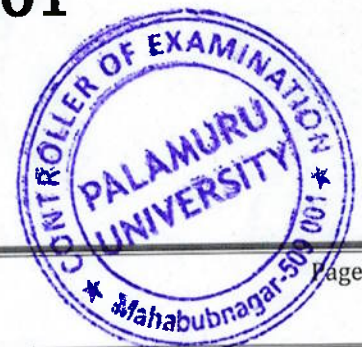


MASTER OF SOCIAL WORK (MSW)
(Regular)
Semester-I, II, III & IV (CBCS) 2023-2024



DEPARTMENT OF SOCIAL WORK

PALAMURU UNIVERSITY
MAHABUBNAGAR
TELANGANA-509001





**DEPARTMENT OF SOCIAL WORK
PALAMURU UNIVERSITY, MAHABUBNAGAR, TELANGANA**

Minutes of the meeting of Board of Studies in Social Work (UG &PG) is held on 23.11.2023 at 10.30 am in the Department of Sociology/Social Work, Osmania University, Hyderabad to discuss and the finalize the syllabus for Master of Social Work Programme according to the CBCS and semester wise while upholding the Continuous Comprehensive Evaluation (CCE) methods which was suggested by TSCHE.

In the meeting the following resolutions were made by the BoS chairman and Committee members.

Members present:

- | | |
|--|----------|
| 1. Prof. P. Vishnu Dev, OU | Chairman |
| 2. Prof. V Jagadeeshwar Rao | Member |
| 3. Dr. T Sridhar | Member |
| 4. Dr. T Nagendar Swamy | Member |
| 5. Head, Department of Social work, PU | Member |

[Handwritten signatures]
Chairman — *[Signature]*
Member *[Signature]*
Member *[Signature]*
Member *[Signature]*
Member *[Signature]*
(Dr. B. Parvathalu)

AGENDA:

1. Approval of PG- MSW syllabus for the Academic year 2023-24.

The following resolutions have been taken in the meeting

RESOLUTIONS:

1. Master of Social Work Programme 2023-24 consists of 4 semesters in which the total credits would be 80.
2. Each semester consists of 20 credits which includes 5 papers.
3. Each course / paper consists of 4 credits with four units each and 4 hours for theory and 2 hours for Continuous Comprehensive Evaluation (CCE) of the students per week to meet the guidelines of TSCHE and course coherence.

4. Each paper evaluation weightage will consist of Internal Evaluation for 40 marks and end semester examination for 60 marks.
5. Semester – II, Paper –III practicals 40 internal evaluation 40 External and 20 for Mini Research.
6. Internal Evaluation in each paper consists of 4 Internal Assessments spanned over equal interval of time with a weightage of 10% each.

Each Internal Assessment will be conducted for 50 marks in the following pattern:

A	Class Test: (10 MCQ - 5 marks; 10 Fill in the blanks Questions – 5 marks and 05 Descriptive answers questions (2x5=10 marks)	20 Marks
B	Assignment	10 Marks
C	Seminar/ Article/Book Review/Case Study	10 Marks
D	Student Classroom attendance	10 Marks
Total Marks		50 Marks

7. Student Classroom attendance 10 marks will be given weightage as following:

% of Attendance	Marks
95% to 100%	10
86% to 94%	8
81% to 85%	6
75% to 80 %	4
65% to 74% *	2

(*Only to those students who provide a valid reason with condonation fee)

8. Each Internal assessment conducted for 50 marks should be scaled down to 40 marks.
9. Semester End examination for 60 marks divisible as Part A & B
Part – A - 20 Marks (4 Questions each carries 5 marks) without choice.
Part – B - 40 Marks (4 Questions each carries 10 marks) with internal choice.
10. The members of the BOS have thoroughly discussed about the existing syllabus and revised it in accordance with the requirements of CBCS. (A copy of the revised syllabus in a CBCS pattern is enclosed).
11. It is also resolved to request the University authorities to grant Rs. 20,000=00 (Rupees Twenty Thousand only) for rural camp and enhance the study tour grant from Rs.50,000 (Rupees Fifty Thousand only) to 75,000 (Rupees Seventy Five Thousand only), since the earlier allocation was not sufficient to meet the expenditure related to study tour.
12. It is also resolved to request the University authorities to allow the faculty members of the Department of Social Work, PU to act as the external examiners for I & III Semester and invite external examiners from other universities for II & IV semester examinations.
13. It is resolved the specialization papers have to be taught by the teacher who have academic qualification in the concerned/generic/ specialization.



**SCHEME OF INSTRUCTION & EXAMINATION, M.S.W (REGULAR)
CHOICE BASED CREDIT SYSTEM (CBCS) 2023-24**

DEPARTMENT OF SOCIAL WORK

Social work is a professional service oriented course, Field based, Practice based and Activity based course that churns out Social Work Professionals who contribute to the Development Sector that can build an Egalitarian Society.

PROGRAMME OBJECTIVES

- To bring out professional approach to human service delivery system.
- To develop a professional identity as a social worker by applying professional values and ethics to social work practice.
- To enrich the human resources through research, training and varieties of knowledge dissemination processes.
- To address various current developmental, psycho-social, empowerment, justice and Human rights issues prevailing in the society.
- To demonstrate an understanding and appreciation for human diversity, to engage in non-discriminatory culturally sensitive practice that seeks social and economic justice for clients, without regard to age, class, caste, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, and sexual orientation.
- To use appropriate supervision and consultation to conduct research and disseminate research findings that contributes to enhancement of student's personal and professional development and to develop in-depth knowledge and skills in qualitative and quantitative research methods.

