

Module V: Social legislations-I	10
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Sessions

Socio-Legal Provision for Special groups: Rights of the disadvantaged and the constitution, Provisions for Women, Provisions for Persons with disability, Provisions for children.

Module VI: Social legislations-II	10
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Sessions

The Right to Information Act 2005, The Special Marriage Act 1954. The Scheduled Cast and Scheduled Tribes (prevention of atrocities) Act 1989. The Domestic Violence Act 2005. Juvenile Justice (protection and care) Act 2015.

References

20. Academic Foundation (2005) : India's Five year plans, Books and CD.
21. Datta-Sundarm (2003): Indian Economy, Popular Prakashan, Mumbai
22. Gangarde K.D., Social Legislation In India (Vol. I & II)
23. Gurjeet Singh, The Law of Consumer Protection In Justice within reach
24. Gokhale S.D (1974): Social welfare legend and Legacy, Popular Prakashan, Mumbai
25. Gore M.S. (1985): Social aspects of development, Rawat Publication, Jaipur
26. Kulkarni P.D.(1979):Social policy and Social Development in India, Asso of school of SW in India
27. Pathak S. (1981): Social Welfare An Evolutionary and development perspective, MacMilan India, Delhi
28. Patil B.R. (1978): The economics of Social Work in India, Somaiya, Mumbai
29. Rehemana. M (2006): Rural development and Rural workers, Commonwealth Pub, Delhi.
30. Sharma P. N. and Shastri. C : Social planning concepts and techniques, Print House, Lucknow
31. Titmus R. M. (1974): Social Policy, An Introduction, George Allen and Unwin, London
32. Kappor N.D., (2000), Legislation, Sultan Chand & Sons, New Delhi
33. Kisana Lala, Legislative Process In India Deep & Deep Publication, New Delhi
34. Manooja D.C., Adoption & Practice, Deep & Deep Publication, New Delhi
35. Naval T.R., (2001) Law of Prevention of Atrocities on the Scheduled castes and tribes, Concept Publishing Company, New Delhi
36. Paras Diwan, The Human Rights & Law, Deep & Deep Publication, New Delhi
37. Tacker & C., Underdeveloped Societies (Vol. I), Mumba
38. Zhabwala N., I.P. C. 1860, Cr. P.C. Indian Evidence Act, 1860.

MSW SEMSTER IV: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

POLICE ADMINISTRATION AND INVESTIGATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.2.	04	60	60	40	3 Hours

Module I: Origin and growth of Indian Police system

10 Sessions

Indian Police after Independence - change in structure and organisation - The Indian Police service - creation of new branches - and modification of the existing branches City Police and District Police -Investigating Wings - Intelligence Wings and Assault Wings -State and Central Police Forces - Special Task Forces and Special Units -National Police Commissions.

Module 2: Functions of Modern Police system

10 Sessions

Recruitment -Selection and Training -Career prospects -Police Standing Order- Police Welfare Punishment -retirements. Police as an enforcement Agency -enforcement of the three basic statutes: I.P. C., Cr. PC & Evidence Act -maintaining law and Order -Police functions as prescribed by law -Police mechanics including anti -terrorist operations - interface with the executive and the community -Functions relating to prevention and detection of Crime - Scientific methods of investigation –enforcement of other social legislation and Local and Special Laws - Juvenile Justice (Care and Protection Prohibition Act, 1961 etc.

Module 3 Investigation procedure

10 Sessions

Investigation functions at the Station, State and District level,. Records at Police Station: Crime records Bureau, Modus Operandi Bureau, and NCRB ,. Co -ordination with other Criminal justice Agencies -Forensic Science , Lab, Forensic medical Wing -prosecution and Probations Services. d. Role of Police in Crime Prevention -Surveillance and Patrol, Communication and transport -Control Ro.om -Response to the calls of the public.

Module 4: Reporting of crime and process

10 Sessions

Reporting of crime and registration of F.I.R. , Cognizable / Non Cognizable and bailable - Non bailable offences,. Specialised investigation of homicides, property offences, white – collar,crimes and bomb blasts and death in custody,. Completion of investigation and filing of charge sheet etc.

Module 5 : Police image

10 Sessions

Public perception of Police -self image -measures to improve police image community Police and Community Policing -Police and Human Rights –Need for professionalism in the police Force. Modernisation of the Police ,Computernisation of Crime details and records - Application of advanced ,techniques in investigation

Crime Prevention by police – Police Information Centres - May I help you, squad, community policing, Intervention programmes, Patrolling and Beats, Intelligence, Surveillance; mediation in courts; Corruption control methods; Correctional services and prevention of crime.

Reference

1. Bayley, D.H., 1969, The Police and Political Development in India, Princeton University Press, Princeton.
2. Diaz, S.M., 1976, New Dimensions, of the Police Role and functions in India Published by the National Police Academy, Hyderabad.
3. Edelstein, C.D., & Wicks, R.I., 1977, An Introduction to Criminal Justice Mc Graw Hill.
4. Gupta, A., Police in British India -1886 to 1947 Concept Publishing Co., New Delhi.
5. Morely, W.H. 1958, Administration of Justice in India, New Delhi, Metropolitan.
6. Misra, S.C., 1970, Police Administration in India.
7. Nehad Ashraf, 1992, Police and Policing in India, Common Wealth Publishers House, New Delhi.
8. Parmar, M.S., 1992, Problems of Police Administration, Reliance Publishing House, New Delhi.
9. Sethi, R.B., 1983, The police Acts, Law Book Co., Allahabad.
10. Vanamamalai, N. T., 1980, Law and Justice in the U.S.S.R., Sterling Publishers Pvt. Ltd., New Delhi.
11. Venugopal Rao, S., 1997, Criminal Justice -Problems and Perspectives in India, Konark Publishers Pvt. Ltd., New Delhi.
12. 1979-82, Report of the National Police Commission in 8 parts, Central Govt. Publications.
13. 1955, 1975, 1985, U.N. Standard Minimum Rules on various matters connected with criminal justice.
14. Saha, B.P., 1989. The Police-in-Free India: Its Facets and Drawbacks' Konark Publishers Pvt. Ltd., Delhi.
15. Saha, B.P., 1990 Indian Police: Legacy and Quest for Formative Role, Konark Publishers, Delhi.

MSW SEMSTER IV: CRIMINALOLOGY AND CORRECTIONAL ADMINISTRATION

CHILD RIGHTS AND JUVENILE JUSTICE SYSTEM					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.3.	04	60	80	20	3 Hours

Module I: Core Concepts

10 Sessions

Juvenile legislation , definition of juvenile, Principles of justice for children, children at risk, juvenile in conflict with law, Age of criminal responsibility, Determination of age, Juvenile justice , child welfare committee

Module 2: Judicial action procedure Under JJ Act, 2015

10 Sessions

Production before the Juvenile justice board, Inquiry procedure before the Juvenile Justice Board, Bail, Orders that may be passed by the Juvenile Justice Board against juveniles Constitutional & procedural safeguards,Appeal, Revision , Powers of the High Court & sessions court under juvenile legislation, Application before JJB an behalf of juvenile ,Bail Application , Discharge Application , Leave of Absence Application, Release of juvenile in special Home Transfer of juvenile from one special Home to another.

Module 3: Institutions under the juvenile justice system

10 Sessions

Institution under the juvenile justice system juvenile not to be kept in police lock up or jail observation Home, Special Home, After- Care organisation , Inspection of institutions under the juvenile justice system.

