MSW SYLLABUS

FIRST SEMESTER **Full Marks: 100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-101- HISTORY & PHILOSOPHY OF SOCIAL WORK

1. Origin of Social Work- Charity, Philanthropy, Social Service, Social Reform, Social Welfare, Social Work, Social Development.
2. Social Work Philosophy, Basic Assumptions and Principles of Social Work, Values and Ehics of Social Work, Ojectives and Functions of Social Work. Social Work as a profession- Existing and emerging role of Social Work Profession in contemporary society in India.
3. History of Social Work in UK, USA since the Elizabethan Poor Laws.
4. History of Social Work in India- Before and after Independence with special reference to Social Reform Movements in the 19th and 20th Century- The role of Christian Missionaries, Brahma Samaj, Arya Samaj, Rama Krishna Mission and Sarvodaya Movement.

References

Essential:

1. History and Philosophy of Social Work in India- A.R. Wadia. 2nd Ed.(1961). Allied Publishers Private Limited, New Delhi.
2. Social Work: An Introduction- Aman Kumar. 1st Ed. (2011). Aadi Publications, Jaipur.
3. Non- Government Organisations in Development- B.T. Lawani. (1999). Rawat Publications, New Delhi.
4. Social Work: An Empowering Profession- Brenda Dubois & Karla Krogsrud Miley. (1992). Allyn & Bacon, Boston.
5. Social Work Values and Ethics- Fredric G. Reamer. Indian Reprint. (2005). Rawat Publications, Jaipur.

Supplementary:

1. A Textbook of Social Work- Brian Sheldon and Geraldine MacDonald. First Indian Reprint. (2010). Routledge. Oxom; USA.
2. Social Work and Social Work Education- M.S. Gore. (2011). Rawat Publications, Jaipur.
3. Handbook of Social Work- S.C. Joshi. First Publications.(2004). Akansha Publishing House, New Delhi.

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4. An Introduction to Social Work- S.D. Mudgal. (1997). Book Enclave, Jaipur.
5. Ideologies and Social Work: Historical and Contemporary Analysis- Murli Desai. (2002). Rawat Publications, Jaipur.
6. Introduction to Social Welfare- W.A. Friedlander & Robert Z. Apte. Prentice Hall of India.

FIRST SEMESTER **Full Marks: 100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-102- SOCIAL CASE WORK

1. History, Concept, Objectives, Assumptions, Values and Principles of Social Case Work, Social Case Work in Indian context.
2. Social Case Work Process (intake, study, social diagnosis, treatment, termination and evaluation phases).
3. Tools in Social Case Work: Listening, Observation, Interview, Home visit and Relationship.
4. Techniques of helping and Skills required in Social Case Work.
5. Diagnostic and Functional schools of Social Case Work.
6. Approaches to intervention in Social Case Work: Client Centered Approach, Task Centered Approach, Cognitive Approach, Behaviour Modification and Strength Perspective.
7. Communication: Concepts and Types. Record Keeping: Needs and type, qualities of a good case record.
8. Practice of Social Case Work in different settings: Educational setting, Medical setting, Criminal setting and Industrial setting, etc.

References

Essential:

1. Concepts and Methods of Social Work- Edited by Walter A. Friedlander. (1976). Prentice Hall of India Pvt. Ltd., New Delhi.
2. Social Case Work: A Problem Solving Process- Helen Harris Pearlman. (1963). University of Chicago Press. Chicago, USA.
3. Social Case Work: A Therapeutic Approach- R.K. Upadhyay. (2003). Rawat Publication, New Delhi.
4. An Introduction to Social Case Work- Grace Mathew. (1991). TATA Institute of Social Sciences, Bombay.

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5. Case Work in Context: A Basis for Practice- D. E.F. Tilbury. (1977). Pergaman Press, Oxford.
6. Records in Social Case Work- Edited by S.H. Pathak. (1966). Delhi School of Social Work., New Delhi.
7. Family and Intervention- some case studies.TISS. (1994). Bombay.

Supplementary:

1. Beyod Case Work- Brian Sheldon and Geraldine MacDonald. James G. Barber. (1993). Maxmillan Press Ltd. London
2. Social Case Work- F.J. Harrus. (1970). Oxford University Press, Nairobi.
3. Theory and Practice of Social Work- Gordon Hamilton. 2nd Rev. Ed.. (1962). Columbia University Press, USA.
4. Social Case Work- E.H. Davision.. (1972). Williams & Wilkins Company, Baltimore.

FIRST SEMESTER **Full Marks: 100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-103- SOCIAL GROUP WORK

1. Definition and Charateristics of Group- Types of Groups- Importance of Groups in personality development.
2. Concept, definition, objectives, values and principles of Social Group Work. Historical development of Group Work.
3. Group Formation- stages of group development. Group Structure, Group Dynamics, Group Morale. Role of Group Worker in Group Work Process. Techniques & Skills in Social Group Work.
4. Theoretical perspective of Group Work- Ecological and Therapeutic. Morales in group work- Social Goal, Remedial, Reciprocal, Kurt Lewin's Morale, Bruce Tuckman's Morale, Mutual Aid Morale, Needs- ABC Morale.
5. Programmes planning in Group Work: Group Work Programmes- It's importance and role of worker in Programme Planning.
6. Record keeping in Social Group Work- Purpose and types. Leadership and Supervision in Group Work.
7. Application in Group Work Method in different settings- Community settings, Family and Child Welfare settings, Medical and Psychiatric settings, Schools, Correctional Institutions, Industrial settings and Self help group, etc.

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References

Essential:

1. Social Group Work: A Helping Process- Gresla Kanopka. 2nd Ed. (1972). Prentice Hall Publications, New Delhi.
2. Social Group Work: Principles and Practices- H.B. Trecker. (1955). Association Press, New York.
3. Social Case Work: A Therapeutic Approach- R.K. Upadhyay. (2003). Rawat Publication, New Delhi.
4. Group Participation: Techniques for Leaders and Members- H.J. Bertcher. (1979). Sage Publications, California.
5. Group Work: Theories and Practices- H.Y. Siidiqui. (2008). Rawat Publications, Oxford, Jaipur.