EXPECTED OUTCOME

On completion of this course students are expected to:

- Possess a sound knowledge of Social Work and become skilled in specialized fields of Social Work and be able to practice Professional Social Work.
- Acquire experience and knowledge in empirical research and contribute knowledge to the field of their interests.

- Possess knowledge and experience in interdisciplinary subjects and be prepared to undertake jobs and other responsibilities independently with focused future career goals.

SPECIALIZATIONS

The basic objective of instituting specialization is to provide learners with specific knowledge, skills and practice to one's current aptitude.

The Department of Social Work will offer the following specializations:

- A) Urban, Rural and Tribal Community Development (URTCDD)
- B) Medical and Psychiatric Social Work (MPSW)
- C) Human Resource Management (HRM)

Medium of Instruction and examination: English

Semester I

- Paper I. Social Work profession, Philosophy and Ideology
- Paper II. Social Case Work
- Paper III. Social Work Practicals-I (Observational Visits)

Elective I

- Paper IV (a) Social Policy and Planning
- Paper IV (b) NGO Management

Elective II

- Paper V (a) Social Development and Sustainable Development
- Paper V (b) Legal Systems and Social Legislations in India

Semester II

- Paper I. Individual and Society
- Paper I. Social Group Work
- Paper III. (a) Social Work Practicals-II
And Mini Research

Elective I

- Paper IV (a) Dynamics of Human Behavior
- Paper IV (b) Women and Child Welfare

Elective II

- Paper V (a) Counseling, Theory and Practice
- Paper V (b) Human Resource Management


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Semester III

Paper I. Community Organization and Social Action

Paper II. Social Work Research and Social Statistics

Paper III. Social Work Practicals-III
And Dissertation

Elective I

Paper IV (a) Urban Community Development- I

Paper IV (b) Psychiatric Social Work- I

Paper IV (c) Management Information Systems

Elective II

Paper V (a) Rural and Tribal Community Development -I

Paper V (b) Medical Social Work and Community Health- I

Paper V (c) Labour Legislations

Semester IV

Paper I. Social Welfare Administration

Paper II. Corporate Social Responsibility

Paper III. Social Work Practicals-IV and Social Work Internship (Block Placement)

Elective I

Paper IV (a) Urban Community Development- II

Paper IV (b) Psychiatric Social Work- II

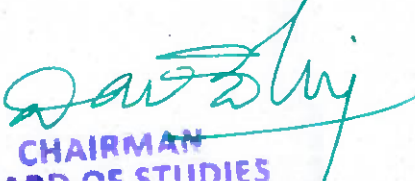
Paper IV (c) Organization Development and Behavior

Elective II

Paper V (a) Rural and Tribal Community Development -II


Paper V (b) Medical Social Work and Community Health II

Paper V (c) Industrial Relations and Labour Welfare


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SEMESTER - I

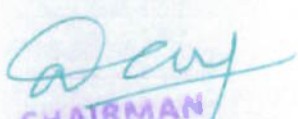
SNo	Paper	Paper Title	Scheme of Instruction per week	Credits	Scheme of Examination Internal and Semester
1	Paper-I	Social Work profession, Philosophy and Ideology	4+2	4	40+60=100
2	Paper-II	Social Case -Work	4+2	4	40+60=100
3	Paper-III	Social Work Practicals-I	4+2	4	40+60=100
4	Elective - I Paper-IV(a) Paper-IV(b)	(a) Social Policy and Planning (b) NGO Management	4+2	4	40+60=100
5	Elective - II Paper-V(a) Paper-V(b)	(a) Social Development and Sustainable Development (b) Legal Systems and Social Legislations in India	4+2	4	40+60=100
Total			30	20	500


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SEMESTER - II

SNo	Paper	Paper Title	Scheme of Instruction per week	Credits	Scheme of Examination Internal and Semester
1	Paper-I	Individual and Society	4+2	4	40+60=100
2	Paper-II	Social Group Work	4+2	4	40+60=100
3	Paper-III	Social Work Practicals-II And Mini Research	4+2	4	40+40+20=100
4	Elective - I Paper-IV(a) Paper-IV(b)	(a) Dynamics of Human Behavior (b) Women and Child Welfare	4+2	4	40+60=100
5	Elective - II Paper-V(a) Paper-V(b)	(e) Counseling Theory and Practice (f) Human Resource Management	4+2	4	40+60=100
Total			30	20	500

*Mini Research has consists 20Marks Internal evaluation.


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SEMESTER - IV

SNo	Paper	Paper Title	Scheme of Instruction per week	Credits	Scheme of Examination Internal and Semester
1	Paper-I	Social Welfare Administration	4+2	4	40+60=100
2	Paper-II	Corporate Social Responsibility	4+2	4	40+60=100
3	Paper-III	Paper III. Social Work Practicals-IV And *Social Work Internship	4+2	4	40+40+20=100
4	Elective - I Paper-IV(a) Paper-IV(b) Paper-IV(c)	(a) Urban Community Development- II (b) Psychiatric Social Work-II (c) Organization Development and Behavior	4+2	4	40+60=100
5	Elective- II Paper-IV(a) Paper-IV(b) Paper-IV(c)	(a) Rural and Tribal Community Development -II (b) Medical Social Work and Community Health II (c) Industrial Relations and Labour Welfare	4+2	4	40+60=100
Total			30	20	500

*Social Work Internship has consisted 20 marks. Internal 10 Marks and External 10 Marks.


