

**KUMAUN UNIVERSITY, NAINITAL**  
**NATIONAL EDUCATION POLICY-2020**  
**PROPOSED COMMON MINIMUM SYLLABUS FOR ALL UTTARAKHAND**  
**STATE UNIVERSITIES AND COLLEGES FOR FOURTH & FIFTH YEAR**  
**MASTER OF SOCIAL WORK (MSW)**  
**D.S.B. CAMPUS, KUMAUN UNIVERSITY, NAINITAL**  
**SYLLABUS UNDER CBCS – 2022-2023**  
**(Course Design)**  
**2022-2023**

**Course Introduction**

Social Work is a dynamic profession and always endeavours to respond to fresh challenges. Located in the very depth of the socio-cultural milieu, its very existence depends on this response to a changing context. It addresses the concerns of society and develops young social work professionals with the best of knowledge, skills and attitudes. As is the case with other professions, Social Work too has a 'science' and an 'art' to it. Besides its core domains, it draws upon other disciplines. Over years, all professions have grown, and with expansion of knowledge, the boundaries between different disciplines have become porous. It therefore emerges (a) that curricula need to be revisited and revised; (b) supportive knowledge areas and skill demands for practice be addressed in the curriculum; (c) employability of young professionals should be kept in view; (d) pedagogies should be innovative and evolving out of the profession and (e) assessment and evaluation need to have a wide coverage of the knowledge and skills acquired during the course of study.

**Vision**

Social Work envisions the creation of a just and humane environment where professionally trained social workers having a quest for life-long learning and deeper sense of service, help people in enhancing their capacity and efficacy in finding lasting solutions to their problems and fulfilment of diversified needs, and thus work towards making this world liveable in a free and fair manner in harmony with nature.

**Mission**

The Mission of Learning Outcomes based Curriculum Framework for Social Work is to ensure quality education to the aspirants foreseeing the developmental trends in higher education, incorporating multi-disciplinary skills, making professional education and practice of social work more attractive, preparing the youth for life-long learning in a competitive world and ultimately increasing the chances of their employability on the one hand and shaping their personality to take up new challenges, new assignments and new responsibilities comfortably on the other, and thus ultimately contributing in the mitigation of the problems of suffering humanity.

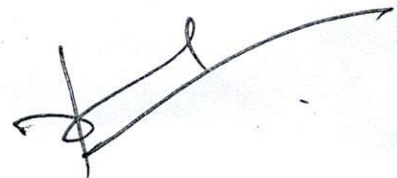
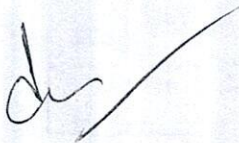
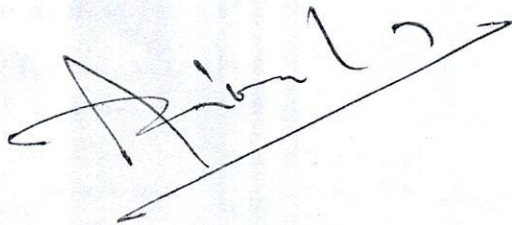
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## Program Specific Outcome:

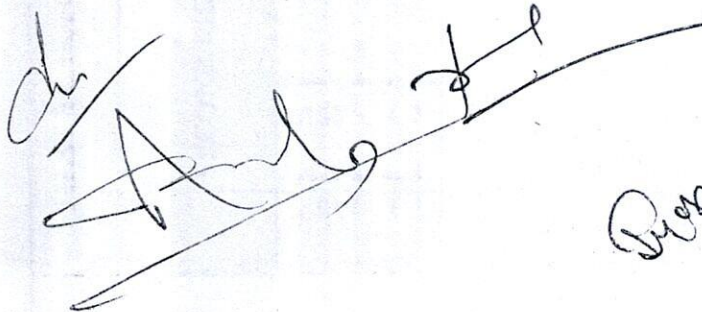

At the end of the MSW program, the student will be able to:

- Discover the knowledge on Social Work Theories and Practices and, demonstrate its methods with Individuals, Families, Communities, Community Organization and Social Welfare administration
- Develop skills to demonstrate values and ethics of Professional Social Work practice by working with diverse and vulnerable population
- Carryout evidence based research on contemporary issues and applies suitable interventions to solve the problems of the people
- Identify various Laws, Legislations, Policies and programmes at State, National and International levels related to welfare and recommend future policies for implementation
- Obtain knowledge on specialized fields like Counseling, Medical and Psychiatric Social Work, Gerontology, Human Resource Management and Industrial relations that provides an employment opportunity in various fields
- Acquire professional skills and abilities that train them challenges to tackle in their own life and career
- Capability of conducting independent research on burning social issues, with relevant interventional programmes so as to give scientific solutions to the problem.

S. No.	Name	Designation	Department	Affiliation
1	Dr. Priyanka Neeraj Ruwali	Associate Professor and Course Co-ordinator	M.S.W.	Kumaun University, Nainital
2	Dr. Neha Gupta	Field Investigator	M.S.W.	Kumaun University, Nainital

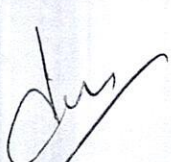
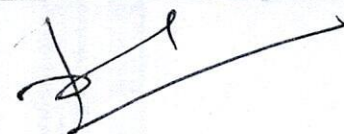



List of all Papers in Seventh to Tenth Semester Semester-wise Title of the Papers in MSW					
Year	Semester	Codes	Paper Titles	Theory/ Practical	Credits
<b>Bachelor Research in Arts/ M.A. I Year (MSW)</b>					
<b>FIRST YEAR/FOURTH YEAR</b>	<b>FIRST/SEVENTH</b>	MSW-CC101	History and Philosophy of Social Work Profession	Major	5
		MSW-CC102	Sociology for Social Work in India	Major	5
		MSW-CC103	Human Development and Human Behaviour	Major	5
		MSW-CC104	Social Work with Individual	Major	5
		MSW-CC105	Rural and Urban Community Development	Minor	4
		MSW-CC106	Concurrent Field Work and Viva –Voce	Field Based	4
<b>Bachelor Research in Arts/ M.A. I Year (MSW)</b>					
<b>FIRST YEAR/FOURTH YEAR</b>	<b>SECOND/EIGHTH</b>	MSW-CC201	Social Work Research	Major	5
		MSW-CC202	Social Group Work	Major	5
		MSW-CC203	Human Rights, Social Legislations and Social Justice	Major	5
		MSW-CC204	Social Policy and Planning in India	Major	5
		MSW-CC205	Concurrent Field Work and Viva –Voce	Field Based	4
<b>Master of Social Work (MSW)</b>					
<b>SECOND YEAR/FIFTH YEAR</b>	<b>THIRD/NINETH</b>	MSW-CC301	Community Organisation, Community Work and Social Action	Major	5
		MSW-CC302	Dimensions of Health and Medical Social Work	Major	5
		MSW-CC303	Management of Development and Social Welfare in India	Major	5

		MSW-CC304	NGO Management and Corporate Social Responsibility	Major	5
		MSW-CC305	Concurrent Field Work and Viva -Voce	Field Based	4
<b>Master of Social Work (MSW)</b>					
<b>SECOND YEAR/FIFTH YEAR</b>	<b>FOURTH/TENTH</b>	MSW-CC401	Computer Application in Social Work	Major	5
		MSW-CC402	Human Resource Management and Industrial Relations	Major	5
		MSW-CC403	Social Security, Labour Welfare and Labour Legislations	Major	5
		MSW-CC404	Social Work Practice with Families and Children	Major	5
		MSW-CC405	Concurrent Field Work and Viva -Voce	Field Based	4

<b>Internal Assessment &amp; External Assessment</b>			
<b>Internal Assessment</b>	<b>Marks 25</b>	<b>External Assessment</b>	<b>Marks 75</b>
Assignments on any topic of the syllabus	<b>10</b>	External Assessment on the basis of University Examination System	
Seminar/Written Test	<b>10</b>	Research Project Work: Evaluation and Viva-voce by Internal and External Examiner	<b>Marks 100</b>
Attendance	<b>05</b>		
<b>Total Marks: Internal Assessment 25 and External Assessment 75 = 100</b>			

<b>Bachelor Research in Arts (MSW)</b>	<b>First Year/Fourth Year</b>	<b>Semester First/Seventh</b>
<b>Subject: MSW</b>		
<b>MSW-CC101</b>	<b>History and Philosophy of Social Work Profession</b>	
<b>Credits: 5</b>	<b>Major</b>	
<b>Max. Marks: 100</b>	<b>Passing Marks: As per University Rules</b>	

**Objectives:**

- To understand the context of emergence of social work as a subject and as a profession.
- To understand the nature of social work practice in different settings.
- To understand and differentiate social work from other seemingly related terms.
- To comprehend the dynamic scope of social work.

**Outcome:**

The learner shall be able to, trace the emergence of social work as a profession, the ideologies and approaches of social work, understand various issues of human rights and social problems, various functions of social work and equip with necessary skills for practicing social work.