Supplementary:

1. Concepts and Methods of Social Work- Edited by W.A. Friedlander. (1977). Prentice Hall of India Pvt. Ltd., New Delhi.
2. Handbook of Social Work with Groups- Edited by C.D. Garvin, L.M.Gutierrez, M.J. Galinsky. (2007). Rawat Publications, Jaipur.
3. Social Work with Groups- C.H. Zastrow. (2010). Cenngage Publications, New Delhi.
4. The Use of Groups in Social Work Practice-Bernard Davies. (1975). Routledge & Kegan Paul Publication, London.

FIRST SEMESTER **Full Marks: 100**

Time-4 Hours **(I.A.-20, Exam-80)**

MSW-104- HUMAN GROWTH & BEHAVIOUR

1. Introduction to Psychology: Nature and Methods. Psychology in relation to Social Work.
2. Psychological processes in Human behaviour- Motivation: nature, types & theories. Frustration, Conflict and Stress. Emotion. Learning: Factors and theories. Remembering and Forgetting.
3. Personality in the study of Human Behaviour: Concept and determinants of personality. Theories- Psychoanalytic (Freud, Erikson), Behavioural (Bandura), Existential (Adler), Humanistic (Rogers & Maslow).
4. Understanding the Human Growth: Concepts and Principles. Factors affecting human growth- environment and heredity.

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5. Stages and areas of Human Growth & Development: stages of Development- from conception to old age. Milestones of Development- Social, Emotional, Cognitive & Physical. Oportunities and services needed to support and enhance growth and development in each stage.
6. Understanding group behaviour: Audience, Crowd and Mob. Public Opinion and Propaganda. Communication and Persuasion. Social Prejudice: Manifestation of Social Prejudices in India.

References

Essential:

1. Introduction to Psychology- E.R. Hilgard, R.C. Atkinson and R.L. Atkinson. (1975). Oxford & IBH Publishing Co. Pvt. Ltd., New Delhi.
2. Developmental Psychology: A Life Span Approach- E.B. Harlock. (1981). TATA Mc Graw Hill Publishing Company Limited, New Delhi.
3. Introduction to Psychology- C.T. Morgan, R.A. King, J.R. Weisz and J. Schopler. 7th Ed. (1986). TATA Mc Graw Hill Publishing Company Limited, New Delhi.
4. An Introduction to Social Psychology- B. Kuppuswamy. (1999). Media Promoters and Publishers Pvt. Ltd., Bombay.

Supplementary:

1. Human Development- Diane E. Papalia and S.W. Olds. 5th Ed.. (1992). TATA Mc Graw Hill Publishing Company Limited, New Delhi.
2. A Textbook of Psychology, Part-I- P.N. Bhattacharyya. (2000). A. Mukherjee & Co. Pvt. Ltd., Calcutta.
3. Introduction to Psychology- E.R. Hilgard, R.C. Atkinson and R.I. Atkinson. (1975). Oxford & IBH Publishing Co. Pvt. Ltd., New Delhi.
4. An Introduction to Psychology- S.K. Mongal. (2003). Sterling Publishers Pvt. Ltd., New Delhi.

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SECOND SEMESTER **Full Marks:50**
Time-4 Hours **(I.A.-10, Exam-40)**

MSW-201- SOCIOLOGY & ECONOMICS FOR SOCIAL WORKER

PART A (SOCIOLOGY)

1. Nature & Scope of Sociology: Sociology and it's relationships with other Social Sciences.
2. Basic Concepts of Sociology- Society, Culture, Socialisation and Groups.
3. Introduction to Sociological Theories: Functionalist, Conflict & Symbolic Interactionist Perspective.
4. Basic Social Institutions- Family, Marriage, Political Institutions, Law & Religion.
5. Social Stratification: Class system and Caste system, changes in caste system, Social Mobility, Caste in Indian politics and society, Tribal communities and their problem.
6. Concepts & Theories of social change, Factors of social change, Development discourse and its ethics.

References

Essential:

1. Indian Social System- Ram Ahuja. 7th Ed. (1994). Rawat Publications, Jaipur.
2. Sociology: Principles of Sociology with an Introduction to Social Thought- C.N. Shankar Rao. (2005). S. Chand & Company Ltd., New Delhi.

Supplementary:

1. Sociology- D.C. Bhattacharyya. 7th. Ed. (2002). Vijoya Publishing House, Kolkata.
2. An Introduction to Sociology- Vidya Bhushan & D.R. Sachdeva. 39th Ed. (2005). Kitab Mahal, New Delhi.
3. Society in India- Ram Ahuja. (2001). Rawat Publications, Jaipur.

Full Marks:50
(I.A.-10, Exam-40)

PART B (ECONOMICS)

1. Introduction to Social Development: Definition and Concept, dynamics with Economic Development.
2. Issues in Social Development: Growth and Equity, Quality of Life, Minimum Needs.

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3. Measuring Social development: Definition, Utility, Types, and Problems in construction of Social Indicators.
4. Role of Social Work in Social Development with particular significance in the context of globalization.
5. Right based approach to development, Human Development approach.
6. Problems of Social development in India: Poverty, Unemployment, Illeteracy, Population growth, Corruption, Terrorism.
7. Distinction between Social policy and Economic policy, Objective and Scope of Social Policy.
8. Concept and Principles of Social Planning: Social planning in India (Five year plans).

References

Essential:

1. Indian Economy- Rudder Datt & K.P.M. Sundharam. 52nd Ed. (2006). S. Chand & Company Ltd., New Delhi.
2. India- Economic Development and Social Opportunity- Jean Dreze & Amartya Sen. (1998). Oxford University Press, New Delhi.
3. Development Economics- Debraj Ray. (2002). Oxford University Press, New Delhi.