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SEMESTER -I

Paper - I : Social Work Profession, Philosophy and Ideology

*Unit - 1

Study of concepts: Social welfare, social service and social work. The religious, philanthropic, rationalistic, humanistic and modern philosophical base for social work. Overview of the historical development of social work in U.K. , USA, and India. Goals of social work : Development, promotional, remedial and ameliorative.

*Unit - 2

Social service tradition in Indian culture: Approach to person in need, ideology of Indian Voluntary organizations and voluntary action. Social reform movement: contribution of major social reformers of the 19th and 20th century and their contribution to social welfare, relevance, applicability contribution of the reforms to development of social work profession and reformers of medieval India. A broad overview of Bhakti and Sufi movement.

Unit - 3

Emergence and development of professional social work: Basic principles, Values, ethics and functions of Professional social work.

Gandhian ideology: Contribution to social work profession, social welfare and social action.

*Unit - 4

Fields of social work practice: Medical & Psychiatric social work, Urban, Rural and Tribal community development, Human Resource management and Industrial social work, Correctional social work, Family & Child welfare and Inter relatedness of all these areas to have a holistic perspective.

BOOKS RECOMMENDED

- | | |
|-------------------|--|
| A.R. Wadia | History and philosophy of social work Bombay, Allied, 1961 |
| C.C.E.T.S.W. | Values in social work London C.C.E.T.S.W., 1976 |
| Friedlander, W.A. | Concepts and methods of social work Englewood, prentice hall |
| Gangule B.N. | Gandhi's social philosophy, Vikas publications, Delhi, 1965 |
| Lurie H.L. | Encyclopedia of social work vol., 1 2 3
New York National Association of social workers, 1965 |
| Fink A.E. | The Field of social work New York, Henry Holt Company, 1945 |
| Younghusband E. | Social work and social values-vol III London, George, Allen, |
| Unwin. | |
| Gore M.S. | Social work and social work education Bombay, Asia publishing |
| House, 1965 | |
| Mishra P.D. | Social Work Philosophy and Methods, Inter India,
Publications, New Delhi, 1994. |

Paper – II: Social Case Work

Unit – 1

Methods of Social Work: Definition and objectives of working with individuals, values and principles related to working with individuals. Process of social casework.

Unit – 2

Theories and models of helping individuals: psychoanalytical, psychosocial, problem solving, techniques, family and therapy. Critical analysis of these approaches and their use in the Indian context.

Unit – 3


Social casework communication skills: Ways to enhance effective communication, relationships, transference, counter transference and interviewing. Application of skills and techniques in social casework. Study, Review and Analysis of cases, related to social casework and presentation of cases.

Unit – 4

Use of social casework method in different settings like schools, health, industry, and welfare agency. Understand role as a change agent, therapist, social advocate and the worker – client relationship. Recording in social case work: Types and uses.

BOOKS RECOMMENDED

- Friedlander W.A. (ed) Concepts and Methods of social Work,
New Delhi, Prentice Hall. 1978.
- Biesteck, F.P. The Case Work Relationship,
London, Unwin. 1957.
- Perlman, H.H. Social Case Work – A Problem Solving Process,
Chicago, Chicago University Press. 1957.
- Farard, M.L. & M.K. The Case Worker's use of Hunnybun relationships,
London, Tavistock. 1962.
- Roberts, R.W and
Nev R. H. Theories of Social Case Work,
Chicago, Chicago University Press. 1970.
- Turner, F. (ed) Social Work Treatment,
New York, The Free Press. 1974.
- Hamilton. G. Theory and Practice of Social Case Work,
New York, Colombia, University Press. 1940.


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H. DEPARTMENT OF SOCIAL WORK, PALAMURU UNIVERSITY.

Paper – III : Social Work Practicals – I

Guidelines will be given to the students, by their respective faculty members.

*Social Work Practicals – I consists of observational visits, rural visit

***OBJECTIVES OF SOCIAL WORK PRACTICALS**

1. To expose the students to social realities and problem situations.
2. To develop in – depth understanding among the students about the placement setting in particular and social work fields in general.
3. To foster and develop among the students professional attitude, qualities and ethics required for a Professional Social Worker.

***OBJECTIVES OF OBSERVATIONAL VISITS:**

- To expose to different fields of Social Work.
- To know the practice of Social Work methods.
- To observe the role of Professional Social Worker in that particular setting.
- To observe the physical conditions of agencies
- To know the administrative structure of the organizations.

***OBJECTIVES OF RURAL VISIT**

1. To gain acquaintance with the reality of rural life and develop sensitivity towards them.
2. To have an opportunity to discuss problems with those affected directly by them and officials involved in their delivery system.
3. To understand the problems in planning and programming and the problems between planning and execution at the local level.
4. To experience group living, observe group dynamics and share the oneness that the students of a class have which otherwise goes unrecognized through, the stresses of daily classroom routine.
5. To provide learning in the methods of organization, planning and evaluation of visits.

*Students will be placed in an NGO, through which they continue their Concurrent Field Work in the community which was taken for field work.

REPORT ON COMMUNITY

1. History
2. Physical conditions and facilities.
3. housing Conditions
4. Social Composition (religion, caste, social status, etc.)
5. Education, Health, sanitation and hygiene.
6. Culture/Life style/daily routine of men. Women and Different occupational groups.
7. Leadership (formal & informal).
8. Problems of the community and
9. Initiatives taken for the improvement of the locality.