<b>Units</b>	<b>Topics</b>	<b>No. of Lectures</b>
Unit I	Social work- Meaning, Objectives and Scope; Principles, Goals and Values in Social Work; Social work- Relationship with other Social Sciences; Social work as a Profession and its attributes; Functions of Social work: Remedial, Preventive and Development	15
Unit II	History of Social Work in England, America and India; Emergence of Method Approach in Social Work Practices; Organized and Scientific Charity; Development of Professional Social Work Education and Training; Ethical Responsibilities in Social Work	15
Unit III	Social Reform, Social Welfare and Social Work; Evolution of Social Work Profession; Professionalization of Social Work; Interface between Professional and voluntary Social Work, Welfare vs Development Orientation in Social Work	15
Unit IV	Hindu Reform Movements; Muslim Reform Movements; Gandhian Ideology and Sarvodaya Movement; Dalit and Tribal Movement	15
Unit V	Concept and Characteristics of Social System; Units of Social Work Intervention: Individual, Family, Group, Communities and Organizations; System Approach to Social Work Practice; Integrated Approach to Social Work Practice; Role of Professional Social Worker	15

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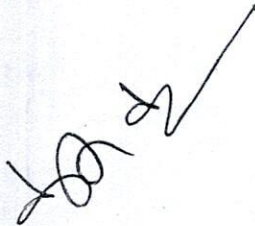
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**MSW-CC101: History and Philosophy of Social Work Profession**

**Text/ Reference Books**

1. Dubois, Bendra. Miley, K.K: Social Work: An Empowering Profession; Allyn& Bacon: Baston 1992 (Acc No. 4671) Chapter 1, 2, 3.5,8 & 9
2. Desai, Murl: Ideologies and Social Work; Rawat Publications, Jaipur 2002 (Acc No. 5328) Reference-Books
3. Morales, Armando.,Sheafor, Bradford, W: Social Work- A Profession of Many Faces; Allyn& Bacon Pub: Massachusetis1992 (Acc. No. 4545) Chapter 1, 2.3.4.5 &21 (Unit I & II)
4. Skidmore, Rex A. et. al.: Introduction to Social Work; Prentice Hall Inc: New Jersey 1974 (ACC No. MSW- 48) Chapter 1, 2. 3. 19, 20 & 21 (Unit I. II & III)
5. Wadia, A. R.: History & Philosophy of Social Work in India; Allied Pub: Bombay 1968 (ACC No. 2187) Chapter 1. 3 & 4 (Unit I II & IV)
6. Sinha, Archna: The Social and Political Philosophy of Sarvodaya; Janaki Publications: Patna 1978 (ACC NO. 2565) Chapter 7 (Unit IV)
7. Chand, Tara: History of Freedom Movement in India Vol. I; Publication Division. GOI: New Delhi 1992
8. Zofia, T. Butrym: The Nature of Social Work; The Macmillan Press Ltd: London 1975 (ACC No. 7674) Chapter 2 (Unit V)



<b>Bachelor Research in Arts (MSW)</b>	<b>First Year/Fourth Year</b>	<b>Semester First/Seventh</b>
<b>Subject: MSW</b>		
<b>MSW-CC102</b>	<b>Sociology for Social Work in India</b>	
<b>Credits: 5</b>	<b>Major</b>	
<b>Max. Marks: 100</b>	<b>Passing Marks: As per University Rules</b>	

#### Core Courses

##### Objectives:

- Understand basic sociological concepts and their relevance in social work.
- Comprehend the role of individual and groups in society.
- Learn about the theories and role of social change and control.
- Acquire insights about social structure of Indian society.
- Develop awareness & understanding about various social problems in India

##### Outcomes:

The learner shall be able to, understand about basic sociological concepts, impact of social groups and institutions on society, issues of various social groups and communities in India, significance of social change and control and the factors and consequences of the various social problems in Indian society.

Units	Topics	No. of Lectures
Unit I	Sociology: Meaning and Scope, Concept of Society & Culture, Community, Association and Institution, Social Group- Primary and Secondary Groups, In-Groups, Out-Group and Reference Group, Status and Role, Function and Dysfunction, Social Action, Social Structure, Social Stratification and Differentiation	15
Unit II	Social Processes: Meaning, Definition and Characteristics, Associative Processes-Cooperation Assimilation, Adjustment and Adaptation, Dissociative Processes- Competition and Conflict, Socialization: Meaning, Theories and Agents, Tradition, Customs, Values, Norms, Folkways and Mores, Social Institution: Marriage, Family, Religion, State and Role	15
Unit III	Composition of Indian Society, The Concept of Unity in Diversity, Social Classification in India: Tribal, Rural and Urban, Weaker and Vulnerable Sections and Minority and Other Backward Classes, Social Stratification in India: Meaning, Caste and Class Division	15
Unit IV	Social Change: Meaning, Definition and Patterns of Social Change, Theories of Social Change, Factors inducing change with Reference to India, Social Control: Concept, Types, Agencies of Social Control, Theories of Social Control	15
Unit V	Concept, Factors and Impact of Social Disorganization, Indian Social, Problems Remedial Efforts of Intervention of Social Problems at Government & Voluntary level, Crime-Meaning, Types and Causes of Crime, Correctional Works and the Role of the Social Workers in, Identifying Social Problems, Formulation of Appropriate Strategies	15

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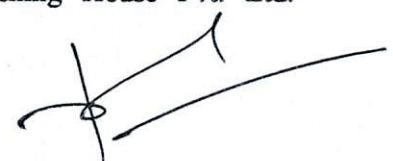
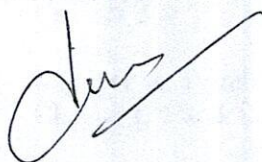
**MSW-CC102: Sociology for Social Work in India**

**Text Books**

1. Ahuja, Ram: Indian Social System; Rawat Publication: Jaipur 1994(ACC No. 4269)  
Chapter 2 & 3
2. MacIver & Page: Society: Columbia University Press: Columbia (Acc No. 2215)  
Chapter I, 2 & 4

**Reference Books**

3. Davies, Martin: (Edited) The Sociology for Social Work; Routledge: New York 1994  
(Acc. No. 564) Chapter 4
4. Haralambos, M: Sociological Themes and Perspectives; Oxford University Press:  
Bombay 1983
5. Bottomore, T. B: Sociology; Blackie and sons (India) Ltd: New Delhi 1975
6. Madan, G. R: Indian Social Problems Vol. II; Allied Publishers: Bombay 1967
7. Srinivas, M. N: India: Social Structure; Hindustan Publishing Corporation: Delhi  
1980
8. Kuppuswamy, B: Social Change in India; Vikas Publishing House Pvt. Ltd:  
Ghaziabad 1972





<b>Bachelor Research in Arts (MSW)</b>	<b>First Year/Fourth Year</b>	<b>Semester First/Seventh</b>
<b>Subject: MSW</b>		
<b>MSW-CC103</b>	<b>Human Development and Human Behaviour</b>	
<b>Credits: 5</b>	<b>Major</b>	
<b>Max. Marks: 100</b>	<b>Passing Marks: As per University Rules</b>	

**Objectives:**

- To understand the nature and development of human behaviour in socio-cultural context.
- To develop a critical perspective of the theories of human behaviour and personality.

**Outcomes:**

The learner shall be able to, understand the nature and development of human behaviour.

<b>Units</b>	<b>Topics</b>	<b>No. of Lectures</b>
Unit I	Social Psychology: Meaning, Concept and Scope, Principles of Human Growth and Development, Determinants of Human Development: Heredity & Environment, Social, Customs and Traditions, Stages of Development from Conception to Old Age, Deprivation and Development during Conception to Old Age	15
Unit II	Freud's Psychosexual Theory, Erikson's Psychosocial Theory, Piaget's Theory of Cognitive Development, Roger's Learning Theory, Jung's Conceptualization Theory	15
Unit III	Personality - Meaning, Concept and Nature, Determinants of Personality: Physical, Social and Family, Trait and Types of Personality, Theories of Personality: Behavioral and Learning Theories	15
Unit IV	Concept of Normality and Abnormality, Factors of Personality Disorders- Social, Cultural, Biological and Psychological, Major Mental Disorder in the light of DSM (Diagnostic and Statistical Manual of Mental Disorder) Psychological Testing: A. The Rorschach Test B. The Thematic Apperception Test (TAT)	15
Unit V	Concept of Health and Hygiene, Social and Cultural Contexts of Health and Hygiene in India, Preventive and Social Medicine - Concept and Significance, Family Life Education (FLE): Meaning and Significance	15

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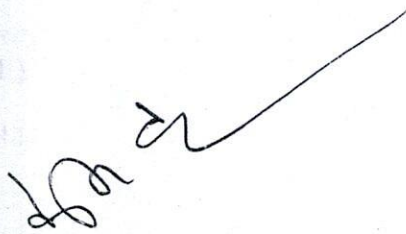
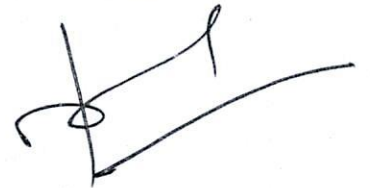
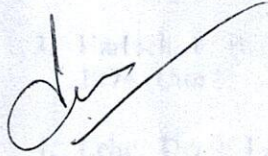
**MSW-CC103: Human Development and Human Behaviour**