Supplementary:

1.
2. Economic Survey: 2009-2010- Govt. of India. (2010). Oxford University Press, New Delhi.
3. Human Development Report 2011 Sustainability and Equity: A Better Future for All. (2011). UNDP, New York.
4. Understanding Development: People, Markets and the State in Mixed Economics- Ignacy Sachs. (2000). Oxford University Press, New Delhi.
5. India's Five Year Plans: An Economic Policy- Dhires Bhattacharyya. (1994). Joydurga Library, Calcutta.

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SECOND SEMESTER **Full Marks:100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-202-COMMUNITY ORGANIZATION

1. Community: Definition, Types and their characteristics.
2. Community Organization: Definition, Objectives, Principles, Skills & Techniques. Community Organization and Community Development, Community Organization in Rural and Urban Community.
3. Process of Community Organization: Programme planning, Formation of Community Groups, Organization Building, Evaluation and feedback, Networking and Follow up.
4. Community Power Structure: Concept and Importance, Leadership in Community Organization, Theories, Types of Leader and their role. Role of Community Organizer as a Guide, Enabler, Educator, Activist and Therapist.
5. Methods of Community Organization: Programming, Coordination, Project formulation, Monitoring, Evaluation.
6. Community Participation: Concept, Importance and Techniques of strengthening Community Participation and Channels of Communication.
7. Social Action: Concept, Principles and Process. Community Organization vis-à-vis Sarvodaya Movement, Bhoodan, Gramdan.

References

Essential:

1. Commnity Organization- Murray G. Ross. (1958).
2. Community Organization in India- K.D. Gangrade. (1971). Popular Prakashan, Bombay.
3. The New Community Organization- Dunham.

Supplementary:

1. People's Participation and Voluntary Action Discussions, Roles and Strategies- Kranti Rana. (2001). Kanishka Publishers, New Delhi.

SECOND SEMESTER **Full Marks:50**
Time-4 Hours **(I.A.-10, Exam-40)**

MSW-203-MEDICAL & PSYCHIATRIC SOCIAL WORK

PART A (MEDICAL SOCIAL WORK)

1. Concept of Health and Hygiene, Primary Health care, Community health.

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2. Disease: Concept of disease, Classification of disease- Airborne, Waterborne, Genetic and Hereditary, Communicable and Non Communicable, Life style related disease: their etiology, epidemiology, symptoms, prevention and management. Role of social workers in control, prevention and management of diseases.
3. Balanced Diet, Nutrition requirement in different target groups- infants, pre-school children and expectant and nursing mother, Food and food values.
4. Concept of Reproductive Health, Infant and Maternal Mortality and prevention, Family welfare Planning Programmes.
5. National Health Pragrammes and Health Administration in India. Functions of Social Workers in Hospital and Community setup.

References

Essential:

1. Textbook of Homoeopathic Preventive and Social Medicine- Jana. (1994). B. Jain Publishers (P) Ltd., New Delhi.
2. Park's Textbook of Preventive and Social Medicine- K.Park. 18th Ed. (2005). m/s Banarsidas Bhanot Publishers, Jabalpur.

Supplementary:

1. Social Work: Perspectives on Health- P.K. Bajpai, Ed. (1998). Rawat Publications, Jaipur.
2. Social Dimensions of Health- Ajit K. Dalal and Subha Ray, Ed. (2005). Rawat Publications, Jaipur.

Full Marks:50
(I.A.-10, Exam-40)

PART B (PSYCHIATRIC SOCIAL WORK)

1. History and Concept of Psychiatric Social Work. Meaning, Characteristics of Normal and Abnormal behavior.
2. Mental Illness: Causes, Symptoms and Treatment; Types of Mental disorder: Psychoses, Neuroses and Stress related disorders.
3. Intellectual Disability: Diagnosis, Classification, Causes, Treatment and Rehabilitation.
4. Common Behavioural Problems of Children: Causal factors, Parental attitude, Treatment and Prevention, Child Guidance Services.
5. Substance Abuse and Alcoholism: Causes, Symptoms, Treatment and Rehabilitation.

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6. Mental Health Programmes in India, Role of social worker in the study and treatment of Mental Health Problems.
7. Overview of Psychological Assessment, Definition, Type and Application.

References

Essential:

1. Abnormal Psychology: An Integrative Approach- D.H. Barlow and V.M. Durand. 2nd Ed. (2002). Thomson Asia Pvt. Ltd., New York.
2. Psychiatry- M. Gelder, R. Mayou, J. Geddes. (1999). Oxford University Press, Oxford.

Supplementary:

1. Abnormal Psychology: A Clinical Approach to Psychological Deviants- James D. Page.(1970). TATA McGraw-Hill Publishing Com. Ltd., New Delhi.

SECOND SEMESTER **Full Marks:50**

Time-4 Hours **(I.A.-10, Exam-40)**

MSW-204- SOCIAL WORK RESEARCH & STATISTICS

PART A (SOCIAL WORK RESEARCH)

1. Scientific attitude and its characteristics. Research: Meaning, Philosophy, Objectives & Characteristics. Social Research & its types. Social Work Research- scopes, areas & limitations of Social Work Research.
2. Research process: Research problem: Selection of topic, Literature review, Objectives, Operational definition of terms/ variables, Research design & Framing of Hypothesis- nature & types.
3. Universe, Sample & Sampling: Types of sampling, Selection of an appropriate sampling technique, problems in selection of sample & sampling error.
4. Data collection: Sources of data, Tools of primary and secondary data, Methods of data collection; Construction of Schedules and Questionnaires, Measurement Scales, Pilot Study.
5. Processing of Data: Editing, Classification and Coding, Tabulation, Graphical representation of data.

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References

Essential:

1. Social Research for Social Work- Earl Babbie.
2. Designs of Social Reseach- D.K. Lal Das. (2005). Rawat Publications, Jaipur.
3. Methodology of Research in Social Sciences- D.S. Kothari. (2001). Himalaya Publishing House, Mumbai.
4. Practice of Social Research- D.K. Lal Das. (2000). Rawat Publications, Jaipur.