ELECTIVE -I

Paper IV (a) – Social Policy and Planning

Unit – 1

Concept of Social policy, Social welfare policy, relationship between social policy and social development, values underlying social policy, sources of social policy (DPSP, FR, and HR) issues of social policy, different models of social policy and their applicability to the Indian situation.

Unit – 2

Process of social policy formulation, approaches to social policy: unified, integrated and sectoral, the contribution of research, role of interest groups. Role of professional social worker in policy formulation, planning and implementation.

Unit – 3

Evaluation of social policy in India, an over view of historical perspective in development of social welfare services. Sectoral policies and their implementation: Education, health, Social welfare, Women and children, Urban/Rural/Tribal development, poverty and gender related issues. Housing, population, family welfare, environment and ecology.

Unit – 4

Concept of social and development planning in India. Constitutional Position of planning in India, planning in India, planning commission of India, composition, legal status of planning commission, functions, process coordination at national, state and district level. Implementation of social planning at various levels.

A broad review of five year plans with emphasis on the objectives of growth and social justice with special reference to weaker sections.

BOOKS RECOMMENDED

- Macpherson Stewart Social policy in third world: The social dilemmas of Underdevelopment Sussex: wheatsheaf Books Limited.
- Titmus, R.M. social policy: An introduction, London George Allen and Uwin
- Sharma P.N. Social planning: concepts and techniques Lucknow print house.
- Shastri C. Social welfare: Legend and legacy Bombay: popular praksham
- Gokhale S.D. Regional Planning in India, Allied Publisher, Puri V.K. New Delhi, 1983.

Paper IV(b) – NGO Management

Unit – 1

Voluntary Organizations: Concept, nature and history.
Voluntary agencies – Registration, grant-in-aid and eligibility. Types of non-profit organization.

Unit – 2

Record keeping, reporting, research evaluation, public relations and inter agency, intra-agency interaction process. Decision making, motivation, human resource development, participation, authority, leadership and coordination.

Unit – 3

Project proposal: Need, Objectives and elements of project proposal. Development projects: Monitoring and evaluation cycle. International, bilateral funding of NGO's. Fund raising, financial management and budget preparation.

Unit – 4

Social impact assessment studies, Skills and techniques: Problem analysis, resource mobilization, conflict resolution, organizing meetings, documentation, networking, training, lobbying and advocacy.

BOOKS RECOMMENDED

- | | |
|------------|---|
| A.R. Dadia | History & Philosophy of Social Work, Bombay, Allied, 1961. |
| Lurie H.L. | Encyclopedia of Social Work, Vol., 2,3., New York National Association of Social Workers, 1965. |
| Gore M.S. | Social Work & Social Work Education, Bombay, Asia Publishing House, 1965. |
| Fink A.E. | The Field of Social Work, New York, Henry Holt Company, 1945. |


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ELECTIVE -II

Paper – V(a) : Social Development & Sustainable Development

*Unit – 1

Social development : definition, features indicators, approaches and strategies.

Unit – 2

Characteristics of under developed, developing and developed economies. Role of social welfare in the transformation of the developing societies.

*Unit – 3


New economic policy, globalization – its impact on developing societies.
World bank, WTO, IMF – Its role and impact on developing societies.

*Unit – 4

Sustainable development: Definition, pre-requisites, features, components, strategies and approaches. Areas of sustainable development, strategies for withdrawal.

BOOKS RECOMMENDED

- Kulkarni P.D. Social Policy and Social development in India
Madras, Association of school of social work in India.
- Hajra Kumar Social Work, Social Development & Sustainable development.
Gore M.S. Social Development, Rawat Publications, Jainpur, 1989.
Jacob K.K. Social Development Perspectives, Himanshu Publications, Udaipur
1992
- Bedi M.S. Social Development & Social Work, Himanshu Publicaitons,
Udaipur,1994
- Ministry of Welfare , 1987 Encyclopaedia of Social Work in India.
- B.M.Sharma Roop Singh Bareth Good Governance, Globalisation and Civil Society,
Rawat Publications, Jaipur 2004.
- M.K.Bhat, Anitha Cheria,
Edwin Life Goes On.... The Centre for Innovation in voluntary
action. (CIVA),U.K.1999.
- Michael Todaro Economic development in the third world , orient long man ,
Hyd.,1993


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Paper V(b) – Legal Systems and Social Legislations in India

*Unit 1

Indian constitution salient features, i.e. Unitary & Federal features, Social Ideals of Indian Constitution. Fundamental rights and Directive Principles of State policy.

*Unit - II

Concept of Rights: Legal rights, Civil rights under criminal procedure code , equality before law, rights of children , women, scheduled castes and scheduled tribes.

*Unit III

Overview of legislation pertaining to social welfare : Laws effecting social institutions, Law Protecting interest of children, youth, SC'S & ST'S , Laws relating to correctional administration, Laws for treatment of social problems, legislation on social security measures and people with disability Act 1975.

*Unit IV

Legal Aid: History, Concept & Need. Who needs legal aid, Legal aid schemes and Problems, Public Interest Litigation, History, Concept, Processes and Problems. Need for Social Workers Intervention.