Module 4: Roles and functions of different personnel

10 Sessions

Role of Police ,Role of Probation officer, Role of Social workers & NGOs in the juvenile justice system,Role of lawyers, Role of Media in Juvenile justice

Module 5: Rights of child(UNCRC)

10 Sessions

Right to Survival: Right to be born, Right to minimum standards of food, shelter and clothing

Right to live with dignity, Right to health care, to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. **Right to Protection:** Right to be protected from all sorts of violence, Right to be protected from neglect, Right to be protected from physical and sexual abuse , Right to be protected from dangerous drugs. **Right to Participation:** Right to freedom of opinion, Right to freedom of expression Right to freedom of association, Right to information , Right to participate in any decision making that involves him/her directly or indirectly. **Right to Development:** Right to education , Right to learn , Right to relax and play , Right to all forms of development – emotional, mental and physical, RTE, POCSO.

Module 6: Major organizations for children

10 Sessions

Agencies working to safeguard children: Child line india foundation, UNICEF, ILO, Ministry of women and child development Department, national commission for protection of child rights,

Reference

1. Bhattacharya S.K. (1986) Probation system in India, Mans Publications, New Delhi.
2. Bhattacharya, S.K. (1985) Social defense: An Indian perspective, Manas publications.
3. Brodie, S.R. (1976), Effectiveness of Sentencing, Home Office, London.
4. Carney, Louis P. (1981), Corrections : Treatment and philosophy, Prentice Hall Inc.
5. Carney, Louis P. (1977), Probation and parole : legal and social dimensions, McGraw Hill Book, Co.
6. Chockalingam K. (1993) Issues in Probation in India, Madras University Publications, Madras.
7. Juvenile Justice Act, 2015
7. Mulla Committee Report on Prison Reforms, 1983, Government of India.
8. Reckless, Walter C. (1967) The Crime Problem, Vakils, Foffner and Simons.
9. Veddar and Kay. (1964), Penology : A realistic approach, Charles C. Thomas Publishers.

MSW SEMSTER IV: CRIMINALOLOGY AND CORRECTIONAL ADMINISTRATION

CORRECTIONAL PRACTICES					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.4.	04	60	80	20	3 Hours

Learning Objectives

1. To introduce the basics of administration in correctional institutions and the integrated services provided to persons in conflict with law so as to reintegrate them into the mainstream of society as law abiding citizens.
2. To acquaint with the correctional institution and non-institutional programmes.
3. To understand the different services for juvenile, young and adults offenders and also to understand the legal provisions and procedures for their assistance.
4. To understand the role of custodial staff in the process of correction and rehabilitation.
5. To understand the structure, function, treatment and facilities provided by the institutions.

Module I: Institutional System Sessions	10
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Institutional systems - Introduction to correctional administration. History of Correctional Administration in India - Concept, objectives and functions of Correctional administration. Institutional protection for children and young offenders - Juvenile Justice (Care and Protection of Children) Act -2002, 2005. Observation Home, Juvenile Home for Boys and Girls and their functions. District Shelter homes for boys and girls and their functions.

Module III: Non- Institutional System Sessions	10
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Probation and Parole - Historical development of probation system, principles and procedure. Parole - Historical development of parole - functions and powers of Parole Board, Conditions under the Prison Manual. Indian Penal Code, provisions on Parole. Pre-release preparation of the parolee.

Module IV: After Care Services Sessions	10
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Legal provision for establishing social institution. Provision for assistance to released prisoners - Role of voluntary organization, corporate bodies and the state in the rehabilitation. Prevention of Immoral Traffic Act - Its objectives; State Home for Women , Citizen committees, Police help-line. Social work intervention and Role of social worker in the prison administration. Social work practice in correctional services.

Module V: After Care Services Sessions	10
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Legal provision for establishing social institution. Provision for assistance to released prisoners - Role of voluntary organization, corporate bodies and the state in the rehabilitation. Prevention of Immoral Traffic Act - Its objectives; State Home for Women , Citizen committees, Police help-line. Social work intervention and Role of social worker in the prison administration. Social work practice in correctional services.

Module VI: Acts	10 Sessions
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Prevention of Immoral Traffic Act, Its objectives; State Home for Women , Citizen committees, Police help-line. Social work intervention and Role of social worker in the prison administration. Social work practice in correctional services.

Reference

1. Ahuja Ram, 2006 Criminology: New Delhi Rawat Publications
2. Afzal Qadri, S.M, 2005 Ahmad Siddique's : Criminology: Problems & Perspectives, Lucknow, Eastern Book Co.
3. Paranjape N.V, 1998 Criminology and Penology;Allahabad: Central Law Publications
4. Sethna, M.J, 1964 Society and the Criminal, Bombay, Kitab Mahal
5. Sirohi, J.P.S, 1983 Criminology and Correctional Administration, Allahabad, Allahabad Law Agency
6. Srivastava, Surendra Criminology, Criminal Administration

7. Sahai 2007 Allahabad, Allahabad Central Law Agency

MSW SEMSTER IV: CRIMINAL AND CORRECTIONAL ADMINISTRATION

FIELD WORK EDUCATION AND PRACTICE			
Course Code	Total Credits	Continuous Internal Evaluation	Viva Voce Exam Marks
CC 4.5.	08	150	50

Course Objectives

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

Component	Credit	Details	Marks		Means of Evaluation
Winter Mid - Term Internship	1	30 Days placement in (As per specialization)	15	25	1. Confidential Report from Agency.
		Internship presentation & report submission	10		2.Attendance Certificate 3 Report Content 4.Presentation
Concurrent Placement	4	Study tour 5 visits to eminent organization (5*5 marks each)	25	100	Attendance & Participation
		Study tour report submission (5*2)	10		Reports, content and quality
		Concurrent field placements in structured agency setting as per specialization for 20 days (20 days *1 marks each).	20		5. Confidential Report from Agency. 6. Attendance Certificate
		Fieldwork Report Submission	20		Reports
		participation in rally, research survey, observation of important days, society empowerment activity/outreach programme	15		Reports/Photographs/Outcome
		Participation in Fieldwork Conference (10 Conference *1 mark each)	10		7. Attendance 8. Progress Assessment

Continuous Internal evaluation	1	Fieldwork diary	10	25	Maintenance of Fieldwork diary on Field Learning's and documentation
		Presentation on Field Learning's	15		Presentation Content
Viva Voce Exam	2	External Exam	50	50	Viva Voce
		Total	200		Total

MSW SEMSTER IV: CRIMINAL AND CORRECTIONAL ADMINISTRATION

PROJECT DESIGNING AND MONITERING					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
AECC4.1.	04	60	60	40	3 Hours

Learning objectives:

By course end students should be able to conduct a basic needs assessment for a proposed project, including a stakeholder analysis. Develop a logical framework, Develop measureable indicators, Have ability to insert Monitoring and Evaluation into a project, Write a grant proposal and develop a project budget.

Module I: Core Concepts

10 Sessions

Meaning and definition of project proposal, Need of project proposal. Characteristics of programme and project. Components of a project proposal: Objectives, activities, output, outcome, indicator, budget, monitoring and evaluation plan. Results-Based Management - Introduction and concept of Results-Based Management, Results-Based Management in programme and project planning.

Module II: Approaches to development

10 Sessions

Rights based approach, Top down-tickle down approach, Growth pole approach, Grass root development approach, Fair trade approach, Export led growth, Foreign direct investment, Millennium development goal approach, Sustainable development approach, The capability approach, Environmental approach.

Module III: Project Designing

10 Sessions

Introduction: Project Cycle Management: The project cycle and Project Cycle Management, Logical Framework analysis. Designing and Planning a Project: Problem identification and statement, Needs assessment, problem tree analysis, deciding the overall strategy, Designing rationale for the project, Goals and objectives, Project activities

(including tools such as log frames) , Defining the response, Strategic Planning and Budgeting.

Module IV: Writing a Grant Proposal**10 Sessions**

Group Exercise under the guidance of Faculty: Developing Grant Proposals. Project work plan and timeframe, Budget development

Module V: Financial Management of the project**10 Sessions**

Preparation of cost plan, Need for cost-benefit analysis, Accounting and Record keeping in a Project Preparation of accounts for auditing-records needed, Rules regarding foreign contributions-FCRA, Fund raising methods for local financial participation in the project.