**Text Books**

1. Davison, G. C: Neale, J. M: Abnormal Psychology; John Wiley & Sons: New York 1994
2. Hall, Calvia, S: Lindzey, G: Theories of Personality; Wiley Eastern: New Delhi 1991

**Reference Books**

3. Harlock, F. B: Personality Development; Tata Mac Graw Hill Pub. Co: New Delhi 1974 (Unit I)
4. Lehu: Derek Learning Theory & Social Work; Routledge & Kegan Paul: London 1967 (Acc No. 1436) (Unit II)
5. Cameron: Norman Personality Development and Psychotherapy; Houghton Mifflin Co: Boston
6. P. James: Poston, Leo: Experimental Psychology; Kalyani Publication: New Delhi 1998 (Acc No. 4617) Chapter 13
7. Coleman, James et. al.: Abnormal Psychology & Modern Life; 1998 (Acc No. 4291) (Unit IV)
8. Park, J. E: Park, K: Preventive and Social Medicine; Banarsidas Bhanot: Jabalpur 199 (Acc No. 423s) (Unit V)
9. Korchin S. J: Modern Clinical Psychology. Part - 4; Psychotherapy Basic Books Inc: New York 1986 (Page No. 203-211), (Unit V)



<b>Bachelor Research in Arts (MSW)</b>	<b>First Year/Fourth Year</b>	<b>Semester First/Seventh</b>
<b>Subject: MSW</b>		
<b>MSW-CC1S04</b>	<b>Social Work with Individuals</b>	
<b>Credits: 5</b>	<b>Major</b>	
<b>Max. Marks: 100</b>	<b>Passing Marks: As per University Rules</b>	

**Objectives:**

- Understand case work method and its relevance to social work practice.
- Develop capacity to accept the uniqueness of individuals and groups.
- Insight of various principles, values, ethics, stages and skills of the social case work.
- Learn various therapeutic approaches to social case work.
- Acquire skills of social case work for working as case work practitioner.

**Outcomes:**

The learner shall be able to, understand the importance of the case work in social work practice, develop capacity to accept the uniqueness of individuals and groups, learn various principles, values, ethics, stages and skills of the social case work, develop ability to establish sustained working relationship with client system and equip with social case work skills in working with clients.

<b>Units</b>	<b>Topics</b>	<b>No. of Lectures</b>
Unit I	Meaning, Concept & Objectives of Social Case Work, Philosophical Assumptions and Case Work Values, Components in Case Work, Principles of Social Case Work: Worker Client Relationship	15
Unit II	Process in Case Work – Intake, Study, Assessment, Intervention, Termination and Evaluation, Techniques and Skills in Social Case	15
Unit III	Case Work Relationship: Conceptual Frame Work, Rapport Building, Activating Resources, Basic Communication and Helping Skills, Counselling	15
Unit IV	Understanding the Client: Psychoanalytical Theory, Diagnostic School and Psychosocial Theory, Functional School and Functional Approach	15
Unit V	Therapeutic Approach to Social Case Work: Behavior Modification Approach, Problem Solving Approach, Crisis Intervention Approach, Eclectic Approach	15

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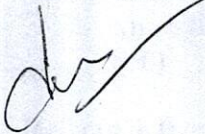
**MSW-CC104: Social Work with Individuals**

**Text Books**

1. Zofia, T. Butrym: The Nature of Social Work; Macmillan Press: London 1974 (Acc Na. 2674)
2. Mhetras. V. G: Understanding Social Case Work; Manaktalas: Bombay 1966 (Acc No 690)

**Reference Books**

3. Skidmore, Rex A. et. al: Introduction of Social Work; Prentice Hall Inc: New Jersey 1974 (Acc No. MSW- 48)
4. Biestek, Feliz P. The Case Work Relationship, Unwin University Books: London 1987(Acc Nol. 1189) (Unit II & III)
5. Perlman, H. H. Social Case Work" A Problem-Solving Process, University of Chicago Press: Chicago (Unit I & II)
6. Turner, F. Social Work Treatment, New York Press: New York 1974 (Unit Iv & V)
7. Roberts, H. Nee Theories of Social Case Work, The University of Chicago Press: Chicago (Unit Iv & V)
8. Encyclopedia of Social Work in India Ministry of Welfare Publication Division G01: New Delhi 1968 Vol. 1 (Acc No. 4418) Pg 63-73 (Unit I)



<b>Bachelor Research in Arts (MSW)</b>	<b>First Year/Fifth Year</b>	<b>Semester First/Ninth</b>
<b>Subject: MSW</b>		
<b>MSW-CC105</b>	<b>Rural and Urban Community Development</b>	
<b>Credits: 4</b>	<b>Minor</b>	
<b>Max. Marks: 100</b>	<b>Passing Marks: As per University Rules</b>	

**Objectives:**

- Comprehend the concept, goals, ideology and the process of community development.
- Understand the principles and essentials of community development for working with communities.
- Develop insights into the concept of rural community development and major programmes in India for rural communities.
- Gain insights of urbanization, urban communities and programmes for urban community development in India.

**Outcomes:**

The learner shall be able to, understand the concept and process of community development, gain insights into the scope of social work profession in community development practice, critically evaluate the programmes for rural & urban community development and apply necessary skills for working in rural & urban communities.

<b>Units</b>	<b>Topics</b>	<b>No. of Lectures</b>
Unit I	Concept, Goals and Ideology of Community Development; Process and Principles of Community Development; Essential Characteristics of Community Development; Development – An Overview	15
Unit II	Concept and Strategies of Rural Development; An Overview of Planning for Rural Development; Various Approaches to Rural Development; People Participation in Rural Development	15
Unit III	Rural Development Programmes in India; Health Care in Rural India;; Role of NGOs in Rural Development	15
Unit IV	Rural and Urban Development Programmes in India; Urbanization and Urban Development Policy in India; Panchayati Raj system; Role of NGOs in Rural and Urban Development	15

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## MSW- CC105: Rural and Urban Community Development

### Text Books

1. Siddiqui, H. Y: Working with Communities; Hira Publications: New Delhi 1997.
2. Shah, D, R: (Edited) Alternatives in Rural Developments; Sterling Publications Pvt. Ltd: New Delhi 1990.
3. Thudipara, Jacob Z: Urban Community Development; Rawat Publications: Jaipur 1993.

### Reference Books

4. Srivastava, S.P: The Development Debate; Rawat Publications: Jaipur 1998 (Acc No. 4603) (unit I).
5. Singh, Hoshiyar: Rural Development in India; Rupa Books International: Jaipur 1985 (Unit II & III).
6. Mathur, M. V: Panchayati Raj Administration; IPPA: New Delhi 1970 (ACC No. 3552) (Unit III).
7. Nagpaul, Hans: Social Work in Urban India; Rawat Publication: New Delhi 1996 (ACC No. 4567) Chapter I, II & III (Unit IV).
8. Noor, Mohammad: Slum Culture and Deviant Behavior; Idarah-1-Adabiyat I Delhi 1983 (ACC No. 3232) Chapter, I, 7 & 8 (Unit IV & V).

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<b>Bachelor Research in Arts (MSW)</b>	<b>First Year/Fourth Year</b>	<b>Semester First/Seventh</b>
<b>Subject: MSW</b>		
<b>MSW-CC106</b>	<b>Concurrent Field Work and Viva -Voce</b>	
<b>Credits: 4</b>	<b>Research Project</b>	
<b>Max. Marks: 100</b>	<b>Passing Marks: As per University Rules</b>	

**Total Lectures: 60**

Extension activities are being promoted to develop the community towards different aspects of development. Rural Awareness Camp and Group Project on current social issues are expected to be organized as the field work requirements in the first semester. To execute these extension activities towards the needy, the students of Social Work are prepared to develop their skills by observation visits to Community, Medical & Psychiatric and Industrial settings.

Field work practical components are scheduled every week equivalent to theory classes. To improve their physical fitness as well as mental capacity and to equip the students on the conceptual development of social issues, ten days street theatre training programme is being organized.

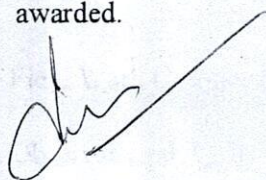
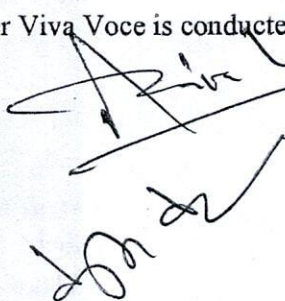
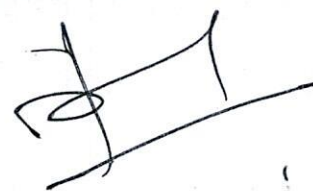
Field Work Components:

Observational Visits -The first-year students during the first semester go for observational visits to various settings: Medical & Psychiatric, Rural Community Setting, Slum Visits, Industrial Setting, Correctional Setting and Tribal Setting.