BOOKS RECOMMENDED

- Aranha T. Social Advocacy – perspective of Social Work, Bombay: College of Social Work.
- Buxi. U. 1982 Alternatives in Development: Law, the crisis of the Indian Legal System, New Delhi: Vikas Publishing House.
- Desai, A.E (ed) 1986 Violation of democratic Rights in India. Vol.1
- Iyer, V.R.K. 1984 Justice in Words and Justice in Deed for Depressed classes, New Delhi: Indian Social Institute.
- Iyer V.R.K. 1981 Law Versus justice: Problems and Solutions, New Delhi: Deep and Deep.
- Mathew, P.D. Legal Aid Series, Delhi; Indian Social Institute.
- Newman, G. 1999 Global Report on Crime and Justice, New York: Oxford University Press.
- Nirmal Anjali. 1992 Role and Functioning of Central Police Organizations, New Delhi: Uppal


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SEMESTER –II

Paper I - Individual and Society

*Unit – I

History, meaning and scope of sociology . Contribution of sociology to social work and relevance. Concept , definition and characteristics of society. Components of society: Institutions, communities, associations, groups, crowds, mobs, collective behavior, situational and changing patterns and consequences. Theories related to individual and society.

*Unit – II

Culture: Meaning, concepts, components, organization of culture and language. Socialization and its theories. Social change: concept, nature and consequences – modernization, secularization,

*Unit – III


Social structure, social differentiation, and social stratification: concept of class, caste, race, social mobility and elements of change in society: Forms, functions, consequences, role and status. Social Process: Integrative and disintegrative effects on society.

*Unit – IV

Deviance and social disorganization: Individuals, family, groups, community and maladjustment. Social control: meaning and concept, agencies and means of social control. Social tensions in India. Social reconstruction: concept, approaches and consequences.

BOOKS RECOMMENDED

- | | |
|---------------------------|---|
| Inkeles, A. | What is Sociology? An Introduction. 1982. |
| Horton. P.B. & Hunt, C.L. | Sociology. 1976. |
| Srinivas, M.N. | Social Change in Modern India. 1966. |
| Devis, K. | Human Society. 1980. |
| McIver R.M. & Page, C.H. | Society: An Introductory Analysis. 1985. |
| Johnson. H.M. | Sociology: A Systematic Introduction, New Delhi, Allied. 1983. |
| Balton, T & others | Introductory Sociology, Macmillan. London. 1989. |
| Rose, Peter & others | Sociology – Inquiring into Society. St Martens Press. New York. 1982. |
| Singh, Yogendra | Social Stratification and Social Change in India, Manohar Publishing, Bombay. 1980. |


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Paper – II: Social Group Work

*Unit – 1

Definition and objectives of working with groups. Brief historical developments of Social Group Work. Theories of groups. Group dynamics and its applications. Task and maintenance functions of Group members.

Unit – 2

Values and principles related to working with groups. Application of skills and techniques for effective work with groups.

Different phases in social group work practice. i.e., Initial, Middle & Termination phase. Programme planning & problem solving aspects in social group work.

*Unit – 3

Types of groups: Treatment Groups; Educational Groups, Growth Groups, Remedial Groups, Socialization Groups, Task Groups; Committees, Administrative Groups, Delegate Councils, Teams, Treatment Conferences, Social Action Groups.

Other Groups; Problem Solving and Decision Making Groups, Recreational Groups, Focus Groups, Self-Help Groups, Therapy Groups, Encounter Groups, Developmental Groups.

Unit – 4

Use of social group work in different settings: Concept of Institutional and Non-Institutional settings; Medical & Psychiatric settings, Correctional settings; Industrial, Urban Rural community settings.

Recording in Social Group Work.

BOOKS RECOMMENDED

- | | |
|------------------------------------|--|
| Trecker Herliegh B. | Social group work – principles and practice
Association press, New York, 1970 |
| Konopka G. | Social Group Work: A Helping Process
Prentice-hall, New Jersey, 1963 |
| Wilson G. and Ryland G. | Social Group Work Practice Houghton miffin co., Boston, 1949 |
| Johnson C.Louise
London, 1989 | Social work practice: A Generalist Approach Allyn and Bacon, |
| Skidmore . R. | Introduction to social work
Prentice hall, New Delhi. |
| Thackery.G and Farley W.
Garvin | Contemporary Group work practice. |



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Paper III – Social Work Practicals – II

Guidelines will be given to the students, by their respective faculty members.

II CONTENT OF CONCURRENT FIELD WORK

1. Studying the Community setting in detail and developing an in-depth understanding of the field. And reporting their study in the form of a special report (Content of the Report is specified elsewhere).
2. Practicing social case work at least with 2 individuals: identify the problem, study, assess and develop intervention strategies for all the cases and execute the plan of intervention.
3. Practicing social group work at least with two groups (Children, Women, Youth, Adults, or Occupational group, etc) involving its steps and principles.
4. Working with the community by organizing them on one or two issues/problems confronting the community.
5. Making a minor research study on any specific problem and submitting the report as part of field work.
6. Organizing at least 3 special programmes, (action programmes) by the team of students with clear division of work among themselves to meet the felt needs of the community or commemorating some International and National Days.
7. Visiting the agencies having relevance to their placement and resources for their clientele and promoting interaction between the agency and the community – such as MCH/NGO's, other Government departments etc. (with the prior permission of Faculty Supervisor.).
8. Training part in the programmes, seminars, work shops, etc. related to community work for the enrichment of knowledge. (With the prior permission of the Faculty supervisor.)
9. Mini research


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ELECTIVE -I

PAPER IV (a) DYNAMICS OF HUMAN BEHAVIOR

*Unit – I

Introduction to psychology: relevance of psychology to social work profession. Scope, method and fields of psychology. Principles of human growth and development, Genetic and environmental factors influencing development. Stages of development.