Supplementary:

1. Methodology and Techniques of Social Research- Wilkinson & Bhandarkar. (1977). Himalaya Publishing House, Mumbai.

PART B (STATISTICS)

1. Statistics: Definition, its Scope and Limitations. Applications of Statistics in Social Work Research.
2. Frequency Distribution, Measures of Central Tendency: Mean, Median and Mode.
3. Measures of Dispersion: Variance, Mean Deviation, Standard Deviation.
4. Correlation and Regression: Definition, its Scope and Limitations.
5. Statistical Analysis: Parametric and Non Parametric test.

References

Essential:

1. Basic Statistics- A.M. Gun, M.K. Gupta, B. Dasgupta. 7th Rev. Ed.. (2005). The World Press Pvt. Ltd., Kolkata.
2. Statistics for the Social Sciences: A.M. Goon & A.B. Aich. (1991). World Press.

Supplementary:

1. Statistical Methods for Practice & Research: A Guide to Data Analysis Using SPSS- Ajai S. Gaur & S.C. Gaur. (2006). Response Books, New Delhi.

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THIRD SEMESTER **Full Marks:100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-301-INDIAN SOCIAL PROBLEMS

1. Social problems: Concept, Genesis, Characteristics, Types and Theoretical approaches, Methods of studying social problems.
2. Problems of Family and Marriage in India: Modern family and its stability, Family violence, Marital conflict- causes and consequences, Divorce, Problems of early marriage.
3. Problems faced by Indian Women: Gender discrimination, Widowhood, Unmarried motherhood, working women, Trafficking and Prostitution, domestic violence.
4. Problems of Social Dependence: Elderly, Disabled, Street children, Beggars- General profile, Causative factors, Theoretical explanations, Social effects. Intervention of Social work methods in management and control of problem.
5. Problems related with industrialization and urbanization: Poverty, Unemployment, Population explosion, Migration, Urban slums, Child Abuse, Child Labour, Addiction to drug and liquor.
6. Problems relating to Casteism, Communalism & Regionalism.
7. Problems of youth in India.
8. Role of social worker in dealing with social problems.

References

Essential:

1. Sociology: Principles of Sociology with an Introduction to Social Thought- C.N. Shankar Rao. (2008). S. Chand & Company Ltd., New Delhi.
2. Indian Social Problems: Social Organissation and Reconstruction, Vol-1- G.R. Madan. (2005). Allied Publishers Pvt. Ltd., New Delhi.
3. Social Problems in India- Ram Ahuja. 2nd Ed. (2007). Rawat Publications, Jaipur.

Supplementary:

1. Street Children: A Challenge to the Social Work Profession- Asha Rane. (1994). TATA Institute of Social Sciences, Bombay.
2. The Problem of the Old Age- Ram Chandra Sivastava. (1994). Classical Publishing Company, New Delhi.
3. Child Rights in India: Law, Policy and Practice- Asha Bajpai. (2003). Oxford University Press, New Delhi.
4. Indian Youth: A Profile- P.S. Nair, M.D. Vemuri, F. Ram. (1989). Mittal Publications, New Delhi.

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5. Drugs and Substance Abuse Problems- Madan C. Paul, Ed. (2005). Mittal Publications, New Delhi.

THIRD SEMESTER **Full Marks:100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-302-SOCIAL WELFARE ADMINISTRATION

1. Social Welfare Administration: Concept, Scope, Principles, Public Administration, Social Welfare Administration as a method of social work.
2. Administrative process and its components: Planning, Organization, Staffing, Direction, Co-ordination, Public relation, Resource mobilization, Budgeting etc.
3. HRD, Training, Supervision, Employee Counselling.
4. Concept of Organization, Organizational behavior, Motivation, Leadership. Networking, Reporting, Monitoring and Evaluation.
5. Role of voluntary organization in Social Welfare and Development, Relationship with the Government, Problems of Voluntary Organization, Grant-in-aid rules and criteria for Grant-in-Aid to the Voluntary agencies. Societies Registration Act and Indian Trust Act. The Foreign Contribution Regulation Act and 80G.
6. Administrative organization of Social Welfare- Union, State and Local (Municipal bodies and Panchayat).
7. Programme Model Approach, Project Model Approach, Project formulation, Project appraisal, LFA, SWOT Analysis & Strategic Planning.
8. Corporate Social Responsibility- Conceptual frame work, Genesis of Corporate Social Responsibility in International and Indian perspective, Legal recognition for Corporate Social Responsibility in Indian context, Field of application of Corporate Social Responsibility.

References

Essential:

1. Social Welfare Administration, Volume 1 & 2 Organizational Workings- S.L. Goel, R.K. Jain. (1996). Deep & Deep Publications, New Delhi.
2. Social Welfare Administration - S.L. Goel. (2010). Deep & Deep Publications, New Delhi.

Supplementary:

1. Organization for Social Welfare- A.S. Kohli, S.R. Sharma. (1997). Anmol Publications Pvt. Ltd., New Delhi.

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2. NGOs in India: Role, Guidelines & Performance Appraisal- Puran Chandra, Ed. (2005). Akansha Publishing House, New Delhi.

THIRD SEMESTER **Full Marks:100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-303-SOCIAL LEGISLATION & SOCIAL SECURITY

1. Social legislation: Concept and Principles.
2. Social legislation as an instrument of Social change: Legal aid, Family Courts, Public Interest Litigation, Probation and Consumer Protection.
3. Social legislation for prevention of Crime and Deviance: Corrective measures as per Criminal Procedure Code, Indian Penal Code, Juvenile Justice (care & Protection) Act, 2000, Immoral Traffic Prevention Act 2006, POCSO, 2013. Social Legislation pertaining to Alcoholism and Drug Abuse. Social legislation to: Marriage and Divorce, Inheritance and Succession, Maintenance of parents, spouse and children. The Maintenance and Welfare of parents and Senior Citizens Act, 2007. Laws pertaining to the interest of children in relation to- Minority, Guardianship and Adoption, Destitution, Exploitation in employment/ child labour.