1. Street Theatre training
2. Rural Camp for a week
3. Group Project on Current Issues.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly.

At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded.

Bachelor Research in Arts (MSW)	First Year/Fourth Year	Semester Second/Eighth
Subject: MSW	Social Work Research	
MSW-CC201	Major	
Credits: 5	Passing Marks: As per University Rules	
Max. Marks: 100		

**Objectives:**

- Develop an understanding of scientific approach to human enquiry.
- Assess the effectiveness of social work intervention.
- Develop an ability to conceptualize, formulate and conduct simple Research projects.
- To enhance the knowledge base of Social Work Research.

**Outcomes:**

The learner shall be able to, develop understanding for participatory research methods, the effectiveness of social work intervention, understand major Research strategies and linkages theory with the practice and develop an ability to conceptualize, formulate and conduct simple Research projects.

Units	Topics	No. of Lectures
Unit I	Social Work Research - Meaning, Purposes and Scope; Major Steps in Social Research; Hypothesis - Meaning, Attributes and Types of Hypothesis; Research process - Qualitative and Quantitative Research; Theory Construction- Inductive and Deductive	15
Unit II	Research Design - Meaning and Importance; Types of Research Design; Strategies used for Research: Survey, Case Studied, Content Analysis; Historical Analysis; Sampling: Meaning, Types and Utility	15
Unit III	Sources of Data: Primary and Secondary, Participant Observation; Sources of Data Collection: Questionnaire and Interview-Schedule; Scaling	15
Unit IV	PRA/ PLA: Concept and Historical Development; Social Resources Mapping and Chapati Diagram; Seasonality Diagram and Trend Analysis; Perceptual Mapping	15
Unit V	Measures of Central Tendency: Mean, Median and Mode; Measures of Variability: Standard Deviation; Statistical Difference: Chi-Square Test; Rank Correlation and Simple Regression	15

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**MSW-CC201: Social Work Research**

**Text Books**

1. Alston, Margaret and Bowles, Wendy: Research for Social Workers; Routledge: London 2003
2. Das, D. K. Lal: Practice of Social Research-Social Work Perspectives; Rawat Publications: Jaipur 2000

**Reference Books**

3. Goode. W and Hatt, P.: Methods in Social Research; McGraw Hill: New York 1962 (Unit I, II & III)
4. Blaikie, Norman: Designing Social Research Policy; Press Cambridge 2000 (Acc No. 4713) Unit II
5. Young P.V: Scientific Social Survey and Research; Prentice Hal Inc. Eaglewood Cliffs 1966 (Acc No. 4428)
6. Mukherji, Neela: Participatory Rural Appraisal: Methodology & Applications; Concept Publishing Company: New Delhi (Acc No.4428)
7. Elhance, D.N: Fundamental of Statistics; 1956 (Acc No. 3743) (Unit V)
8. Encyclopedia of Social Work in India; Publication Division GOI: New Delhi 1968 (Acc No. 4419) Vol. II Pg 348-352, Social Work Research

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<b>Bachelor Research in Arts (MSW)</b>	<b>First Year/Fourth Year</b>	<b>Semester Second/Eighth</b>
<b>Subject: MSW</b>		
<b>MSW-CC202</b>	<b>Social Group Work</b>	
<b>Credits: 5</b>	<b>Major</b>	
<b>Max. Marks: 100</b>	<b>Passing Marks: As per University Rules</b>	

**Objectives:**

- To develop understanding of group work as a method of professional social work.
- To gain insight into various dimensions of group processes and group work practice.
- To develop competencies for
- To develop capacity to understand and accept the uniqueness of individuals and work towards strengthening personality of clients by fostering skills of self-help and develop self-awareness working with groups in diverse settings.

**Outcomes:**

The learner shall be able to, students wise and skills in working with individual clients as well as family systems.

<b>Units</b>	<b>Topics</b>	<b>No. of Lectures</b>
Unit I	Understanding Group: Characteristic, Types and Importance; Historical Evolution of Social Work; Social Group Work: Concept, Assumptions and Objectives; Theories of Group Formation	15
Unit II	Values and Skill in Group Work; Principles in Social Group Work; Models in Group Work: Remedial Model, Reciprocal Development and Social Goal Model; Role of Worker in Group Setting	15
Unit III	Group Diagnosis: Conflict, Apathy and Inadequate Decision Making; Stages of Group Development: Forming, Storming, Norming, Performing, Termination and Evaluation; Record Writing in Group Work; Evaluation	15
Unit IV	Program Planning and Development of Group Identity; Program Implementation; Program Media; Group discussion	15
Unit V	Transactional Analysis; Group Therapy; T. Group; Gestalt Therapy	15

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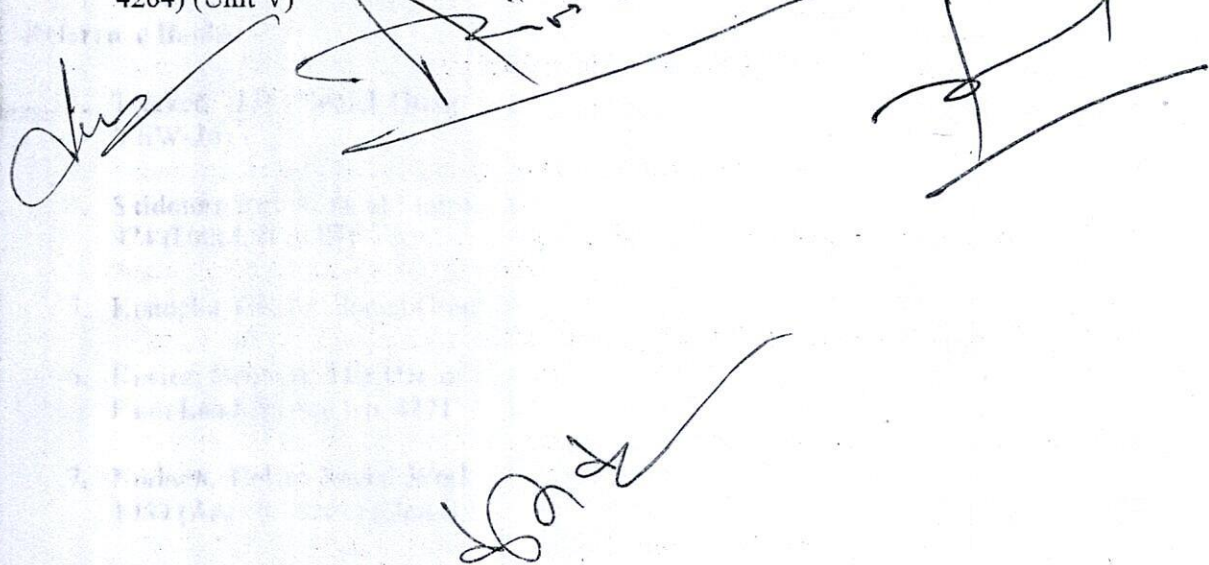
MSW-CC202: Social Group Work

Text Books

1. Tosel and Rivas: An Introduction to Groups Work Practice; Allyn& Bacon (Second Edition)
2. Finaly, Linda: Group Work in Occupational Therapy; Chapman & Hall: London 1993 (Acc No. 4279)

Reference Books

3. Trecker, H.B.: Social Group Work; Association Press: New York 1975 (Acc No. MSW-26)
4. Skidmore Rex A. et. al.: Introduction of Social Work; Prentice Hall Inc. New Jersey: 974 (Unit I, II & III)
5. Konopka, Gisela: Social Group Work - a Helping Process
6. Davies, Bernard: The Use of Groups in Social Work Practices; Routledge & Kegan Paul: Landon (Acc No. 4271) (Unit I)
7. Norhern, Helen: Social Work with Groups; Columbia University Press: New York 1969 (Acc No. 4262) (Unit II I & IV)
8. Newstrom, John W., & Davis, Kctith: Organizational Behaviour; Tata McGraw Hill: New Delhi 1998 (Acc No. 4648) (Unit IV)
9. Waller, Diane: Group Interactive Art Therapy; Routledge: London 1993 (Acc No. 4264) (Unit V)

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<b>Bachelor Research in Arts (MSW)</b>	<b>First Year/Fourth Year</b>	<b>Semester Second/Eighth</b>
<b>Subject: MSW</b>		
<b>MSW-CC203</b>	<b>Human Rights, Social Legislations and Social Justice</b>	
<b>Credits: 5</b>	<b>Major</b>	
<b>Max. Marks: 100</b>	<b>Passing Marks: As per University Rules</b>	

**Objectives:**

- Understand the concept and history of human rights.
- Develop insights into various concerns and issues of human rights.
- Analyze the role of United Nations and National & International Agencies protecting & promoting human rights.
- Learn various schemes, programs and legislations for the promotion and protection of human rights. Delve understanding of various mechanisms for the promotion and protection of human rights.