Module VI: Monitoring and Evaluation**10 Sessions**

Meaning and definition of Monitoring and Evaluation (M&E): Monitoring, Internal and External Evaluations, Tools for M&E. Meaning and definition of need assessment, process of conducting assessment, use of secondary data for reference during assessment.

References

- Lewis, D. (2006). The Management of Non-Governmental Development Organizations. London: Routledge.
- Padaki, V., & Vaz, M. (2005). Management Development in Non-Profit Organisations (A Programme for Governing Boards). New Delhi: Sage Publications India Pvt.Ltd.
- Pruthi, R. (2000). Manual of Non Profit Organizations `s - How to Manage. New Delhi: Crest.
- Srivastava, K. (2014). Voluntary Organisations and Social Welfare. New Delhi: Anmol Publications Pvt.Ltd.
- Helmut K. A. (2005), Nonprofit Organizations: Theory, Management, Policy, Routledge, London
- Lewis, T. (2012). Financial Management Essentials: A Handbook for non profit organizations s. Retrieved from http://Non Profit Organizations learning.org/microsoft_gp/Document%20Library/1/MaNon Profit Organizations_Handbook_main_%20text_Aug2012.pdf
- Pablo E. (2005), Introduction: The Key Issues Facing Nonprofit Groups in the Twenty-first Century,” in his Challenges for Nonprofits and Philanthropy: The Courage to Change, University Press of New England
- Ravichandran, N. (2007). Sustainability of NON PROFIT ORGANIZATIONS s and Globalization. Jaipur: Rawat Publications.
- Smillie, I., & Hailey, J. (2001). Managing for Change - Leadership, Strategy and Management in Asian non profit organizations s. London: Eearthscan.
- Staples, L. (2004). Roots to Power- A Manual for Grassroots Organising. Westport: Lee Staples.
- Suresh, C., & Trollope, A. K. (2015). Non-Governmental Organisations. Jaipur: Rawat Publications.

MSW SEMSTER IV: CRIMINAL AND CORRECTIONAL ADMINISTRATION

RESEARCH PROJECT				
Course Code	Total Credits	Contact Hours	Viva Voce	Internal Continuous Evaluation
DSE 4.1.	04	60	40	60

Students who opt for research project are required to start their research work at the beginning of 6th semester under the guidance of allotted faculty member. The selection of agency/industry for data collection needs to be done with consultation of organization and faculty supervisor. The research proposals shall be prepared as per format given below:

9. Topic, Problem – Introduction and Review of literature
10. Objectives of the study
11. Tentative Research Methodology
12. References

The final research report shall have following chapter scheme

Title of the study

I Introduction

II. Review of literature

III. Research Methodology

IV. Data Interpretation

v. Summary, suggestion and conclusion

Appendix – Interview schedule, Photos, Graphs, and bibliography etc.

The final research report shall be submitted to organization and respective guide (one hard copy, one soft copy). Last date for submission is on or before 15th March.

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MSW SEMSTER IV: CRIMINAL AND CORRECTIONAL ADMINISTRATION

SOCIETY EMPOWERMENT PROJECT				
Course Code	Total Credits	Contact Hours	Viva Voce	Internal Continuous Evaluation
DSE 4.2.	04	60	40	60

Learning objectives:

Students who opt for society empowerment project are required to start their PROJECT WORK at the beginning of 6th semester under the guidance of allotted faculty member. The selection of problem for society empowerment project needs to be done with consultation of faculty supervisor. The project proposals shall be prepared as per format given below:

8. Topic
9. Problem – Introduction and statistical details
10. Objectives of the project
11. Relevance of the project
12. Tentative intervention design and strategy / Network and advocacy
13. Expected outcomes
14. Timeline

The final report shall have following chapter scheme

11. Title of the Project
12. Relevance of the project
13. Aims and Objectives of the Intervention
14. Intervention design and strategy
15. Methods used to ensure peoples participation
16. Network and advocacy
17. Resource Mobilizations
18. Outcomes
19. Major Learning's
20. Limitations

Student should submit soft copy of the project in CD along with Programme Photographs, video recordings and other relevant documents. The final report shall be submitted to institute (one hard copy, one soft copy). Last date for submission is on or before 15th March.

MSW SEMSTER IV: CRIMINAL AND CORRECTIONAL ADMINISTRATION

CORPORATE SOCIAL RESPONSIBILITY					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 4.1.	04	60	60	40	3 Hours

Learning objectives:

- ❖ To understand the concept of CSR and the theoretical underpinnings.
- ❖ To understand the stakeholder approaches.
- ❖ Provide an experiential, integrative, substantive, and high quality experience surrounding issues of Corporate Social Responsibility

Module 1: Understanding basic terms and concepts **10**

Sessions

Meaning & Definition of CSR , Aims and Objectives of CSR, History & evolution of CSR. Benefits of CSR to Business. Factors hindering CSR activities in companies. Concept of Charity, Corporate philanthropy, Corporate Citizenship, Concept of sustainability & Stakeholder Management.

Module II: Legislations regarding CSR **10**

Sessions

CSR Legislation In India & the world. Section 135 of Companies Act 2013.Scope for CSR Activities under Schedule VII,Appointment of Independent Directors on the Board, and Computation of Net Profit's Implementing Process in India.

Module III: Theories of CSR **10**

Sessions

Theories of CSR: A.B Carroll, Wood, and stakeholders Theories. The triple bottom line approach. Stakeholder engagement, Standards and Codes – SA 8000, the Global Compact, GRI, etc as well as international standards including ISO 26000. Endemism, problems of enforcing biodiversity conservation and laws, Best practices in biodiversity conservation.

Module IV: Stakeholders Engagement **10**

Sessions

Stakeholder engagement, Interaction in a Multi-Stakeholder Context: CSR role on internal environment: Employees, Human Resource Management - labour security and human rights, Health and Safety. CSR role on External environment: 1) Customers: Consumer rights and movements affecting CSR; (2) Community: Community involvement, (3) Shareholders (4) Suppliers. Global Compact Self Assessment Tool, National Voluntary Guidelines by Govt. of India. Understanding roles and responsibilities of corporate foundations.

Module V: Legislations regarding CSR **10**

Sessions

Models of CSR in India, Carroll's model; drivers of CSR; major codes on CSR; Initiatives in India. The Drivers of CSR in India, Market based pressure and incentives civil society pressure, the regulatory environment in India Counter trends. Performance in major business and programs. Voluntarism, Judicial activism.

Sessions

Environment: Need for Environmental assessments. Governments' response to CSR Role of Biodiversity, Climate change and Environment in business. Environmental compliance. Review current trends and opportunities in CSR.CSR as a Strategic Business tool for Sustainable development. Review of successful corporate initiatives & challenges of CSR.Case Studies of Major CSR Initiatives.

Reference Books

3. Agarwal, S. (2008). Corporate social responsibility in India. Los Angeles: Response Publications
4. Baxi, C. (2005). Corporate social responsibility: Concepts and cases : The Indian experience. New Delhi, India: Excel Books.
5. Crane, A. (2008). Corporate social responsibility: Readings and cases in a global context. London: Routledge.
6. Visser, W. (2007). The A to Z of corporate social responsibility. A complete reference guide to concepts, codes and organisations. Chichester, England: John Wiley & Sons.
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MSW SEMSTER IV: CRIMINAL AND CORRECTIONAL ADMINISTRATION

OFFICE MANAGEMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 4.2.	04	60	60	40	3 Hours

Learning objectives

7. To familiarize students with the activities in a modern office.
8. To introduce the working environment, tools and equipments used in office.
9. To introduce office environment

Module 1: Office Management

10 Sessions

Office and office Management, meaning of office, function of office, primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office ,management, duties of an Office Manager.

Module 2: Filing and Indexing

10 Sessions

Filing and Indexing –Meaning and importance of filing, essential of good filing system. Centralized and decentralized filing system. Meaning, need and types of indexing used in the business organization.