4. Women and laws safeguarding their rights: Indian Penal Code (IPC) sections 294, 354, 363, 366, 368, 372, 376, 498A, 304B and 306. Domestic Violence Act, Dowry Prohibition Act, PITA, MTP, PCPNDT.
5. Social Security: Concept, Definition, Objectives and Methods. Role of law in Social Security and Social Welfare.
6. Provisions related to Social Welfare and Social Justice in the constitution with special reference to Rights for Children, Women, Physically challenged, Scheduled castes, Tribes and other groups.
7. Social Security legislations in India with special reference to Workman's compensation, Employees State Insurance, Old age assistance, Pension system, Unemployment assistance, Industrial dispute and Maternity benefit.

References

Essential:

1. Bentham's Theory of Legislation- With a Revised and Enlarged Introduction by Upendra Baxi. (1995). N.M. Tripathy Pvt. Ltd., Bombay.
2. Social Legislation in India, Volume I & II- K.D. Gangrade. (2011).Concept Publishing Company (P) Ltd., New Delhi.

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3. Human Rights and Social Work: Issues, Challenge and Response- A.S. Kohli. (2004). Kanishka Publishers & Distributors, New Delhi.
4. Social Security Legislation for Labour in India- Dr. N.H. Gupta. (1986). Deep & Deep Publications, New Delhi.
5. Social Justice in India- B.P. Purohit and Sandeep Joshi, Ed. (2003). Rawat Publications, New Delhi.
6. Public Interest Litigation- P.D. Mathew.(1998). Indian Social Institute, New Delhi.

Supplementary:

1. The Maintenance and Welfare of Parents and Senior Citizens Act, 2007- M. Roy. (2012). Tax 'N Law, Kolkata.
2. Hindu Marriage and Divorce- P.D. Mathew & P.M. Bakshi. (2000). Indian Social Institute, New Delhi.
3. Family Courts- P.D. Mathew. (1995). Indian Social Institute, New Delhi.
4. Human Rights Looking Back and Forging Ahead- Giriraj Shah. (2004) Himalaya Publishing House, Delhi.
5. Law and Society: Random Thoughts- Dr. (Justice) B>S> Chauhan. (2009). Mittal Publications, New Delhi.
6. Women and the Constitution- P.D. Mathew & P.M. Bakshi. (1997). Indian Law Institute, New Delhi.

THIRD SEMESTER **Full Marks:50**
Time-4 Hours **(I.A.-10, Exam-40)**

MSW-304- COMMUNITY DEVELOPMENT

PART A (RURAL)

1. Concept of Rural development, its meaning and nature. Rural Development in India during 19th and 20th centuries- Rabindranath Tagore's philosophy of rural reconstruction, Gurgaon and Nilokheri projects, Gandhiji's vision of rural development.
2. Tribal communities: Problems, characteristics. Definition of tribes, National Policy for Tribal, 2007, Land Alienation Act, 1859, Panchayat Extension in Scheduled areas (PESA), 1996. Tribal development programmes and Policies.
3. Origin, Philosophy and pattern of Panchayati Raj system in India: Structure, administration, Functions and programmes. Constraints to rural development.

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4. Rural Development Policies and Programmes- Mahatma Gandhi National Rural Employment Guarantee Programme (MNREGP), National Rural Health Mission (NRHM), etc.
5. Concept and nature of rural economy. Rural finance: role of co-operatives and NABARD, and Micro credit: Concept, Objectives, Scope, Working pattern of SHG, Role of Banks and co-operatives, NGO in Micro credit.

References

Essential:

1. Panchayati Raj and Empowering People: New Agenda for Rural India- D. Sundar Ram, Ed. (2007). Kanishka Publishers & Distributors, New Delhi.
2. Indian Rural Problems- G.R. Madan. (2002). Radha Publications, New Delhi.
3. Rural Development- Dr. I. Satyasundaram. 3rd. Rev. Ed. (2007). Himalaya Publishing House, Mumbai.
4. Rural Development: Concept, Approach and Strategy- B.K. Prasad. (2003). Sarup & Sons, New Delhi.
5. Rural Development: Principles, Policies and Management- Kartar Singh. (1986). Sage Publications India Ltd., New Delhi.

Supplementary:

1. Rural Development and Panchayati Raj in India- Dr. Shweta. (2011). Kunal Books, New Delhi.
2. Tribal Development in India: The Contemporary Debate. Govindra Chandra Rath, Ed. (2006). Sage Publications, New Delhi.
3. Rural Sociology- S. C. Doshi, P.C. Jain. (1999). Rawat Publications, Jaipur.

Full Marks:50
(I.A.-10, Exam-40)

PART B (URBAN)

1. Concept of Urbanization and Urban Growth- Characteristics of urban communities, Urbanism as a way of life, Nature of urban growth in India, Spatial and Temporal pattern of urban centres in India.

2. Urban slums: Origin, Nature, Socio-physical characteristics, Problems and different Slum Renewal Policies and Programmes.

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3. Urban Development Policy- need for the mechanism of urban development with special reference to Housing, Health, civil amenities. Its role and scope. Municipal Corporation, Municipalities, Notified Area Authority & Cantonment Board.
4. Agencies of Urban Community Development with reference to West Bengal: KMDA, KIT, Asansol-Durgapur Development Authority, Siliguri-Jalpaiguri Development Authority, Haldia Development Authority.
5. Urban Community Development programmes.
6. Informal Sectors: Prospects and Problems in Urban Development.

References

Essential:

1. Urban Sciology- R.K.. Sharma. (2010). Atlantic Publishers & Distributors (P) Ltd., New Delhi.
2. Urban Development: A New Perspective- B.K> Prasad. (2003). Sarup & Sons, New Delhi.
3. Slums and Urbanization- A.R. Desai, S. Devadas Pillai, Ed. (1990). Popular Prakashan, Bombay.