**Outcomes:**

The learner shall be able to, comprehend the concept of human rights, develop understanding of various issues of human rights, the role of various human rights agencies protecting and promoting human rights, various mechanisms for the promotion & protection of human rights and acquire skills for working as human rights practitioner.

<b>Units</b>	<b>Topics</b>	<b>No. of Lectures</b>
Unit I	Social Justice: Concepts, Concerns & Issues of Social Justice; Social Justice and Its Relationship with Social Legislation; Social Injustice and Mandate for Social Justice; Role of Social Worker in Promoting Social Justice	15
Unit II	Human Rights and the Universal Declaration of Human Rights; Human Rights and Right to Welfare; Fundamental Rights; Directive Principles of State Policies	15
Unit III	Nature and Scope of Social Welfare; Concept of Welfare State; Social Welfare and Social legislations in India; Social Welfare and Five-Year Plans	15
Unit IV	Rights of Persons with Disabilities Act, 2016; The Juvenile Justice (Care & Protection of Children) Act, 2015; Bonded Labour Abolition Act, 1976; Inter-State Migrant Workmen Act, 1979	15
Unit V	SC & ST (Prevention of Atrocities) Amendment Act, 2015; Consumer Protection Act, 1986; Child Labour (Regulation & Prohibition) Act, 1986; Equal Remuneration, 1976	15

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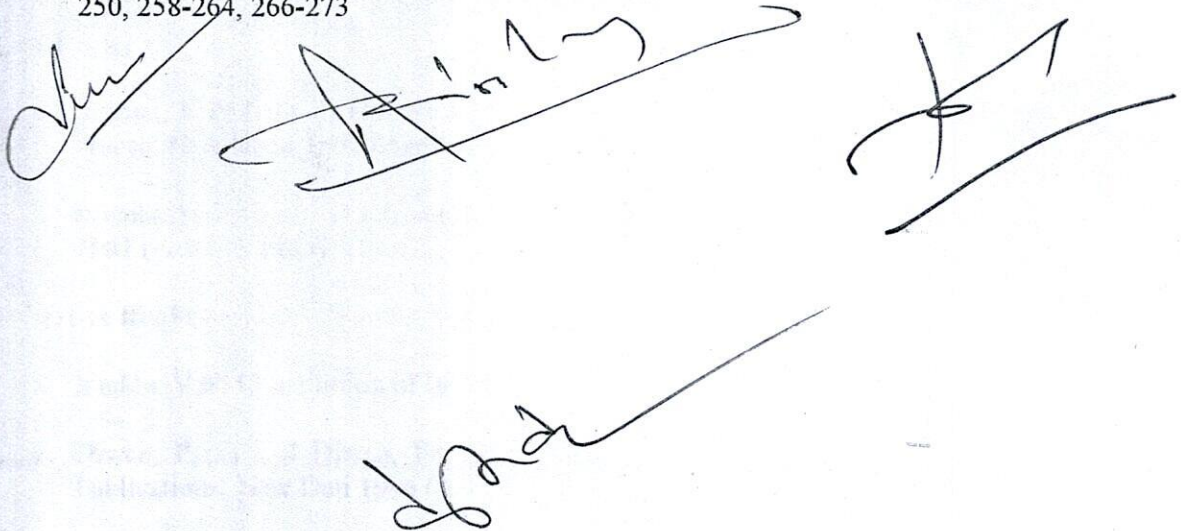
**MSW-CC203: Human Rights, Social Legislations and Social Justice**

**Text Books**

1. Saxena, K.P: (edited) Human Rights-Fifty Years of Independence; Gyan Publishing House: New Delhi 1999 (Acc No. 4559) (Unit-II)
2. Friedlander, Walter A: Introduction to Social Welfare; Prentice Hall Ltd: New Delhi 1961 (Acc No. 1453)

**Reference Books**

3. Shukla, V.N: Constitution of India; Eastern Book Company, Lucknow 1993
4. Diwan, Paras and Diwan, Peeyushi: Human Rights and the Law; Deep & Deep Publications: New Delhi 1996 (Acc No. 4385)
5. Gangrade, K.D: Social Legislation in India; Concept Publishing Co: New Delhi 1978Vo. I & II (Acc No. 2871 & 2872) (Unit IV & V)
6. Encyclopedia of Social Work in India: Publication Division GOI: New Delhi 1968Vol. II (Acc No. 4419) pg. 254-288, 340-348, Vol. II (Acc No. 4420) Pg 236-250, 258-264, 266-273



Bachelor Research in Arts (MSW)	First Year/Fourth Year	Semester Second/Eighth
Subject: MSW		
MSW-CC204	Social Policy and Planning in India	
Credits: 5	Major	
Max. Marks: 100	Passing Marks: As per University Rules	

**Objectives:**

- Develop knowledge of policy analysis and policy formulation process.
- Study social policies, plans and programs so as to be able to interpret, enforce and challenge them.
- Acquire skills in critical analysis of social policies and development plans.
- Understand the functioning and role of Planning Commission and National Development Council.
- Learn the concept, principles and scope of social planning.

**Outcomes:**

The learner shall be able to, understand social policy with reference to Constitution of India, incorporate the knowledge of different planning theories and paradigms in approaching the planning process, various development plans and policies, understand and integrate policies and programs for the development and welfare of public and able to establish relationship between social policy, planning and development.

Units	Topics	No. of Lectures
Unit I	Concept of Social Policy: Objectives and Scope; Principles of Policy Making; Difference between Social and Economic Policies; Values underlying Social Policy and Planning; Sources of Social Policy: Directive Principles, Fundamental Rights and Human Rights	15
Unit II	Approaches to Social Policy - Sectoral, Cross-Sectoral & Convergence; Process of Social Policy Formulation; Role of Interest Groups: The Problems of Conflict of Interest and Its Solution; Role of Professional Social Workers	15
Unit III	Social Policy on Education; Social Policy on Environment; Social Policy on Health; Social Policy on Housing	15
Unit IV	Concept, Principles and Scope of Social Planning; Linkages between Social Policy & Planning as Instrument; Sources of Planning: Constitution, Planning Commission and National Development Council; Democratic Decentralization: Panchayati Raj	15
Unit V	Welfare of Child; Welfare of Women; Welfare of Youth; Welfare of Aged; Welfare of Minorities	15

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**MSW -CC204: Social Policy and Planning in India**

**Text Books**

1. India-2001 Ministry of Information and Broadcasting; Publication Division GOI: New Delhi 2001 (Acc No. 4720)
2. Jacob, K.K: Social Policy in India; Himanshu Publication: Udaipur 1989 (Acc No. 4285)

**Reference Books**

3. Dubois, Bendra., Miley, K.K.: Social Work, A Empowering Profession; Allyn & Bacon Boston 1992 (Acc No. 4671) Chapter 10 (Unit I)
4. Madan, G.R: Welfare State & Problems if Democratic Planning; Allied Publications: Bombay 1972 (Acc No. 40) (Unit III)
5. Kulkarni P.D: Social Policy in India; ASSWI: Madras 1979 (Acc No. MSW-56) Chapter 3 & 10 (Unit I & III)
6. Encyclopedia of Social Work in India: Ministry of Welfare Publication Division GOI: New Delhi 1968 Vol. II (Acc No.4419) page no. 273-294

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Bachelor Research in Arts (MSW)	First Year/Fourth Year	Semester Second/Eighth
Subject: MSW		
MSW-CC205	Concurrent Field Work and Viva -Voce	
Credits: 4	Research Project	
Max. Marks: 100	Passing Marks: As per University Rules	

**Total Lecture: 60**

The first-year students during the second semester go for practice-based social work for two days a week and are expected to spend a minimum of 15 hours per week in the field. The first-year students are placed in villages or hospitals or schools or NGOs or government offices or counselling centres or welfare organizations or service organizations for a semester.

During the placement they have to practice all the primary methods of social work. One has to complete 5 cases in casework, two group following all the stages of group work practice with at least 10 sessions which include the formation, naming, fixing of objectives, organizing programmes based on the objectives, evaluation, sociometry and sociogram. In the community students are expected to conduct one programme or solve an issue of the community following the principles of community organization and social action. The community organization programme is being organized by each student to promote extension activities towards different villages, institutions and organizations.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce is conducted by two examiners, one being an external examiner and the other would be the supervisor. 20 marks are being awarded by the internal faculty supervisor, 20 Marks are awarded by the Agency Supervisor and 60 marks are being awarded by the external examiner.

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<b>Bachelor Research in Arts (MSW)</b>	<b>Second Year/Fifth Year</b>	<b>Semester Third/Ninth</b>
<b>Subject: MSW</b>		
<b>MSW-CC301</b>	<b>Community Organization, Community Work and Social Action</b>	
<b>Credits: 5</b>	<b>Major</b>	
<b>Max. Marks: 100</b>	<b>Passing Marks: As per University Rules</b>	

**Objectives:**

- Understand the importance of Community work and Social Action as methods of Social Work.
- Learn the process and significance of people's participation in community development.
- Develop an understanding of the models of a community organization to address issues of the community.
- Analyze the concepts and dimensions of power and empowerment.
- Develop skills in working with communities through community organization and social action.