Module 3: Office Forms

10 Sessions

Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens of forms used in office. Office Record Management –Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization.

Module 4: Office Machines and equipments

10

Sessions

Importance, objectives of office machines. Office Safety and Security –Meaning, importance of office Safety, safety hazards and steps to improve office safety. Security hazards and steps to improve office security.

Module 5: Measurement of Office Work

10

Sessions

Importance, purpose, difficulty in measuring office work. Different ways of measurement, setting of work standards, benefits of work standards. Techniques of setting standards. Office Manuals –Meaning, need, types of office manuals and steps in preparing of office manuals.

Module 6: Meetings

10

Sessions

Meaning and purpose of meetings, types of meetings, preparation for meetings: Notice, Agenda, Quorum, Role of Chairman, Minutes of meetings, duties of Secretary before, during and after a meeting, additional terms used in meetings.

References

- ❖ Chhabra, T.N., Modern Business Organisation, New Delhi, Dhanpat Rai & Sons.
- ❖ Duggal, Balraj, Office Management and Commercial Correspondence, Kitab Mahal, New Delhi.

- ❖ P.K. Ghosh, “Office Management”, Sultan Chand & Sons. New Delhi
- ❖ R.K. Chopra, Office Management, Himalaya Publishing House

MSW SEMSTER IV: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

SOCIAL POLICY AND SOCIAL LEGISLATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.1.	04	60	80	20	3 Hours

Learning Objectives

- To explain the nature and scope of social legislation in India.
- To make the students understand the relationship between social disorganisation and social legislation.
- To make an understanding regarding the major legal provisions of the social legislation.

Module I: Understanding Social Policy

10

Sessions

Concept, Meaning and importance of social policy: Definition, characteristics, scope and process of Social Policy. Distinction between Social Policy and Economic Policy. Concept of Welfare State. Role of Social Worker in policy formulation and planning.

Module II: Social Development Planning

10

Sessions

Concept of social development planning, scope of social planning, Linkage between social policy and planning, social development as a process of change, Inter relationship between sectors like economical, Socio-cultural and agricultural.

Module III: Social Policy in India

10

Sessions

Sources of Policy, Indian Constitution-Fundamental rights and Directive Principles of state, Basic structure of Indian Democracy: legislation, Judiciary and executive, Policy Formulation Process: Niti Aayog (Planning Commission), Role of International Organisations (UN, WTO, World Bank etc.) Academic and Research Organizations, Media, Advocacy.

Module IV: Socio-Legal Provision for Special groups

10

Sessions

Definition and scope of social legislation in India – social disorganisation and social legislation. Role of social worker in legal aid – law and morals. Indian constitution: History

and preambles of constitution – fundamental rights and duties, Directive principals of state policies.

Module V: Social legislations-I**10****Sessions**

Socio-Legal Provision for Special groups: Rights of the disadvantaged and the constitution, Provisions for Women, Provisions for Persons with disability, Provisions for children.

Module VI: Social legislations-II**10****Sessions**

The Right to Information Act 2005, The Special Marriage Act 1954. The Scheduled Cast and Scheduled Tribes (prevention of atrocities) Act 1989. The Domestic Violence Act 2005. Juvenile Justice (protection and care) Act 2015

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- Academic Foundation (2005) : India's Five year plans, Books and CD.
- Datta-Sundarm (2003): Indian Economy, Popular Prakashan, Mumbai
- Gangarde K.D., Social Legislation In India (Vol. I & II)
- Gurjeet Singh, The Law of Consumer Protection In Justice within reach
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- Gore M.S. (1985): Social aspects of development, Rawat Publication, Jaipur
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- Kappor N.D., (2000), Legislation, Sultan Chand & Sons, New Delhi
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- Naval T.R., (2001) Law of Prevention of Atrocities on the Scheduled castes and tribes, Concept Publishing Company, New Delhi
- Paras Diwan, The Human Rights & Law, Deep & Deep Publication, New Delhi
- Tacker & C., Underdeveloped Societies (Vol. I), Mumba
- Zhabwala N., I.P. C. 1860, Cr. P.C. Indian Evidence Act, 1860.

MSW SEMSTER IV: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

URBAN PLANING AND GOVERNENCE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.2.	04	60	60	40	3 Hours

Learning objectives

On successful completion of the course, the student will be able to understand the significance of urban planning in India, identify the potentials of institutions engaged in urban planning and realize the challenges of urban planning.

Module I: Urban Community: Core Concepts

10 Sessions

Historical analysis of urban community: Ancient, medieval, colonial and post independence. Urban Growth: Impact on Population and Environment. Industrialization and Urbanization. Urban Development Theories: Modernization, Dependency Theory, Urban Bias Theory, Migration Model, Social Darwinism, Neo-classical, Historical materialism, Circuits theory, Land nexus theory, Serote's Framework.

Module II: Urban Planning

10 Sessions

Urban Planning: Meaning, Nature and Significance -Evolution of urban planning in India - Types of Urban Planning–Concerns of Physical Planning: Water, Sewerage, Electricity, Housing, Transport, Communications, Fire, Heritage and Tourism -Concerns of Social Planning: Poverty and Slums, Education, Health, Culture, Crime and Violence.

Module III: Urban Planning Institution

10 Sessions

Urban Local Government Institutions (ULGI) - 74th Amendment Act - 12th Schedules. Urban Local Government Institutions Planning institutions, Norms and Practices, Planning Commission, Ministry of Urban Development, National Institute of Urban Affairs, State Government Departments, State Institute of Urban Development, Urban Development Authorities: Metropolitan, City and Township, Urban Development Information System (UDIS)–Role of Scientific Institutions in Urban Planning -Incorporation of GIS data in Urban Planning.

Module IV: Urban Governance

10 Sessions

Organizational structure and functions of Municipal Corporation, Municipal Councils, Notified Area Committee, Town Area Committee, Cantonment Boards, Town Panchayats, Townships, Port Trusts and Special Purpose Agencies.

Module V: Urban Issues -I

10 Sessions

In out migration, Slum Development, Population Burden, Prostitution, HIV/AIDS, Crime, Street Children, Homeless population, Water scarcity, Urban Issues: Urban Poverty, Urban Slums, Urban Safety, Pollution, Traffic Congestion, Urban Health, Law and Order, Land grabbing,

Module VI: Urban Issues-II

10 Sessions

Civic amenities, Waste Management -Urban Public Services: Demand for efficient Urban Public Services, Types of Urban Public Services, Performance Measurement of Urban Public Services. Emerging Urban Governance Issues -India's Response to Global Campaign for Good Urban Governance -Management of Urban Services. Government Programmes for Urban people. Role and functions of social work in Urban community

References

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- ❖ “Planning Sustainable Cities”, Global Report on Human Settlements 2009, Earthscan Publishers, London, 2009.

MSW SEMSTER IV: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

LIVELIHOOD AND SOCIAL AUDIT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.3.	04	60	60	40	3 Hours

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.

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

Module II: Livelihood Mapping	10 Sessions
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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.

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

Module IV: Livelihood Programmes Sessions	10
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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.

Module V: Social Accountability Sessions	10
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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.

Module VI: Community Social Audit Sessions	10
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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

References

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MSW SEMSTER IV: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

ECOLOGY AND DEVELOPMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.4.	04	60	80	20	3 Hours

Learning Objectives

The objective of this paper is to familiarize the students with basic concepts namely – nature, ecology, development, environmental degradation and measures taken at national level to overcome environmental degradation.

Module I: Core Concepts

10 Sessions

Ecology and environment: Ecology, Environment, Types of environment,.