Supplementary:

1. Social Work in Urban India- Hans nagpaul. (2005). Rawat Publishes, Jaipur.
2. Urbanization in India: Sociological Contributions- Edited by Ranvinder Singh Sandhu. (2003). Sage Publications, New Delhi.
3. Urbanization and Urban System in India- R. Ramachandran. (1996). Oxford University Press, New Delhi.
4. Urban Planning Policies, Part A- Reorientation of Policy Norms, Volume 16- C.S> Yadav, Ed. (1986). Concept Publishing Company, New Delhi.

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FOURTH SEMESTER **Full Marks: 100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-401- CRIME & CORRECTIONAL ADMINISTRATION

1. Concept of Crime, Criminal and Criminology, Criminal statistics, Major factors of Criminal behavior. Personality factors in crime.
2. Emergence of Crime in Europe and contribution of Classical Criminologist: Cesare Baccaria, Jeremy Bentham. Study of crime as a science: Adolf Jacques Quitlet, Use of scientific method in study of crime: Cesare Lombrosso, Rafelle Garofalo, Enrico Ferri.
3. Emergence of Crime in North America, from consensus to conflict in the study of crime, Approaches to Criminal behavior, Theories of crime: Social Disorganization, Neutralization, Control, Culture, Status, Opportunity, Group Conflict, Marxist.
4. Juvenile Delinquency: Concept, Nature, Characteristics, Types, Factors and Sociology of Juvenile delinquency, Treatment, Prevention, Custody in Juvenile institutions, Juvenile Justice System.
5. Concept of Correctional services, Prisons Act, Probation of Offenders Act.
6. Correctional legislations- IPC & CrPC.
7. Origin of Prison Reform Movement in India, UN standards minimum rules, Penal reform in India-an overview, Administrative and Organizational Procedure of prison.
8. The concept of Probation, Parole and After Care: Role of Welfare/ probation officers, intervention of social work methods in correctional institutions.

References

Essential:

1. Criminology: Problems & Perspectives- Ahmed Siddique. (1993). Eastern Book Company, Delhi.
2. Ratanlal & Dhirajlal's The Code of Criminal Procedure. 15th Ed. (1997). Wadhwa & Company Law Publishers, Agra.
3. Ratanlal & Dhirajlal's The Indian Penal Code. 28th Ed. (1997). Wadhwa & Company Law Publishers, Agra.

Supplementary:

1. Juvenile Delinquency and Indian Justice System- Dr. N.. Mitra. (1988). Deep & Deep Publications, New Delhi.

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2. Criminological Theory: Context & Consequences- J.R. Lilly, F.T. Cullen, R.A. Ball. (2002). Sage Publications, London.
3. An Introduction to Criminological Theory- Roger Hopkins Burke. (2005). Willan Publishing, Portland, USA.
4. Criminology for Social Work- David Smith. (1995). Macmillan Press Ltd., London.
5. Prisons and Society: A Study of the Indian Jail System- Joytilak Guha Ray. (1989). Gion Publishing House, New Delhi.

FOURTH SEMESTER
SPECIAL PAPER I **Full Marks: 100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-402- WOMEN DEVELOPMENT

1. Demographic profile of women. Reforms in the area of women welfare, Historical development of women welfare services, review of social, economic and political rights and constitutional safeguards.
2. Changing perspective of the role and obligation of women through history, short history of women's movement with special reference to India, perspective of international women's movement.
3. Problems of working women. Problems of women in relating to health, marriage, dowry, widowhood, exploitation, immoral traffic, suicide, ageing, destitution, unmarried motherhood.
4. Understanding the process of empowerment, identifying vulnerable situations for women where institutional and organizational support would help for empowerment. Policies and programmes for women welfare, development and empowerment.
5. Women and the law- Historical perspectives: cases, facts.
    a. Rights within family- marriage, desertion, bigamy, divorce, custody maintenance.
    b. Rights outside the family- work, wages, maternity benefits, and child care facilities.
    c. Prevalent right- Property rights, inheritance etc.
    d. Legal Procedure- Courts including family court, legal aid, lok adalat- Concept and implementation.
6. Some important Acts (only social development aspects)
    a. Dowry Prohibition Act 1961

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b. ITPA 1986
c. Legal provisions relating to rape
d. Child Marriage Restraint Act 2009
e. MTP Act 1971
f. PCPNDT
g. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
h. Protection of Women from Domestic Violence Act 2005.
i. Special provisions of women under the Police Act and Criminal Code.

7. National Commission for Women, Central Social Welfare Board, State Social Welfare Board: their role in the promotion of women and development.
8. Women as human resource for national development, role of social work in women welfare and development, participation of women in social, economic and political sphere.

Essential:

1. Handbook of Gender- Raka Roy, Ed. (2012). Oxford University Press, New Delhi.
2. Women in India: Today and Tomorrow- Mukta Mittal, Ed. (1995). Anmol Publications Pvt. Ltd., New Delhi.
3. A Handbook of Gender- Janetz, Chafetz.
4. Woman, Gender and Human Rights- Marjorie Agosin, Ed. (2009). Rawat Publications, Jaipur.
5. Family Violence across the Lifespan: An Introduction- O.W. Barnett, C.L. Miller-Perrin, R.D. Perrin. 3rd Ed. (2011). Sage Publications, Thousand Oaks, California.
6. Women and the Law- G.B. Reddy. (2004). Gogia Law Agency, Hyderabad.
7. Indian Women- Anita Arya. (2000). Gyan Publishing House, New Delhi.
8. Women and Law- B. Ramaswamy. (2-013). Isha Books, Delhi.
9. Welfare Programmes: Creating Paths Where There Are None- Kavta Vasudev, Ed. (2009). Vishvabharati Publications, New Delhi.

Supplementary:

1. Women and Development- Sushma Srivastava. (2008). Commonwealth Publishers, New Delhi.
2. Status of Indian Women: Crisis and Conflict in Gender Issues, Volume 3. (1998). Kanishka Publishers & Distributors, New Delhi.