**Outcomes:**

The learner shall be able to, gain insight into the fundamentals of community organisation and social action, establish linkages between micro and macro issues of communities, understand and address various inequalities in resource distribution and utilization, comprehend the functioning of power and learn the skills of working with communities.

<b>Units</b>	<b>Topics</b>	<b>No. of Lectures</b>
Unit I	Concept and Relevance of Community in Social Work; Community Work: Definition, Nature, Scope & Objective; Assumption of Community Work, Principles of Community Work; Relationship between Community Works, Community Organization & Community Development	15
Unit II	Understanding the Community; Identifying the Community Needs; Eliciting People's Participation; Programme Planning and Implementation; Monitoring and Evaluation of Community Work	15
Unit III	Neighborhood Development Approach; System Change Approach; Structural Change approach; Other Approaches to Community Work	15
Unit IV	Social Action: Concept, Objectives and Scope; Social Action, Social Reform & Relationship with Other Methods of Social Work; Principles of Social Action; Strategies and Methods of Social Action	15
Unit V	Networking & Coordination: Rational, Meaning & Scope; Role of Community Worker; Intervention of NGO's; Government Intervention in Community Organization	15

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**MSW- CC301: Community Organization, Community Work and Social Action**

**Text book**

1. Siddiqui, H.Y.: Working with Communities; Hira Publications: New Delhi 1997.
2. Ross, M. G.: Community Organization; Harper Press: New York 1995 (ACC No. 1452)

**Reference books**

3. Batten, T. R.: Communities and their Development; Oxford Pub; Longman 1964 (Acc No. 1124) Chapter II, IV, VI & XII
4. Mukherji B.: Community Development in India; Orient Longman: New Delhi 1960 (Acc No. 3298)
5. Gangrade, K.D.: Community Organization in India; Popular Prakashan: Bombay 1971 (ACC No. 1106) Chapter I, II & III (Unit I & II)
6. Dubois, Bendra., Miley, K. K.: Social Work- An Empowering Profession; Allyn& Bacon Pub, Boston 1992 (ACC No. 4671) Chapter 3 (Unit I & III)
7. Siddiqui, H. Y: Social Work & Social Action; HarNarn Publications: New Delhi 1984 (ACC No 4336) (Unit IV & V)
8. Pilling, Stephen: Rehabilitation and Community Care; Routledge London 1991 (ACC No. 4272) Chapter II & 4 (Unit V)

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Bachelor Research in Arts (MSW)	Second Year/Fourth Year	Semester Third/Seventh
Subject: MSW		
MSW-CC302	Dimensions of Health and Medical Social Work	
Credits: 5	Major	
Max. Marks: 100	Passing Marks: As per University Rules	

**Objectives:**

- Understand the importance of the concept and dimensions of health and health inequities.
- Develop insights into the evolution of Medical Social Work in India and abroad.
- Understand various principles, skills, functions, care giver-client relationship and common problems in medical settings.
- Develop insights into the practical aspect of medical social work.

**Outcomes:**

The learner shall be able to, develop the understanding of health and social work in medical settings, develop insights into functions of medical social work and its place in social work, acquaint with various principles of medical social work for solving client's problems and equipped with necessary skills for medical social work in diverse settings and advocacy.

Units	Topics	No. of Lectures
Unit I	Health: Concept and Definition, Dimensions of Health: Physical, Mental, Social, Cultural, Spiritual; Interdependence of all Dimensions of Health; Concept of Control and Prevention	15
Unit II	Health Inequities; Gender, Under-Privileged in the Area of Health; Common Communicable Diseases & Non - Communicable Diseases; Doctor-Patient Relationship; Patient's Rights and Duties; Common Problem in Hospital and Possible Solutions	15
Unit III	Medical Social Work: Meaning, Definition, Nature and Scope; Historical Antecedents and Development of Medical Social Work in India and Abroad Principles and Skills in Medical Social Work; Functions of Medical Social Work	15
Unit IV	Role of Medical Social Worker; Awareness Generation; Co-Ordination, Counselling; Role of Social Worker in Mental Health Settings	15
Unit V	Medical & Psychiatric Social Work: Concept & Importance; Role of Social Workers in Medical & Psychiatric Settings; Psychiatric Assessment and use of Mental Health Scales in Assessment & Intervention; Psychiatric Interviewing - Case History, Recording & Mental Status Examination	15

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**MSW – CC302: Dimensions of Health and Medical Social Work**

**Reference Books**

1. Dziegielewski, Sophia F: The Changing Face of Health Care Social Work: Professional Practice in Managed Behavioral Health Care; New York: Springer Pub. Co., 2003
2. Curtis, S. & Taket, A: Health and Societies: Changing Perspectives; London: Hodder Arnold, 1996
3. Dhooper, S.S: Social Work in Health Care in the 21st Century; Thousand Oaks, CA: Sage Pub., 1997
4. Doyal, Lesley & I. Pennell: The Political Economy of Health; London Pluto, 1989.
5. Hasan, K: The Cultural Frontiers of Health in Village India; Bombay, 1967.
6. Kishore, J: National Health Program: National Policies and Legislations Related to Health; (revised edition). New Delhi: Century Publications, 2007.
7. Gupta M.C. and Mahajan, B.K.: Text Book of Preventive & Social Medicine; Jaypee Brothers, N. Delhi, 2003.
8. Rothman, J. & Sager, J.S: Case Management: Integrating Individual and Community Practice; (2nd Ed.). Boston: Allyn & Bacon, 1998.
9. Park, K: Park's Text Book of Preventive and Social Medicine (18th Ed.) Jabalpur: Banarasisdas Bhanot Publishers, 2006

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Bachelor Research in Arts (MSW)	Second Year/Fifth Year	Semester Third/Ninth
Subject: MSW		
MSW-CC303	Management of Development and Social Welfare in India	
Credits: 5	Major	
Max. Marks: 100	Passing Marks: As per University Rules	

**Objectives:**

- Acquire knowledge of basic processes of social welfare administration.
- Understand management process and develop administrative skills.
- Analyze the relationship between policy and programmes.
- Learn various legislations for the management of development and welfare services.
- Comprehend the need for, and develop accountability to the public and the profession.

**Outcomes:**

The learner shall be able to, develop skills in managerial & administrative processes and programs delivery, implement successful programmes, monitoring and evaluation, create organizational structure for management and development services, understand the importance of financial management in social welfare administration and apply skills to manage the development and welfare services.

Units	Topics	No. of Lectures
Unit I	Social Welfare Administration: Meaning, Concept & Principles; Functions of Social Welfare Administration; Organization: Meaning, Nature and Design; Decision Making; Coordination	15
Unit II	Budgeting: Purpose, Source and Characteristics of Good Budget; Methods and Principles of Budgeting; Fund Raising: Preparation, Principles and Fund Sources: Volunteer & Private Sector, Interest of Donors; Role of Fund Raiser, Factors Affecting Fund Raising, Reason of Failure	15
Unit III	Societies (Regulation) Act, 1860 - Registration of a Society, Matters; Included in Memorandum of Association, Bye-Laws of a Society; Indian Trust Act, 1882-Registration of A Trust; Duties of Trustee, Liabilities of Trustee; Companies Act, 1956; Foreign Contribution (Regulation), 1976	15
Unit IV	Communication- Meaning and Functions; Johari Window and Social Work Communication; Channels & Models; Communication Tools	15
Unit V	Public Relations: Need and Its Importance in Organization; Media Relations and Publicity; Awareness Advertising; Social Marketing	15

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**MSW- CC303: Management of Development and Social Welfare in India**

**Text Books**

1. Chowdhry, D. Paul: Social Welfare Administration; Atma Ram & Sons: Delhi 1962 (ACC No. 2318)
2. Goel, S. L., Jain R. K: Social Welfare Administration Vol. 2; Deep & Deep Publication: New Delhi 1998 (ACC No. 4335)

**Reference Books**

3. Bean, Philip: (Edited) Approaches to Welfare; Routledge&Kegan Paul: London 1983 (ACC No. 4275) (Unit I)
4. Khan R.L: Social administration in India; Mohira Capital Publishers: Chandigarh 1970 (ACC No. 1137) (Unit L & II)
5. Prasad, Rajeswar: Social Administration; Shree Publishing House: Delhi 1982 (ACC No. 3128) (Unit I & IV)
6. Fernando, Fr., Emmanuel, S: Project from problems; St, Zavier's Church: Mumbai 1998
7. Hart, Roderic P. et. al: Public Communications; Harper & Row Publishers: New York 1975 (ACC No. 3002)
8. Dale, Reidar: Evaluation Frame Works for Development Programme and Projects; Sage Publications: New York 1998 (Unit III)

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Bachelor Research in Arts (MSW)	Second Year/Fifth Year	Semester Third/Ninth
Subject: MSW		
MSW-CC304	N.G.O. Management and Corporate Social Responsibility	
Credits: 5	Major	
Max. Marks: 100	Passing Marks: As per University Rules	

**Objectives:**

- Understand the meaning and typology of NGOs.
- Trace the historical development of NGOs in India.
- Comprehend the interface of NGOs and Government in India.
- Learn various legislations governing NGOs in India.
- Gain insight into concept, models and approaches of Corporate Social Responsibility.