*Unit – II

Motivation : Definition, need hierarchy , types of motives, theories of motivation. Learning: Principles, Types, Styles and Theories. Neuro Psychology.

*Unit – III

Personal Adjustment: The process of adjustment, frustration, anxiety, defense mechanisms. Perceptions: Organizing Tendencies, Perceptual Constancies and Factors affecting perception. Attitudes: nature formation and measurements of attitudes.

*Unit IV

Measurement of individual differences norms, reliability and validity. Different types of tests: Projective, Personality, Aptitude and Situational Tests: Multiple and Emotional Intelligence, Scaling Techniques.

Personality: Concept, meaning, theories and development of personality, types and traits of personality. Social Prejudices: Orgins, Forms and Nature.

BOOKS RECOMMENDED

- | | |
|-------------------------|------------------------------------|
| Morgan C.T, King R.A. | Introduction to Psychology, |
| & Robinson Nancy, M. | Tata McGraw Hill, New Delhi. 1979. |
| Munn, N.L. | Introduction to Psychology, |
| | Oxford and IBH, New Delhi. 1973. |
| Hurlock, Elizabeth, B. | Development Psychology, |
| | Tata McGraw Hill, New Delhi. 1989. |
| Parameswaran E.G. & | Invitation to Psychology, |
| C. Beena | Tata McGraw Hill, New Delhi. 1988. |
| Liebert R.M. & | Personality-strategies & Issues, |
| Spiegler, M.D. | Dorsey Press, Illinois. 1978. |
| Hall, C.S. & Lindzey G. | Theories of Personality, |
| | Wiley Eastern, New Delhi. 1978. |

Paper IV(b) WOMEN AND CHILD WELFARE

Unit – 1

Physical health of the child: Nutrition nutritional disorders. Childhood diseases, types cause, symptoms, prevention and treatment; types and stages of immunization.

Mental health of the child: Psychological deprivation and behavioral problems.

Social health of child: Social influence on the child in the family, school and neighbor leading to maladaptation

Unit – 2

Welfare programmes and services for the child: Maternal and child health services, integrated child development scheme. Child labour.

Schemes and services for street children, Juvenile delinquents, abused children orphans and destitute, children of leprosy patients, sex workers, beggar. Physically and mentally handicapped children.

Unit – 3

Woman and Law: Personal Laws of different religious communities, Maternity Benefits Act. National commission on women.

Unit - 4

Welfare and development programmes for women: Women's employment programmes; self employment and entrepreneurial development programmes.

Women's educational programmes, thrift programme, DWACRA, reservation for women, women's protection cell; institutional services for women.


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ELECTIVE -II

Paper – V(a): Counselling – Theory & Practice

Unit – 1

Counselling: Meaning, nature, scope, principles code of ethics, skills and techniques of counselling in social work. Importance of supervision in counselling.

Unit – 2

Models of counselling – Egan model, Microskill Model. Various phases in the models

Therapies in counselling: Reality therapy, psychoanalytic, client centered, humanistic-existential therapy, gestalt therapy.

Unit – 3

Behaviour modification, rational emotive therapy, transactional analysis, crisis intervention and cognitive therapy.

Unit – 4

Counselling as a method in various situations in an individual life. (Adolescent, Alcoholism, Suicidal, Bereavement, HIV/AIDS, Family Counselling, marital counselling, counseling in CGC, geriatric counselling, SARS, etc.). Study, review and analysis of cases and its presentation.

BOOKS RECOMMENDED

- | | |
|--------------------------------------|--|
| Napier & Ggershen Feld | Groups Theory & Experience. |
| Kingsley Norton and
Gill McGauley | Counselling difficult clients
London: Sage publications. 1998 |
| Richard Nelson | Practical counselling skills
London: cassell, 1983 |
| Barki., Mukhopadhyay | Guidance and counselling A manual
Sterling publications, 1993 |
| Gerald Corey | Theory and Practice of counselling and psychotherapy
California; cole publications. |
| Michael Caroll | Handbook of counselling organisations |
| D.John Antony | Dynamics of Counselling, Microskill Model
Jothi Printers, Trichy |

Paper V(b)- HUMAN RESOURCE MANAGEMENT

Unit – 1

Concept, objectives, trends, HRD systems, principles in designing HRD systems and mechanism.
Process – out come HRD for worker.

HRD department and its functions. Training and development, developmental supervision and monitoring.

Unit – 2

Organisational development: objectives, models of OD, strategies for OD, Action research, OD intervention, personal and interpersonal group process.

Unit-3

Manager as a leader, effective leadership, theories of leadership, contribution of Chris Agries, Renisislikert, Peter Drucker, Blake and Mouton. Communication, concept, communication networks and barriers. Effective communication systems.

Unit – IV

Need and issues in MIS; Hardware, Software and its managerial/application overview of modern software packages.

BOOKS RECOMMENDED

- | | |
|------------------------------------|--|
| Rao. T.V. | Reading in Human Resource Development, New Delhi, Oxford & IBH, 1991. |
| Reddy, V.R.K. | Strategic Approach to Human Resource Development, NIPM, Calcutta. |
| Singh, J.P. | Organisation Development: concept and Strategies, Ahmedabad: Indian Institute of Management. |
| Frenchm Wendell L. & Cecil H. Bell | Organisation Development, New Delhi: Prentice Hall of India, New Delhi. |
| Bartow Hodbe | Management Information Systems, Reston Pub., Reston, 1984. |
| Jerome Kanter | Management Information Systems (3 rd Ed.) Prentice Hall of India, New Delhi, 1984. |
| Davis Gordon B | Management Information Systems: Conceptual Foundations, Structure and Development, McGraw Hill Book Co., 1974. |

SEMESTER -III

Paper – I : Community Organization & Social Action

Unit – 1

Community organization: Concept, meaning, definition, philosophy, scope and nature of community organization in India. Community client system. Clients perception in community organization.