Module II: Cultural Ecology

10 Sessions

Meaning and concept of environmental degradation, Human activities and extent of environmental Degradation,. Desertification, Deforestation, Development strategies and environmental issues

Module III: Sustainable Development

10 Sessions

Meaning and concept of sustainable development; challenges of sustainable development Current scenario and sustainable development in India, Appropriate technology as an alternative to sustainable development , Water (prevention and control of pollution) act 1974; the air (prevention and control of pollution) act 1981; public environmental awareness programmes , The environment protection act 1986; the wild life protection act 1972.

Module IV: Global Environmental Issues

10 Sessions

Global warming, Loss of bio-diversity, Depletion of ozone layer, Nuclear and e- waste, Chemical fertilizers and pesticides.

Module V: International Convention and National Policies on Environment 10 Sessions

Rio-summit, Earth summit, National environment policy 2006, Environment ethics- issues and possible solutions, Environment and development- contrasting views.

Module VI: Sustainable Living

10 Sessions

Concept of Energy Audit, Concept of Green Audit, Functions of Green Tribunal, Pollution Control mechanism, Afforestation, Water conservation and watershed development, reducing use of fertilisers., natural farming, terrace farming .

REFERENCES:

1. Atreya, B.D. – Environmental Education in Countries of the Regions.
2. NCERT – Man and Environment, New Delhi, 1975.
3. Parekh, B.S. – India on the Move, NCERT, New Delhi, 1975.
4. UNESCO, 1977 – Major Environmental Problems in Contemporary Society.
5. Policy Documents Govt. of India, Govt. of Maharashtra and Planning Commission on Environment.
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MSW SEMSTER IV: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

FIELD WORK EDUCATION AND PRACTICE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.5.	04	60	80	20	3 Hours

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

Rules and Regulation of Field Work

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:

- z.** 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

Rules and Regulation of Field Work

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.

Course Objectives

- ❖ 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	
Winter Mid - Term Internship	1	30 Days placement in National level organization for advanced learning (As per specialization)	Confidential Report from Agency. Attendance Certificate Report Content Presentation	15	25

		Internship presentation & report submission		10	
Concurrent Placement	4	Study Tour (20 marks)	Attendance & Participation	20	100
		Study Tour report submission (10)	Reports	10	
		Concurrent field placements in structured agency setting as per specialization for 20 days (20 days *1 marks each).	Confidential Report from Agency. Attendance Certificate	20	
		Fieldwork Report Submission (20 reports *1 marks each).	Reports	20	
		Society Empowerment Activity	Reports/Photographs/Outcome	10	
		Participation in Fieldwork Conference (10 Conference *2 mark each)	Attendance Progress Assessment	20	
Continuous Internal evaluation	1	Fieldwork diary	Maintenance of Fieldwork diary on Field Learning's and documentation	10	25
		Presentation on Field Learning's	Presentation Content	15	

Viva Voce Exam	2	External Exam	Viva Voce	50	50
Total					200

MSW SEMSTER IV: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

PROJECT DESIGNING AND MONITERING					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
AECC4.1.	04	60	80	20	3 Hours

Learning objectives:

By course end students should be able to conduct a basic needs assessment for a proposed project, including a stakeholder analysis. Develop a logical framework, Develop measureable indicators, Have ability to insert Monitoring and Evaluation into a project, Write a grant proposal and develop a project budget.

Module I: Core Concepts

10 Sessions

Meaning and definition of project proposal, Need of project proposal. Characteristics of programme and project. Components of a project proposal: Objectives, activities, output, outcome, indicator, budget, monitoring and evaluation plan. Results-Based Management - Introduction and concept of Results-Based Management, Results-Based Management in programme and project planning.

Module II: Approaches to development

10 Sessions

Rights based approach, Top down-tickle down approach, Growth pole approach, Grass root development approach, Fair trade approach, Export led growth, Foreign direct investment, Millennium development goal approach, Sustainable development approach, The capability approach, Environmental approach.

Module III: Project Designing

10 Sessions

Introduction: Project Cycle Management: The project cycle and Project Cycle Management, Logical Framework analysis. Designing and Planning a Project: Problem identification and statement, Needs assessment, problem tree analysis, deciding the overall strategy, Designing rationale for the project, Goals and objectives, Project activities (including tools such as log frames) , Defining the response, Strategic Planning and Budgeting.

Module IV: Writing a Grant Proposal

10 Sessions

Group Exercise under the guidance of Faculty: Developing Grant Proposals. Project work plan and timeframe, Budget development .

Module V: Financial Management of the project**10 Sessions**

Preparation of cost plan, Need for cost-benefit analysis, Accounting and Record keeping in a Project Preparation of accounts for auditing-records needed, Rules regarding foreign contributions-FCRA, Fund raising methods for local financial participation in the project.

Module VI: Monitoring and Evaluation**10 Sessions**

Meaning and definition of Monitoring and Evaluation (M&E): Monitoring, Internal and External Evaluations, Tools for M&E. Meaning and definition of need assessment, process of conducting assessment, use of secondary data for reference during assessment.

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MSW SEMSTER IV: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

RESEARCH PROJECT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 4.1.	04	60	80	20	3 Hours

Students who opt for research project are required to start their research work at the beginning of 6th semester under the guidance of allotted faculty member. The selection of agency/industry for data collection needs to be done with consultation of organization and faculty supervisor. The research proposals shall be prepared as per format given below:

13. Topic, Problem – Introduction and Review of literature
14. Objectives of the study
15. Tentative Research Methodology
16. References

The final research report shall have following chapter scheme

Title of the study

I Introduction

II. Review of literature

III. Research Methodology

Iv. Data Interpretation

v. Summary, suggestion and conclusion

Appendix – Interview schedule, Photos, Graphs, and bibliography etc.

The final research report shall be submitted to organization and respective guide (one hard copy, one soft copy). Last date for submission is on or before 15th March.

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MSW SEMSTER IV: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

SOCIETY EMPOWERMENT PROJECT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration

DSE 4.2.	04	60	80	20	3 Hours
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Learning objectives:

Students who opt for society empowerment project are required to start their PROJECT WORK at the beginning of 6th semester under the guidance of allotted faculty member. The selection of problem for society empowerment project needs to be done with consultation of faculty supervisor. The project proposals shall be prepared as per format given below:

15. Topic
16. Problem – Introduction and statistical details
17. Objectives of the project
18. Relevance of the project
19. Tentative intervention design and strategy / Network and advocacy
20. Expected outcomes
21. Timeline

The final report shall have following chapter scheme

21. Title of the Project
22. Relevance of the project
23. Aims and Objectives of the Intervention
24. Intervention design and strategy
25. Methods used to ensure peoples participation
26. Network and advocacy
27. Resource Mobilizations
28. Outcomes
29. Major Learning's
30. Limitations

Student should submit soft copy of the project in CD along with Programme Photographs, video recordings and other relevant documents. The final report shall be submitted to institute (one hard copy, one soft copy). Last date for submission is on or before 15th March.

MSW SEMSTER IV: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

CORPORATE SOCIAL RESPONSIBILITY					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 4.1.	04	60	80	20	3 Hours

Learning objectives:

- ❖ To understand the concept of CSR and the theoretical underpinnings.

- ❖ To understand the stakeholder approaches.
- ❖ Provide an experiential, integrative, substantive, and high quality experience surrounding issues of Corporate Social Responsibility

Module 1: Understanding basic terms and concepts	10
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Sessions

Meaning & Definition of CSR , Aims and Objectives of CSR, History & evolution of CSR. Benefits of CSR to Business. Factors hindering CSR activities in companies. Concept of Charity, Corporate philanthropy, Corporate Citizenship, Concept of sustainability & Stakeholder Management.

Module II: Legislations regarding CSR	10
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Sessions

CSR Legislation In India & the world. Section 135 of Companies Act 2013.Scope for CSR Activities under Schedule VII,Appointment of Independent Directors on the Board, and Computation of Net Profit's Implementing Process in India.