**Outcomes:**

The learners shall be able to, gain conceptual clarity of NGOs, and establish relationship between Government and NGOs in India, various legislations about NGOs in India, basic understanding of CSR and its significance to development and models and approaches of CSR and its application in development sector.

Units	Topics	No. of Lectures
Unit I	NGO: Meaning, Concept, Objectives & Types; Historical Development of NGOs in India; Present Status of NGOs in India; Role of NGOs in Social Development; Government Intervention for the Development of NGOs in India	15
Unit II	Societies (Registration) Act, 1860; Indian Trust Act, 1882: Registration of a Trust, Duties and Liabilities of Trustees; Foreign Contribution Regulatory Act, 2010; The Cooperative Societies Act, 1912	15
Unit III	Corporate Social Responsibility: Meaning, Concept & Scope; Historical Evolution of CSR: National and Global Perspective; Models and Approaches of CSR: Ackerman's Model, Pyramid Model and Triple Bottom; Line Approach, Contribution of CSR in Social Development	15
Unit IV	Skills and Techniques in CSR Corporate Community Participation; Role and Skills of Social Worker in CSR; Corporate Perspective on building successful partnership; Tools and Techniques	15
Unit V	Roles and skills: Advocacy, Administration, Marketing; Mediating, Budgeting, Organizing, Documenting; Presenting, Public speaking, Teaching; Supervising and Reporting.	15

**MSW – CC304: N.G.O. Management and Corporate Social Responsibility**

**Reference Books**

1. Baxi, C.V & Prasad, Ajit: Corporate Social Responsibility, Concept & Cases: The Indian Experience; Excel books: New Delhi, 2005.
2. David, Lewis: The Management of Non-Governmental Development Organizations: An Introduction. Routledge: London, 2001.
3. John, Elkington: Cannibals with Forks. The Triple Bottom Line of 21st Century Business; New Society Publishers: Gabriola Island, BC, Canada, 1998.
4. Fisher, J: Non government's: NGOs and the Political Development of the Third World; Kumarian Press: West Hartford, 1998.
5. John, Clark: Democratizing Development the Role of Voluntary Organizations; Kumarian Press: Colorado, 1990.
6. R. Ackerman & R. A. Bauber: Corporate Social Responsiveness: The Modern Dilemma; Reston Publishing Company: Reston, 1976.
7. Banarjee, S: Corporate Social Responsibility: The good, The bad and the ugly; Edward Elgar Publishing: Cheltenham, UK, 2007.
8. Case study on Corporate Social Responsibility. - Vol. -1. Hyderabad & ICFAI Books, 2012.

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Bachelor Research in Arts (MSW)	Second Year/Fifth Year	Semester Third/Ninth
Subject: MSW		
MSW-CC305	Concurrent Field Work and Viva -Voce	
Credits: 4	Research Project	
Max. Marks: 100	Passing Marks: As per University Rules	

**Total Lecture: 60**

The second-year students during the third semester go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field. The students are placed in villages or hospitals or schools or NGOs or government offices or counselling centres or welfare organizations or service organization or industries according to their field of specialization for a semester.

The students also undertake any assignments given to them; they may also undertake any research for the organization. The community organization programme is being organized by each student to promote extension activities towards different villages, institutions and organizations.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce is conducted by examiners.

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Bachelor Research in Arts (MSW)	Second Year/Fifth Year	Semester Fourth/Tenth
Subject: MSW	Computer Application in Social Work	
MSW-CC401	Major	
Credits: 5	Passing Marks: As per University Rules	
Max. Marks: 100		

**Objectives:**

- To acquaint students about the fundamental concepts and functioning of computer devices.
- To brief the concept as well as the utility of operating system and windows.
- Help students to get aware about the facilities and services provided by an Internet and Email.
- Help students to develop skills in office automation processes.

**Outcomes:**

The learner shall be able to, brief about the basic concepts of a computer system, work on the operating systems that are Windows and DOS, getting familiar with the utility of Internet & services and skilled in various tools of Ms Office.

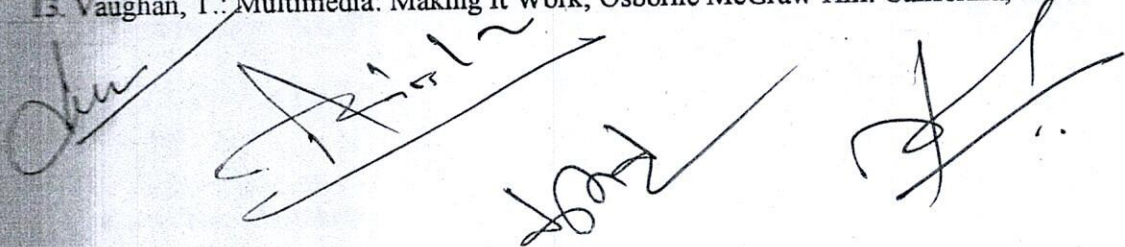
Units	Topics	No. of Lectures
Unit I	Word Processing: Meaning, Features, Advantages. Structure of a Word Window; Creating, Saving Opening and Printing Documents; Creating Table, Mail Merge Main Document, Data Source and Merging. Spread Sheet Package: Cell, Rows and Columns. Range, The Structure of Excel Window. Creating, Saving Opening and Printing a Spread sheet, Creating Tables, Charts and Calculations	15
Unit II	Presentation Package: Creating Presentations in PowerPoint, Tables, and Charts. Animation Running Slide Show, Saving the Slides, Printing Presentations; Internet and Browsing E-Mail, Use of the Internet in Research; Practical — Creating Document, Excel, PowerPoint and Mail Merge.	15
Unit III	Statistical Package for Social Science: Basics of Statistical Analysis - Population, Sample, Case, Case Number, Variable, Variable Level, Types of Variables - Numeric, String, Alphanumeric, System Missing Value, User Defined Missing Value, Code Book and Code Sheet, Types of Statistics, Statistical Tests, Types of Analysis. Structure of SPSS Windows	15
Unit IV	Creating Data File, Syntax File and Output File: Defining Data, Variable Name, Variable Label Values, Value Labels, Editing Data File, Adding Cases, Adding Variables, Saving Files, Retrieving Data Files, Printing Data File, Recoding of Data; Practical - Creating Data File, Syntax File, and Output File, Recoding of Data. Exporting Output File to MS-Word	15
Unit V	Analysis of Data: Single Frequency, Bivariate Analysis, Charts and Diagrams. Editing of Table and Charts, Exporting Tables and Charts in Word Document; Interpretation of Data, Application of Statistical Calculation and Test, Measurement of Central Tendency; Dispersion	15

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## MSW – CC401: Computer Application in Social Work

### Reference Books

1. Barrett, Neil: 30 Minutes to master Internet; Kongan Page India Pvt. Ltd. New Delhi, 1997.
2. Foster, J.J.: Data Analysis Using SPSS for Windows; Sage Publications Ltd. London, 1998.
3. Kelle, V.: Computer-Aided Qualitative Data Analysis. Theory, Methods, and Practice; Sage Publications Ltd. London, 1998.
4. Lincoln, Y. S. and N. K. Denzin: Handbook of Qualitative Research; Sage Publications. California, 1994.
5. Mansfield, Ron: The Compact Guide to Microsoft Office Professional; Sybex Computer Books Inc. USA, 1997.
6. Miles, M.B. and E.A. Weitzman: Computer Literacy in Human Services; The Haworth Process. New York, 1995.
7. Saxena, Sanjay: A First Course in Computers; Vikas Publishing House Pvt. Ltd. New Delhi, 1999.
8. Sheldon, Tom: Windows 3.1 Made Easy; McGraw-Hill Companies Inc. New York, 1997.
9. Singh and Singh: Windows 95 Illustrated; Asian Publishers. New Delhi, 1998.
10. Spencer, DD: The Illustrated Computer Dictionary; Bell and Howell Company. USA, 1998.
11. Sundarajan, K: Internet; Kandadasan Pathippagam. Chennai, 1998.
12. Taxali, R. K.: PC Software for Windows Made Simple; Tata McGraw Hill Publishing Company Ltd. New Delhi, 1998.
13. Vaughan, T.: Multimedia: Making It Work; Osborne McGraw-Hill. California, 1994.



Bachelor Research in Arts (MSW)	Second Year/Fifth Year	Semester Fourth/Tenth
Subject: MSW		
MSW-CC402	Human Resource Management & Industrial Relations	
Credits: 5	Major	
Max. Marks: 100	Passing Marks: As per University Rules	

**Objectives:**

- Acquire knowledge in Human Resource Management and Development.
- Gain insight of Human Resource function and process of selection and recruitment.
- Develop knowledge of HR Audit, Accounting and HR information system.
- Analyze social work orientation on corporate culture, particularly relating to management of employees, workers and wages.
- Understand the concept, models and strategies of industrial relations and wage determination.