Unit – 2

Community organization: principles, process, skills, techniques approaches and strategies. The role of community organizer in rural, urban and tribal communities. Models of community organization. Rothman model: Locality Development, Social Planning, Social Action models. Resource Transaction Model.

Unit -3

Participatory Rural Appraisal: Features, Techniques and Uses. PLA and social analysis. The application of these techniques in Community Organisation. Study, review and analysis of cases/issues in community and its presentation.

Unit – 4


Definition evolution and principles of social action. Social actions as a method of socialwork issues confronting developing societies and role of social action in transforming the society.

Strategies for social action. Relevance of social action in various settings. Successful lessons learnt from developing nations.

BOOKS RECOMMENDED

- | | |
|----------------------|---|
| Mcmiller w. | Community organisation for social welfare
Chicago, Chicago university press,1945 |
| Sussman M.B. | Community Structure and Analysis,
New York, John wiley,1959 |
| Polson and Sanderson | Rural development –principles, policies and management |

- Singh K. Sage publications, New Delhi, 1979
Rural Development – principles, policies and management
Sage publications, New Delhi, 1986.
- Siddiqui H.Y. Working with Communities, Hira Publications,
New Delhi, 1997.
- Kim Strom Gottfried Social Work Practice, Cases, Activities and Exercises,
Sage Publications India Pvt., Ltd., New Delhi.
- Douglas P. Biklen Community Organising Theory & Practice, Prentice Hall,
New Delhi, 1983.
- Neela Mukherjee Participatory rural appraisal methods
Yojana, Director, Publications House, Prentice Hall, New Delhi.
Journal of Rural Development, by director NIRD, Hyderabad.


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Paper – II: Social Work Research

Unit – 1

Scientific approach: Meaning of Science and Research, Scientific Research and Scientific Method, Use of Scientific Method in Social Science. Research Process and Nature of Social Research and Social Work Research, Objectives, Basic Elements of Research: Concept, Construct, Variables, Operationalization of concepts. Formulation of a Research Problem; Hypothesis: Concept, Sources, Characteristics, Formulation, and Types of Hypothesis. Content of Research Proposal, Research Report Writing Procedure and Guidelines.

Unit – 2

Research Designs: Concept and its purpose in research. types: Conventional designs: Exploratory, Descriptive diagnostic, pre, true and Quasi experimental designs; Single Subject design; Time series Designs; and Programme evaluation; Participatory Research methods and Techniques. Sampling: Concept, Need, Procedure. Sampling Methods: Probability and Non-probability and their relative merits and demerits. Types of Probability Sampling, Non-probability Sampling Determination of Size of Sample.

Methods and Tools of Data Collection: Primary and Secondary sources, Official Statistics and Data from Various Data Collecting Agencies. Observation, Interview Schedule, Interview Guide, Questionnaire and Rating Scales.

Unit – 3

Social Statistics: Concept and their use in Social Work Research. Functions of and Limitations in Statistics. Levels of Measurement: Concept of Measurement, Nominal, Ordinal, Interval and Ratio. Data Processing, Analysis and Interpretation: Coding of Data, Preparing Master Sheet, Data Analysis, Recategorization, Tabulation, Setting up of an Analytic Model, Univariate, Bivariate, Trivariate and Multivariate Analysis.

Unit – 4

Descriptive Statistics: Measurement of Central Tendency: Mean, Median, Mode.

Measures of Dispersion; Range, Quartile Deviation, Mean Deviation and Standard Deviation.

Inferential Statistics: Correlation: Product Moment, Spearman-Brown, Phi Co-efficient. Yule's Q, Chi-square, T-test and F-test (One way)

BOOKS RECOMMENDED

Goode. J & Hatt. P.M.

Methods in Social Research,

New York, McGraw Hill. 1952.

Polansky, N.A. (Ed.)

Social Work Research,

Chicago, University of Chicago. 1960.

- Young P.V. & Schmid. C.F Scientific Social Surveys and Research,
New York, Prentice Hill.
- Blalock, H.M. & Blalock, A.B. Methodology in Social Science Research,
New York, McGraw Hill. 1968.
- Duane R. Monette Applied Social Research, Holt Rinehart and Winston, Inc.
- Thomas J. Sullivan
- Cornell R. Dejong
- Blalock, H.M. & Blalock, A.B. Methodology in Social Science Research,
New York, McGraw Hill. 1968.
- Champion, D.J. Basic Statistics for Social Research,
Scanton Chandler. 1970.
- McMillan. W. Statistical Methods for Social Workers,
Chicago, University of Chicago Press. 1952.
- Wilkinson & Bhandarkar Methodology and Techniques of Social Research,
Himalaya Publishing House, New Delhi, 1996.
- C.R. Kothari Research Methodology Methods and Techniques, Wishwa
Prakashan, New Delhi, 1996.
- S.C. Gupta Fundamentals of Statistics Himalaya Publishing House,
New Delhi, 1998.