Module III: Theories of CSR	10
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Sessions

Theories of CSR: A.B Carroll, Wood, and stakeholders Theories. The triple bottom line approach. Stakeholder engagement, Standards and Codes – SA 8000, the Global Compact, GRI, etc as well as international standards including ISO 26000. Endemism, problems of enforcing biodiversity conservation and laws, Best practices in biodiversity conservation.

Module IV: Stakeholders Engagement	10
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Sessions

Stakeholder engagement, Interaction in a Multi-Stakeholder Context: CSR role on internal environment: Employees, Human Resource Management - labour security and human rights, Health and Safety. CSR role on External environment: 1) Customers: Consumer rights and movements affecting CSR; (2) Community: Community involvement, (3) Shareholders (4) Suppliers. Global Compact Self Assessment Tool, National Voluntary Guidelines by Govt. of India. Understanding roles and responsibilities of corporate foundations.

Module V: Legislations regarding CSR	10
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Sessions

Models of CSR in India, Carroll's model; drivers of CSR; major codes on CSR; Initiatives in India. The Drivers of CSR in India, Market based pressure and incentives civil society pressure, the regulatory environment in India Counter trends. Performance in major business and programs. Voluntarism, Judicial activism.

Sessions

Environment: Need for Environmental assessments. Governments' response to CSR Role of Biodiversity, Climate change and Environment in business. Environmental compliance. Review current trends and opportunities in CSR.CSR as a Strategic Business tool for Sustainable development. Review of successful corporate initiatives & challenges of CSR.Case Studies of Major CSR Initiatives.

Reference Books

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5. Agarwal, S. (2008). Corporate social responsibility in India. Los Angeles: Response Publications
 6. Baxi, C. (2005). Corporate social responsibility: Concepts and cases : The Indian experience. New Delhi, India: Excel Books.
 9. Crane, A. (2008). Corporate social responsibility: Readings and cases in a global context. London: Routledge.
 10. Visser, W. (2007). The A to Z of corporate social responsibility. A complete reference guide to concepts, codes and organisations. Chichester, England: John Wiley & Sons.
 11. Werther, W., & Chandler, D. (2006). Strategic corporate social responsibility: Stakeholders in a global environment. Thousand Oaks: Sage Publications.
 12. Visser, W. (2011). The age of responsibility CSR 2.0 and the new DNA of business. Chichester, West Sussex: John Wiley & Sons.

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MSW SEMSTER IV: URBAN, RURAL AND TRIBAL COMMUNITY DEVELOPMENT

OFFICE MANAGEMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 4.2.	04	60	60	40	3 Hours

Learning objectives

10. To familiarize students with the activities in a modern office.
11. To introduce the working environment, tools and equipments used in office.
12. To introduce office environment

Module I: Office Management

10 Sessions

Office and office Management, meaning of office, function of office, primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office ,management, duties of an Office Manager.

Module 2: Filing and Indexing

10 Sessions

Filing and Indexing –Meaning and importance of filing, essential of good filing system. Centralized and decentralized filing system. Meaning, need and types of indexing used in the business organization.

Module 3: Office Forms

10 Sessions

Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens of forms used in office. Office Record Management –Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization.

Module 4: Office Machines and equipments

10

Sessions

Importance, objectives of office machines. Office Safety and Security –Meaning, importance of office Safety, safety hazards and steps to improve office safety. Security hazards and steps to improve office security.

Module 5: Measurement of Office Work

10

Sessions

Importance, purpose, difficulty in measuring office work. Different ways of measurement, setting of work standards, benefits of work standards. Techniques of setting standards. Office Manuals –Meaning, need, types of office manuals and steps in preparing of office manuals.

Module 6: Meetings

10

Sessions

Meaning and purpose of meetings, types of meetings, preparation for meetings: Notice, Agenda, Quorum, Role of Chairman, Minutes of meetings, duties of Secretary before, during and after a meeting, additional terms used in meetings.

References

- Chhabra, T.N., Modern Business Organisation, New Delhi, Dhanpat Rai & Sons.
- Duggal, Balraj, Office Management and Commercial Correspondence, Kitab Mahal, New Delhi.
- P.K. Ghosh, "Office Management", Sultan Chand & Sons. New Delhi
- R.K. Chopra, Office Management, Himalaya Publishing House

MSW SEMSTER IV: MEDICAL AND PSYCHIATRIC SOCIAL WORK

SOCIAL POLICY AND SOCIAL LEGISLATION					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.1.	04	60	60	40	3 Hours

Learning Objectives

- To explain the nature and scope of social legislation in India.
- To make the students understand the relationship between social disorganisation and social legislation.
- To make an understanding regarding the major legal provisions of the social legislation.

Module I: Understanding Social Policy

10

Sessions

Concept, Meaning and importance of social policy: Definition, characteristics, scope and process of Social Policy. Distinction between Social Policy and Economic Policy. Concept of Welfare State. Role of Social Worker in policy formulation and planning.

Module II: Social Development Planning

10

Sessions

Concept of social development planning, scope of social planning, Linkage between social policy and planning, social development as a process of change, Inter relationship between sectors like economical, Socio-cultural and agricultural.

Module III: Social Policy in India

10

Sessions

Sources of Policy, Indian Constitution-Fundamental rights and Directive Principles of state, Basic structure of Indian Democracy: legislation, Judiciary and executive, Policy Formulation Process: Niti Aayog (Planning Commission), Role of International Organisations (UN, WTO, World Bank etc.) Academic and Research Organizations, Media, Advocacy.

Module IV: Socio-Legal Provision for Special groups	10
Sessions	
Definition and scope of social legislation in India – social disorganisation and social legislation. Role of social worker in legal aid – law and morals. Indian constitution: History and preambles of constitution – fundamental rights and duties, Directive principles of state policies.	
Module V: Social legislations-I	10
Sessions	
Socio-Legal Provision for Special groups: Rights of the disadvantaged and the constitution, Provisions for Women, Provisions for Persons with disability, Provisions for children.	
Module VI: Social legislations-II	10
Sessions	
The Right to Information Act 2005, The Special Marriage Act 1954. The Scheduled Cast and Scheduled Tribes (prevention of atrocities) Act 1989. The Domestic Violence Act 2005. Juvenile Justice (protection and care) Act 2015.	
References	

39. Academic Foundation (2005) : India's Five year plans, Books and CD.
40. Datta-Sundarm (2003): Indian Economy, Popular Prakashan, Mumbai
41. Gangarde K.D., Social Legislation In India (Vol. I & II)
42. Gurjeet Singh, The Law of Consumer Protection In Justice within reach
43. Gokhale S.D (1974): Social welfare legend and Legacy, Popular Prakashan, Mumbai
44. Gore M.S. (1985): Social aspects of development, Rawat Publication, Jaipur
45. Kulkarni P.D.(1979):Social policy and Social Development in India, Asso of school of SW in India
46. Pathak S. (1981): Social Welfare An Evolutionary and development perspective, MacMilan India, Delhi
47. Patil B.R. (1978): The economics of Social Work in India, Somaiya, Mumbai
48. Reheman. M (2006): Rural development and Rural workers, Commonwealth Pub, Delhi.
49. Sharma P. N. and Shastri. C : Social planning concepts and techniques, Print House, Lucknow
50. Titmus R. M. (1974): Social Policy, An Introduction, George Allen and Unwin, London
51. Kappor N.D., (2000), Legislation, Sultan Chand & Sons, New Delhi
52. Kisana Lala, Legislative Process In India Deep & Deep Publication, New Delhi
53. Manooja D.C., Adoption & Practice, Deep & Deep Publication, New Delhi
54. Naval T.R., (2001) Law of Prevention of Atrocities on the Scheduled castes and tribes, Concept Publishing Company, New Delhi
55. Paras Diwan, The Human Rights & Law, Deep & Deep Publication, New Delhi
56. Tacker & C., Underdeveloped Societies (Vol. I), Mumba
57. Zhabwala N., I.P. C. 1860, Cr. P.C. Indian Evidence Act, 1860.