**Outcomes:**

The learner shall be able to, learn skill, knowledge and attitudes required of a successful HR professional, understand the need to have suitable skills and knowledge for the practice of industrial relations and labour welfare, acquire managerial, interpersonal and negotiation skills, update with the latest trends in strategic business and industrial setup and the competence to evolve the problem-solving approaches by applying conceptual and behavioural skills.

Units	Topics	No. of Lectures
Unit I	Human Resource Management (HRM): Meaning, Functions and Scope; Human Resource Development (HRD): Meaning, Functions and Scope; HRD Instruments; Relationship between HRD, HRM and Personal Management	15
Unit II	HR Planning, Objectives & Processes; Determinants of HR Planning; HR Audit & Accounting; Recruitment and Selection Processes; Concept and Selection Processes	15
Unit III	Performance Appraisal -Concepts and Methods; NGO: Objectives and Project; Training Needs and Method; Career Planning and Development	15
Unit IV	Job Analysis and Job Design; Job Evaluation: Objectives and Methods; Wage Determination: Factors, Principles and Theories	15
Unit V	IR: Concept and Models; IR Machinery: Preventive and Curative; Workers Participation in Management: Concept, Determinants and Scope; Collective Bargaining: Concept, Determinants and Scope; Trade Union as Bargaining Agent	15

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**MSW- CC402: Human Resource Management & Industrial Relations**

**Text Books**

1. Saiyadain, Mizra S., Human Resource Management, Tata McGraw Hill Pub. Company Ltd.: New Delhi 1996 (ACC No. 4445)
2. Pettinger Richard: The Future of Industrial Relations; Redwood Books 12000

**Reference Books**

3. Pareek, Udai, RAO T. V.: Designing and Managing Human Resources System; Oxford & IBH LTD.: New Delhi 1998
4. Monappa, Arun & Saiyadain, Mirza S: Personnel Management; Tata McGraw Hill Pub. Company Ltd; New Delhi 1994
5. Flippo, Edwin B: Personnel Management; Tata McGraw Hill Inc.: New York.
6. Mamoria; Personnel Management; Himalaya Publishing House: Bombay 1994.
7. Monappa, Arun: Industrial Relations; Tata McGraw Hill Pub. Company LTD.: New Delhi 2004

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Bachelor Research in Arts (MSW)	Second Year/Fifth Year	Semester Fourth/Tenth
Subject: MSW	Social Security, Labour Welfare and Labour Legislations	
MSW-CC403	Major	
Credits: 5	Passing Marks: As per University Rules	
Max. Marks: 100		

**Objectives:**

- Understand the conceptual and theoretical framework of social security.
- Analyze the need of social security for labour welfare.
- Explore various constituents of social security.
- Learn various social security legislations for labour welfare.
- Assess the role of labour welfare officer.

**Outcomes:**

The learner shall be able to, gain conceptual understanding of social security, significance of social security for labour welfare, understand various social security laws and labour legislations in India, various approaches of labour welfare and develop skills of labour welfare officer.

Units	Topics	No. of Lectures
Unit I	Conceptual and Theoretical Framework of Social Security; Constituents of Social Security: Social Insurance; Social Assistance and Allied Schemes; Growth of Social Security in India; Current Scenario of Social Security	15
Unit II	Workmen's Compensation Act, 1923; Maternity Benefit Act, 2017; Minimum Wages Act, 1948; Payment of Gratuity Act, 1972	15
Unit III	Employee's State Insurance Act, 1946; Payment of Wages ACT, 1936; Employee's Provident Fund & Miscellaneous Provision Act, 1952; Payment of Bonus Act, 1965	15
Unit IV	Industrial Disputes Act, 1947; Industrial Employment (standing orders) Act, 1946; Trade Union Act, 1926; Contract Labour (Regulation and Abolition) Act, 1970	15
Unit V	Concept, Principles & Approaches of Labour Welfare; Statutory and Non-Statutory Schemes of Labour Welfare; Factories Act, 1948; Role of Welfare Officer	15

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**MSW- CC403: Social Security, Labour Welfare and Labour Legislations**

**Text Books**

1. Sharma, A. M.: Aspects of Labour Welfare and Social Security; Himalaya Publishing House: Bombay 1966 (Acc No. 4443)
2. Goswami, V.G.: Labour & Industrial Laws; Central Law Agency: Allahabad 1995 (Acc No. 4439)

**Reference Books**

3. Mishra, B. N.: International Social Security System; Anmol Publication: New Delhi (Acc No. 4587) Chapter 4 & 5 (Unit I & II)
4. Singha, P. K.: Social Security Measures in India; Classical Publication: Delhi 1980 (Acc No. 3023) (Unit I & III)
5. Hasan, N.: Social Security in the Framework of Economic Development; University Press: Aligarh 1965 (Acc No 4435) Chapter I, 2 (UNIT I, II & III)
6. Chaturvedi, S. M.: Labour and Industrial Laws; Central Law Agency: Allahbad 1995 (Acc No 4339) (Unit IV)

*Dr. Arjun Singh*  
*20/11/20*

Bachelor Research in Arts (MSW)	Second Year/Fifth Year	Semester Fourth/Tenth
Subject: MSW		
MSW-CC404	Social Work Practice with Families and Children	
Credits: 5	Major	
Max. Marks: 100	Passing Marks: As per University Rules	

**Objectives:**

- Strengthen the professional competence of Social work Practice with families and children.
- Gain understanding of type of practice settings working with families and children.
- Understand the role of the profession and the stakeholders in the welfare of families and children.

**Outcomes:**

The learner shall be able to, Social work Practice with families and children, understand of type of practice settings working with families and children and role of the profession and the stakeholders in the welfare of families and children.

Units	Topics	No. of Lectures
Unit I	Social Work with Families and Children; Working Effectively with Children and Families; Values and Ethics in Social Work with Children and Families, Family as a Client System; Strengthening Family Structure and Communication	15
Unit II	Process of Intervention: Social Worker-Client Relationship, Social Study, Assessment, Goal Setting, Contracting, Intervention; Development of Practice Skills: Conceptual Skills, Interviewing Skills	15
Unit III	Interviewing skills - Informational Interview, Diagnostic/Assessment Interview, Therapeutic Interview, Recording Skills, Evaluation	15
Unit IV	Social Work Practice in different settings: Social Work Interventions for Children in different settings: School Settings, Correctional Settings, Institutionalized Children, Community Based Interventions, Children in Care and Protection, Adoption Centres, Street Children, Children Abusing Substances, Children in Clinical Settings; Social Work Interventions for Families in Different settings: Family Counselling Centres, Short Stay, Respite Care, Destitute Homes, Clinical Settings	15
Unit V	Role of the Social Worker while working with children and families: Case worker, Group Facilitator, Community Organizer, Case Manager, Enabler, Reformer, Project Manager, Researcher, Activist, Advocacy and Lobbying, Sensitisation, Campaigning, Social Audits, Trainer, Monitoring and Evaluation, Documentation, Fund Raising, Resource Mobilisation, Policy Planning, Catalyst, Change maker, Role Model, Community Organiser, Coordinator, Enabler, Reformer, Facilitator, Volunteer	15

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**MSW – CC404: Social Work Practice with Families and Children**

**Reference Books**

1. Constable, Robert & Danniell B Lee. (2004). Social Work with Families: Content and Process, Chicago, USA: Lyceum Books Inc
2. Pat, Starkey. (2000). Families and Social Workers: the work of Family Service Units, Great Britain: Liverpool University Press
3. Jowit, Maureen & Loughlin, Steve O. (2007). Social Work with Children and Families, Great Britain: Learning Matters Ltd
4. Butler, Ian and Roberts, Gwenda. (2004). Social Work with Children and Families: Getting into Practice, second edition, Great Britain: Jessica Kingsley Publishers
5. Chowdry, Premanand. (2008). Child Survival, Health and Social Work Intervention, Jaipur: ABD Publishers.
6. Munson C.E. (1985) Social Work with Families: Theory and Practice, London Free Press.

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<b>Bachelor Research in Arts (MSW)</b>	<b>Second Year/Fifth Year</b>	<b>Semester Fourth/Tenth</b>
<b>Subject: MSW</b>		
<b>MSW-CC405</b>	<b>Concurrent Field Work and Viva -Voce</b>	
<b>Credits: 4</b>	<b>Research Project</b>	
<b>Max. Marks: 100</b>	<b>Passing Marks: As per University Rules</b>	

**Total Lecture: 60**

In the final semester the students go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field. The students are placed in villages or hospitals or schools or NGOs or government offices or counselling centres or welfare organizations or service organization or industries according to the fields of specialization for a semester where MSW supervisor is available.

During the internship the students are expected involve with the activities of the organization to whatever extent possible.

The students make effort to get exposure and experience to relate the theoretical knowledge what they have gained in the class room and try to practice them. The students also undertake any assignments. The community organization programme is being organized by each student to promote extension activities towards different villages, institutions and organizations.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce will be conducted.