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3. Violence aAgainst Women: An Analysis of Contemporary Realities- Bedabati Mohanty. (2005). Kanishka Publishers & Distributors, New Delhi.
4. Empowerment of Women and Rural Development- B.S. Rao & Y.I. Kumari. (2005). Serials Publications, New Delhi.
5. Problems and Prospects of Working Women in Urban India- A.D. Mishra. (1994). Mittal Publications, New Delhi.

FOURTH SEMESTER
SPECIAL PAPER I **Full Marks: 100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-402- MENTAL HEALTH & COUNSELLING I

1. Concept of normality & abnormality. Types of mental illness according to DSM-IV TR & ICD.
2. Concept of mental health in India (in work place, home, school, marriage and community).
3. Approaches to the study of mental illness. Contribution of applied disciplines, Sociology, Culture, Ecology and Ethology.
4. The Mental Health Act 1987 and its implication. Acts related to substance abuse. Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, The National Trust for Welfare of persons with Autism, Cerebral Palsy, Mental retardation And Multi Disabilities Act, 1999.
5. Causes, symptoms, classification, prognosis, treatment of the following disease: Schizohrenia; Mood disorder, Neurotic disorders; stress related disorder; somatoform disorder; Personality disorders; Substance abuse; sexually deviant disorders.
6. Child Psychiatry: mental retardation, specific development disorders, pervasive development disorders, hyperkinetic disorders, conduct disorders, TIC disorders, Enuresis & Encopresis, learning disability, habit disorders etc.
7. Socially stigmatized disorders.
8. Treatment of mental patients- Psychotherapy, Occupational Therapy, Mental health Clinic, Behaviour therapy, Medical therapy. Role of Mental Health Professional in India.

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References

Essential:

1. Mental Disorder and Mental Health Policy: A Social Perspective- R.K. Upadhyay & Dr. Sandhya. (2010). Kanishka Publishers & Distributors, New Delhi.
2. Mental Hygiene: A Science of Adjustment- S.S. Chauhan. (1999). Allied Publishers Ltd., New Delhi.
3. Theory and Practice of Counselling and Therapy- Richard Nelson Jones. (2011). Sage Publications, London.
4. Oxford Textbook of Psychiatry- Michael Gelder, Dennis Gath, Richard Mayou and Philip Cowen. (1996). Oxford University Press, New York.

Supplementary:

1. Mental Health and Mental Illness: Policies, Programs and Services- Phillip Fellin. (1996). F.E. Peacock Publishers Inc., Chicago.
2. Mental Health Act, 1987 along with Central Mental Health Authority Rules, 1990- Bare Act. Universal Law Publishing Co. Pvt. Ltd., New Delhi.
3. Psychology for Living: Adjustment, Growth and Behaviour Today- Eastwood Atwater. 5th Ed. (1995). Prentice Hall of India, New Delhi.
4. Personality and Psychological Disorders- Gordon Claridge & Caroline Davis. (2003). Oxford University Press, New York.

FOURTH SEMESTER

SPECIAL PAPER I **Full Marks: 100**

Time-4 Hours **(I.A.-20, Exam-80)**

MSW-402- LABOUR WELFARE, INDUSTRIAL RELATIONS & PERSONNEL MANAGEMENT-I

1. Labour Welfare: Definition, Concept, Philosophy & Scope.
2. Compensation Management: Wages- Concepts, Components, System of Wage Payments, Fringe Benefits, Retirement Benefits, Consumer Price Index, Dearness Allowance- It's Principles and Practices.
3. Industrial Relations in India: Parties, Management and Trade Unions, Trade Unionism in India, Industrial Disputes, Collective Bargaining, Settlement Machineries, Role of Government, Labour Policy in India.
4. Strategic HRM: Meaning, Strategic HRM vs Traditional HRM, Strategic Human Resource Management, Process, Nature of e-HRM, e-Recruitment and Selection, e-Performance Management, e-Learning.

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5. Organization Behaviour: OB- Introduction, Meaning of OB, Importance of OB, Contributing Disciplines, Applications in Industry.
6. Work Motivation: Approaches to Work Motivation, Theories of Motivation- Maslow's Hierarchy of Need Theory, Alderfer's ERG Theory, Herzberg's Motivation- Hygiene Theory, McClelland's Achievement- Motivation Theory, McGregor's Theory X Theory Y, Vroom's Expectancy Theory, Porter and Lower Expectancy Model.
7. Organizational Change and Development: Meaning, Process, Resistance to Change, OD- Meaning, Process, Interventions, Sensitivity Training, Survey Feedback, Process Consultation, Team Building, Inter Group Development, Stress.
8. Laws relating to Labour: Factories Act, 1948; Mines Act, 1952; Plantation Labour Act, 1951; Shops and Establishment Act; Industrial Disputes Act, 1947; Industrial Employment (Standing Orders) Act, 1946; Trade Unions Act, 1926; Contract Labour (Regulation and Abolition) Act, 1970; Payment of Wages Act, 1936; Payment of Bonus Act, 1965; Minimum Wages Act, 1948; Employees' State Insurance Act, 1948; Employees Provident Fund and Miscellaneous Provisions Act, 1952; Payment of Gratuity Act, 1972; Employees' Compensation Act, 1923; Sexual Harrassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Maternity Benefit Act, 1961.

References

1. Aswathappa, K.- Human Resource Management, TATA McGraw Hill.
2. Pattanayak, B.- Human Resource Management, PHI.
3. Luthans, Fred- Organizational Behaviour, McGraw Hill.
4. Dasgupta, A.K.- A Theory of Wage Policy, OUP.
5. Govt. of India- Report of National Commission of Labour (1st- 1969, 2nd- 2002)
6. Labour Law- Taxman.
7. Labour Law Journal- Case Laws.
8. Monappa, Arun- Industrial Relations, TATA McGraw Hill.