MSW SEMSTER III: MEDICAL AND PSYCHIATRIC SOCIAL WORK

MEDICAL AND PSYCHIATRIC SOCIAL WORK					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.2.	04	60	60	40	3 Hours

Learning objectives

To trace the historical development of medical and psychiatric social work in India and abroad. Understand the nature of medical social work services and understand the application of social work in health setting both in hospital and community.

Module I: Core Concepts

10 Sessions

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.

Module II: Medical Social Work Sessions

10

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.

Module III: Psychiatric Social Work Sessions

10

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.

Module IV: Palliative Care and Social Work Sessions

10

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.

Module V: Rehabilitation and After Care Services Sessions

10

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.

Module VI: Health Policies**10****Sessions**

Mental Health Act. Medical Termination of pregnancy act. ESI Act and Schemes. Group Discussion on Right to Health versus Responsibility for Health

References

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

MSW SEMSTER IV: MEDICAL AND PSYCHIATRIC SOCIAL WORK

THERAPEUTIC COUNSELLING					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.3.	04	60	60	40	3 Hours

Learning objectives

- To Develop knowledge and skills of different psycho therapeutic theories
- To acquire Knowledge and skills for therapeutic intervention
- To make students understand therapeutic work with Individuals, Families and Groups.
- To familiarize students with the theories of psychotherapies.
- To introduce the various assessment approach and techniques of intervention.

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.

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.

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).

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) .

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.

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.

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
7. Burke, F. Joseph (1989). Contemporary approaches to Psychotherapy & Counselling California : Brooke/Cole Publishing Co.
8. Capuzzi, David (1999). Counselling and Psychotherapies Columbia : Merrill Prentice Hall,London,Steel
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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

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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
21. Fuster T M, (1980). Personal counseling, Mumbai: St. Paul's Publications

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MSW SEMSTER IV: MEDICAL AND PSYCHIATRIC SOCIAL WORK

MENTAL HEALTH CARE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC 4.4.	04	60	60	40	3 Hours

Learning Objectives

- To make the students understand the concepts of “Mental Health” and Mental illness.
- To explain the signs and symptoms, etiology, diagnosis and treatment of mental health problems.

Module I: Mental Health: Core Concepts **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.

Module II: Society and Mental Illness **10 Sessions**

Traditional and Modern attitude towards mental illness, Factors influencing mental health. Brain, Nervous System and mental health, Socio economic and -cultural aspects of mental health , Mental Health Services in India, Mental health and human rights.

Module III: Mental Health Policies and Legislation **10 Sessions**

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.

Module IV: Care of the mentally III **10 Sessions**

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.

Module V: Psychosocial Rehabilitation

10 Sessions

Psychosocial Rehabilitation Services: Individual counseling, Adherence Counselling, Group therapy, Family Interventions, and Community Resource Mobilization. Occupational therapy - Principles and practice. Theory and concept of psychosocial rehabilitation, Approaches to psychiatric rehabilitation, Different settings in psychosocial rehabilitation..

Module VI: Dealing with Psychiatric Disability

10 Sessions

Certification of psychiatric disability and welfare measures: Procedures for getting psychiatric disability certificate, welfare measures for persons with psychiatric disability, issues related to psychiatric disability and welfare measures.

References

- Dr. Arun Rukadikar & Dr. Mary P. Rukadikar, Mental Disorders and you – An illustrated and easy guide to mental disorders for the mentally ill & their families
- Patricia Casey & Brendan Kelly, clinical psychopathology
- WHO Geneva, The ICD – 10 classification of Mental and Behavioural disorders – clinical descriptions & diagnostic guidelines
- Bhatia M.S. (1992), Essentials of psychiatry, CBS Publication, Delhi
- H.J. Kaplan, Sadock, (1990), Synopsis of psychiatry, Williams & Wilkins, London
- Michael Gelder, Dennis Gath, Oxford text book of psychiatry, Oxford University Press
- Robert C.C. et. Al. Abnormal psychology & modern life – Harper Collins psy., New York
- Carson R.C., Butcher J.N. & Mineka S, Abnormal Psychology & Modern life, Longman, New York
- Inside the mind of Toyota – Satoshi Hino – Management principles of enduring growth
- Frank J Landy & Jeffrey M. Conte work in the 21st century. An introduction to industrial & organization and Psychology second edition. Blackwell Publications

MSW SEMSTER IV: MEDICAL AND PSYCHIATRIC SOCIAL WORK

FIELD WORK EDUCATION AND PRACTICE					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
CC4.5.	04	60	80	20	3 Hours

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

Course Objectives

- 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		Means of Evaluation
Winter Mid - Term Internship	1	30 Days placement in (As per specialization)	15	25	2. Confidential Report from Agency. 2 Attendance Certificate 4 Report Content 4. Presentation
		Internship presentation & report submission	10		
Concurrent Placement	4	Study tour 5 visits to eminent organization (5*5 marks each)	25	100	Attendance & Participation
		Study tour report submission (5*2)	10		Reports, content and quality

		Concurrent field placements in structured agency setting as per specialization for 20 days (20 days *1 marks each).	20		7. Confidential Report from Agency. 8. Attendance Certificate
		Fieldwork Report Submission	20		Reports
		participation in rally, research survey, observation of important days, society empowerment activity/outreach programme	15		Reports/Photographs/Outcome
		Participation in Fieldwork Conference (10 Conference *1 mark each)	10		9. Attendance 10. Progress Assessment
Continuous Internal evaluation	1	Fieldwork diary	10	25	Maintenance of Fieldwork diary on Field Learning's and documentation
		Presentation on Field Learning's	15		Presentation Content
Viva Voce Exam	2	External Exam	50	50	Viva Voce
		Total	200		Total

MSW SEMSTER IV: MEDICAL AND PSYCHIATRIC SOCIAL WORK

PROJECT DESIGNING AND MONITERING					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
AECC4.1.	04	60	60	40	3 Hours

Learning objectives:

By course end students should be able to conduct a basic needs assessment for a proposed project, including a stakeholder analysis. Develop a logical framework, Develop measureable indicators, Have ability to insert Monitoring and Evaluation into a project, Write a grant proposal and develop a project budget.

Module I: Core Concepts

10 Sessions

Meaning and definition of project proposal, Need of project proposal. Characteristics of programme and project. Components of a project proposal: Objectives, activities, output, outcome, indicator, budget, monitoring and evaluation plan. Results-Based Management - Introduction and concept of Results-Based Management, Results-Based Management in programme and project planning.

Module II: Approaches to development	10 Sessions
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Rights based approach, Top down-tickle down approach, Growth pole approach, Grass root development approach, Fair trade approach, Export led growth, Foreign direct investment, Millennium development goal approach, Sustainable development approach, The capability approach, Environmental approach.

Module III: Project Designing	10 Sessions
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Introduction: Project Cycle Management: The project cycle and Project Cycle Management, Logical Framework analysis. Designing and Planning a Project: Problem identification and statement, Needs assessment, problem tree analysis, deciding the overall strategy, Designing rationale for the project, Goals and objectives, Project activities (including tools such as log frames) , Defining the response, Strategic Planning and Budgeting.

Module IV: Writing a Grant Proposal	10 Sessions
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Group Exercise under the guidance of Faculty: Developing Grant Proposals. Project work plan and timeframe, Budget development

Module V: Financial Management of the project	10 Sessions
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Preparation of cost plan, Need for cost-benefit analysis, Accounting and Record keeping in a Project Preparation of accounts for auditing-records needed, Rules regarding foreign contributions-FCRA, Fund raising methods for local financial participation in the project.

Module VI: Monitoring and Evaluation	10 Sessions
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Meaning and definition of Monitoring and Evaluation (M&E): Monitoring, Internal and External Evaluations, Tools for M&E. Meaning and definition of need assessment, process of conducting assessment, use of secondary data for reference during assessment.