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SPECIAL PAPER II **Full Marks: 100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-403- CHILD DEVELOPMENT & CHILD PROTECTION

1. Concept and principles of child welfare. Evolution of child welfare services in India and changing trends. Child rights and its implementation.
2. Child Welfare Policies: National and Global policies on children. Development of child welfare planning- constitutional and legislative directives for welfare of children.
3. Child Protection Legislations: Juvenile Justice (Care and Protection of children) Act, 2000; The Prohibition of Child Marriage Act, 2006; Protection of Children from Sexual Offences Act, 2012; Immoral Traffic (Prevention) Act, 1986; The Commission for Protection of Child Rights Act, 2005; Right to Education Act, 2005.
4. Child Abuse and Trafficking: Concept, Definition, Causes and types of child abuse; social work intervention; concept, definition and causes of child trafficking, role of social worker in handling the problem.
5. Various child development schemes: ICDS, ICPS, etc.
6. Methods of working with children- play therapy, bibliotherapy, creativity, fantasy, art therapy, modeling etc- destitute and street children, physically and mentally challenged children, juvenile delinquents. School Social Work.

References

Essential:

1. Handbook for Child Protection Practice- Howard Dubowitz, Diane De Panfilis, Ed. (2000). Sage Publications Inc., India.
2. Child Abuse- A Social Work Perspective- Manju Gupta. (2001). Mangal Deep Publications, Jaipur.
3. Child Rights in India- Law, Policy and Practice- Asha Bajpai. (2003). Oxford University Press, New Delhi.
4. Children and Human Rights- S.K. Pachauri. (2011). A.P.H. Publishing Corporation, New Delhi.

Supplementary:

1. Rights of Child- Subhas Chandra Singh. (2007). Serial Publications, New Delhi.
2. The Rights of the Child in India- Justice Rajkumar Manisana Singh. (2009). Akansha Publishing House, New Delhi.

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SPECIAL PAPER II **Full Marks: 100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-403- MENTAL HEALTH & COUNSELLING II

1. Counselling: Concept, Types and Need & Goals of counseling.
2. Principles, Techniques and Stages of counseling.
3. Fundamental skills required for counseling: initiating contact, rapport establishing, attending behavior, observation, communication, and decision making.
4. Counselor as a professional: personality, coping, awareness, expertise, gender, values, behavior, burn-out, self-renewal, prevention of burn out, professional issues and trends.
5. Client as a person, voluntary and non-voluntary client, expectations, client behavior. Communication- verbal and non-verbal.
6. Approaches to counseling: Freudian viewpoints; Cognitive & Behavioural approach; Existential approach; Transactional approach; Eclectic approach; Reality Therapy.
7. Counseling for groups: process, advantages and disadvantages of group counseling, issues in such counseling, its process and stages.
8. Areas of counseling: family counseling, marital counseling, educational counseling, drug counseling, AIDS counseling. Role of Counsellor.
9. Indigenous approaches of help and self-help like yoga and motivation.

References

Essential:

1. Essential Counselling and Therapy Skills: The Skilled Client Model- Richard Nelson Jones. (2002). Sage Publications, London.
2. Practical Counselling and Helping Skills- Richard Nelson Jones. (2004). Sage Publications, London.
3. Introduction to Therapeutic Counselling Voices from the Field- Jeffrey A. Kottler. (2004). Thomson Learning, Canada.
4. Introduction to the Counselling Profession- David Capuzzi, Douglas R. Gross. (2009). Pearson Education Inc., New Jersay.

Supplementary:

1. Counseling for Depression- Paul Gilbert. (2002). Sage Publications, London.
2. Introduction to Counselling and Guidance- R.L. Gibson & M.H. Mitchell. (2008). Prentice-Hall of India Pvt. Ltd., New Delhi.

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3. An Introduction to the Cognitive Behaviour Theory: Skills and Application- David Westbrook, Helen Kennersley and Joan Kirk. (2007). Sage Publications, London.
4. Theory and Practice of Group Counselling- F. Jacobs, R.L.Masson & R.L. Harvill, Ed (2010). Cengage Learning India Pvt. Ltd., New Delhi.

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SPECIAL PAPER II **Full Marks: 100**
Time-4 Hours **(I.A.-20, Exam-80)**

MSW-403- LABOUR WELFARE, INDUSTRIAL RELATIONS & PERSONNEL MANAGEMENT-II

1. Management Principles and Practice: Meaning, Definition, Process, Scope, Classical Theories, Scientific Management, Administrative Principles, Theory of Bureaucracy, Human Relations Approach, Modern Theories, Systems Approach, Contingency Approach, Qualitative Approach, Behavioural Approach.
2. Human Resource Management: Scope and Coverage, Structure and Functions of HR Department, Role of HR Manager.
3. Human Resource Planning: Supply and Demand Forecasting Methods, Manpower Inventory, Job Evaluation, Job Analysis, Job Descriptions, Job Specifications, Career Planning, Succession Planning, Human Resource Information System (HRIS).
4. Selection and Recruitment: Process, Sources, Methods of Selection, Interviewing Method, Skills and Errors, Interview Problems, Physical Examination, Placement.
5. Human Resource Development: Policy and Programmes, Assessment of HRD Needs, HRD Methods, Training and Non-Training- Job Designing- Job Enlargement- Job Enrichment- Job Rotation. Identification of Training Needs, Designing of Training Programmes, Various Types of Training, Evaluation of Training, Executive Development, Competency Management.
6. Performance Appraisal System: Purpose, Methods, Appraisal Instruments, 360 Appraisal, HR Score Card, Errors in Appraisal, Potential Appraisal, Appraisal Interview.
7. Discipline and Disciplinary Action: Misconduct, Disciplinary Action, Certified Standing Orders, Domestic Enquiry, Principles of Natural Justice, Conducting Domestic Enquiry, Grievance Handling.

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References

Essential:

1. Human Resource Management- Vikash Sharma and Seema Arora. (2011). Global Vision Publishing House, New Delhi.
2. Personnel Management- Dr. C.B. Mamoria and Dr. Satish Mamoria. (1994). Himalaya Publishing House, Bombay.

Supplementary:

1. Emerging Trends in Personnel Management- L.S. Kadchedkar. (1990). TATA Institute of Social Sciences, Bombay.
2. Human Resource Management- Jai Narain Sharma. (2002). Mittal Publications, New Delhi.

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