References

- Lewis, D. (2006). The Management of Non-Governmental Development Organizations. London: Routledge.
- Padaki, V., & Vaz, M. (2005). Management Development in Non-Profit Organisations (A Programme for Governing Boards). New Delhi: Sage Publications India Pvt.Ltd.
- Pruthi, R. (2000). Manual of Non Profit Organizations `s - How to Manage. New Delhi: Crest.
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MSW SEMSTER IV: MEDICAL AND PSYCHIATRIC SOCIAL WORK

RESEARCH PROJECT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 4.1.	04	60	60	40	3 Hours

Students who opt for research project are required to start their research work at the beginning of 6th semester under the guidance of allotted faculty member. The selection of agency/industry for data collection needs to be done with consultation of organization and faculty supervisor. The research proposals shall be prepared as per format given below:

17. Topic, Problem – Introduction and Review of literature
18. Objectives of the study
19. Tentative Research Methodology
20. References

The final research report shall have following chapter scheme

Title of the study

I Introduction

II. Review of literature

III. Research Methodology

Iv. Data Interpretation

v. Summary, suggestion and conclusion

Appendix – Interview schedule, Photos, Graphs, and bibliography etc.

The final research report shall be submitted to organization and respective guide (one hard copy, one soft copy). Last date for submission is on or before 15th March.

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MSW SEMSTER IV: MEDICAL AND PSYCHIATRIC SOCIAL WORK

SOCIETY EMPOWERMENT PROJECT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
DSE 4.2.	04	60	60	40	3 Hours

Learning objectives:

Students who opt for society empowerment project are required to start their PROJECT WORK at the beginning of 6th semester under the guidance of allotted faculty member. The selection of problem for society empowerment project needs to be done with consultation of faculty supervisor. The project proposals shall be prepared as per format given below:

22. Topic
23. Problem – Introduction and statistical details
24. Objectives of the project
25. Relevance of the project
26. Tentative intervention design and strategy / Network and advocacy
27. Expected outcomes
28. Timeline

The final report shall have following chapter scheme

31. Title of the Project
32. Relevance of the project
33. Aims and Objectives of the Intervention
34. Intervention design and strategy
35. Methods used to ensure peoples participation
36. Network and advocacy
37. Resource Mobilizations
38. Outcomes
39. Major Learning's
40. Limitations

Student should submit soft copy of the project in CD along with Programme Photographs, video recordings and other relevant documents. The final report shall be submitted to institute (one hard copy, one soft copy). Last date for submission is on or before 15th March.

MSW SEMSTER IV: MEDICAL AND PSYCHIATRIC SOCIAL WORK

CORPORATE SOCIAL RESPONSIBILITY					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 4.1.	04	60	60	40	3 Hours

Learning objectives:

- ❖ To understand the concept of CSR and the theoretical underpinnings.
- ❖ To understand the stakeholder approaches.
- ❖ Provide an experiential, integrative, substantive, and high quality experience surrounding issues of Corporate Social Responsibility

Module 1: Understanding basic terms and concepts 10

Sessions

Meaning & Definition of CSR , Aims and Objectives of CSR, History & evolution of CSR. Benefits of CSR to Business. Factors hindering CSR activities in companies. Concept of Charity, Corporate philanthropy, Corporate Citizenship, Concept of sustainability & Stakeholder Management.

Module II: Legislations regarding CSR 10

Sessions

CSR Legislation In India & the world. Section 135 of Companies Act 2013.Scope for CSR Activities under Schedule VII,Appointment of Independent Directors on the Board, and Computation of Net Profit's Implementing Process in India.

Module III: Theories of CSR 10

Sessions

Theories of CSR: A.B Carroll, Wood, and stakeholders Theories. The triple bottom line approach. Stakeholder engagement, Standards and Codes – SA 8000, the Global Compact, GRI, etc as well as international standards including ISO 26000. Endemism, problems of enforcing biodiversity conservation and laws, Best practices in biodiversity conservation.

Module IV: Stakeholders Engagement 10

Sessions

Stakeholder engagement, Interaction in a Multi-Stakeholder Context: CSR role on internal environment: Employees, Human Resource Management - labour security and human rights, Health and Safety. CSR role on External environment: 1) Customers: Consumer rights and movements affecting CSR; (2) Community: Community involvement, (3) Shareholders (4) Suppliers. Global Compact Self Assessment Tool, National Voluntary Guidelines by Govt. of India. Understanding roles and responsibilities of corporate foundations.

Module V: Legislations regarding CSR 10

Sessions

Models of CSR in India, Carroll's model; drivers of CSR; major codes on CSR; Initiatives in India. The Drivers of CSR in India, Market based pressure and incentives civil society pressure, the regulatory environment in India Counter trends. Performance in major business and programs. Voluntarism, Judicial activism.

Module VI: CSR towards Environment and Biodiversity**10****Sessions**

Environment: Need for Environmental assessments. Governments' response to CSR Role of Biodiversity, Climate change and Environment in business. Environmental compliance. Review current trends and opportunities in CSR.CSR as a Strategic Business tool for Sustainable development. Review of successful corporate initiatives & challenges of CSR.Case Studies of Major CSR Initiatives.

Reference Books

7. Agarwal, S. (2008). Corporate social responsibility in India. Los Angeles: Response Publications
8. Baxi, C. (2005). Corporate social responsibility: Concepts and cases : The Indian experience. New Delhi, India: Excel Books.
13. Crane, A. (2008). Corporate social responsibility: Readings and cases in a global context. London: Routledge.
14. Visser, W. (2007). The A to Z of corporate social responsibility. A complete reference guide to concepts, codes and organisations. Chichester, England: John Wiley & Sons.
15. Werther, W., & Chandler, D. (2006). Strategic corporate social responsibility: Stakeholders in a global environment. Thousand Oaks: Sage Publications.
16. Visser, W. (2011). The age of responsibility CSR 2.0 and the new DNA of business. Chichester, West Sussex: John Wiley & Sons.

MSW SEMSTER IV: MEDICAL AND PSYCHIATRIC SOCIAL WORK

OFFICE MANAGEMENT					
Course Code	Total Credits	Contact Hours	External Exam Marks	Internal Exam Marks	External Exam Duration
GE 4.2.	04	60	60	40	3 Hours

Learning objectives

1. To familiarize students with the activities in a modern office.
2. To introduce the working environment, tools and equipments used in office.
3. To introduce office environment

Module I: Office Management

10 Sessions

Office and office Management, meaning of office, function of office, primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office ,management, duties of an Office Manager.

Module 2: Filing and Indexing

10 Sessions

Filing and Indexing –Meaning and importance of filing, essential of good filing system. Centralized and decentralized filing system. Meaning, need and types of indexing used in the business organization.

Module 3: Office Forms

10 Sessions

Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens of forms used in office. Office Record Management –Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization.

Module 4: Office Machines and equipments

10

Sessions

Importance, objectives of office machines. Office Safety and Security –Meaning, importance of office Safety, safety hazards and steps to improve office safety. Security hazards and steps to improve office security.

Module 5: Measurement of Office Work

10

Sessions

Importance, purpose, difficulty in measuring office work. Different ways of measurement, setting of work standards, benefits of work standards. Techniques of setting standards. Office Manuals –Meaning, need, types of office manuals and steps in preparing of office manuals.

Module 6: Meetings

10

Sessions

Meaning and purpose of meetings, types of meetings, preparation for meetings: Notice, Agenda, Quorum, Role of Chairman, Minutes of meetings, duties of Secretary before, during and after a meeting, additional terms used in meetings.

References

1. Chhabra, T.N., Modern Business Organisation, New Delhi, DhanpatRai& Sons.

2. Duggal, Balraj, Office Management and Commercial Correspondence, KitabMahal,
3. New Delhi.
4. P.K. Ghosh, “Office Management”, Sultan Chand & Sons. New Delhi
5. R.K. Chopra, Office Management, Himalaya Publishing House.