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Paper – III Social Work Practicals

MEDICAL, COMMUNITY & PSYCHIATRIC SOCIAL WORK FIELD WORK
GUIDELINES

MPSW – PSYCHIATRIC SETTING

1. Critical appraisal of the agency's functioning in relation to its philosophy, structure, policies and programmes. Regular interaction with different levels of functionaries to develop skills in coordination. Understanding of the administrative structures, hierarchy and admission procedures.
2. Observation at the out patient unit. The student worker will make observation and Study patients at the time of registration. Learn the process of filling case Information sheet at the time of admission.
3. Casework
Select two (2) psychiatric patients with specific problems and make a data Study and analysis of these cases. In the procedures of assessment goal setting and other intervention modalities, the student worker must be able to use skillfully the Guiding principles of casework practice.
4. Family casework and home visits. Home visits will be made regularly after a detailed study and assessment of the patient. Family counseling / therapy session will be conducted in the homes of the patient. Various technique and skills of Family counseling / therapy will be used.
5. Group work: In the group of 8 to 9 patients the student worker can organize group Work involving the different stages of group process. The student worker can also conduct activities of therapeutic value.
1. Psychological Tests: Under the guidance and supervision of the psychologist, Observe and learn the various methods and techniques of psychological treatment.

MPSW – MEDICAL SETTING

2. Critical appraisal of the agencies functioning in relation to its philosophy, structure, policies and programmes.
3. Regular interaction with different levels of functionaries to develop skills in coordination.
4. Understanding of the administrative structure, hierarchy and admission procedure.
5. Understanding of the working of each major department (viz., Cardiology / Oncology / Orthopedic / Neurology / Post Operative) (any 2 department in the first term).
6. Theoretical knowledge pertaining to the specific area – extensive and intensive reading.

7. Case Study Selection of a minimum of two patients (in each department) with specific Psycho social problem. Make an in-depth study and assessment of the cases using the case study format.
8. Group Studies
Identify and select the areas of need for formation of a group of patients / family members. Study individual group members, their dynamics in operation and assess the growth of individual member during group interaction. Use the format for group study.
9. Social Welfare Administration: Develop and understanding in the working of Principles of social welfare administration. (POSDCORB)

COMMUNITY HEALTH MPSW

1. Critical Appraisal of the agency's functioning in relation to its philosophy, Structure, Policies and Programmes. Regular interaction with different levels of functionaries to develop skills in coordination. Understanding of the administrative structures, hierarchy, and admission procedures.
2. Enlist all the Community – related Projects of the organization. Take up in-depth study of Programme planning, Implementing strategies, and Evaluation Modalities.
3. Participate in one of the Community based projects / Community Out-Reach programmes and apply the method of Community organisation.
4. Identify and select two cases for case study and two families for a family study, mainly related to any of the health problems faced by them.
5. Organise a Camp, Survey, Awareness Campaign or Health Education Program in relation to the identified areas of needs and resources in the Communities.
6. Health Assessment's of various Target Groups like children, women, aged. Conduct a community screening for specific diseases like T.B,STD,AIDS, Leprosy, Blindness etc.
7. Use of communication and research techniques in planning and implementation of specific programmes on immunization and prevention of disabilities and deaf muteness. Conducting educative, re-creative and the raputic. Family planning – identifying and motivating target couples.

URBAN COMMUNITY DEVELOPMENT SETTING

During this intensive Field work training programme, the students are expected to :

- Study and report about the organization- History, aims, objectives , goals, Administrative structure, operational area, target group, programmes funding and problems of the organization
- Study and report on the characteristics, migration pattern and analysis the problems of urban slums.
- Study, Work and report on the functioning, models, monitoring of SHGs and on Bank linkages.

- Work for sustainable livelihood promotion of a family or group by using livelihood strategies.
- Involve in the micro planning of any project with the target group and report the process.
- Engage in public relations and social advocacy activities in the organization/community.
- Formulate pressure groups and take necessary action on particular issues in the communities.
- Study the programmes of UCD covered in the communities and analyze the role of urban local govt. in UCD.
- Select one programme/service/of agency and evaluate it.
- Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.
- Assist the agency in fund raising and publicity campaigns.
- Identify different types of unorganized sector and analyze the issues and problems in organizing them
- Study the present status of any of the development programme implementing by the Govt. in the slum.
- Work on meeting the community needs by using the process of community Development.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group
- Involve in net working, lobbying and advocacy of the concerned project.
- Use audio-visual and theatre communication methods in the field.
- Involve in participatory evaluation by using the criteria.
- Taking part in the programmes, seminars, workshops, etc., related to community work for the enrichment of knowledge (with the prior permission of the Faculty Supervisor).
- Make extensive reading in the field of UCD in general and the areas specified in the guidelines in particular.
- Maintain a record of his/her work – daily dairy and weekly records.
- Submit weekly reports to the Faculty Supervisor and attend the supervisory conference weekly.

RURAL COMMUNITY DEVELOPMENT SETTING

During this intensive field work training programme the students are expected to :

- Study and report about the organization – History, aims , objectives, goals , Administrative structure, operational area, target group , programmes, finding and problems of the organization
- Study the magnitude of unemployment in the community and prepare a report on its migration pattern

- Analyze the situation and problems of rural industries and suggest the plan for man power utilization.
- Study, work and report on the functioning, models, monitoring of SHGs and on Bank linkages.
- Work for sustainable livelihood promotion of a family or group by using livelihood strategies.
- Involve in the micro planning of any project with the target group and report the process.
- Study the present status of any of the development programme implementing by the Govt. in the slum.
- Work on meeting the community needs by using the process of community Development.
 - Involve in the micro planning of any project with the target group and report the process.
 - Engage in public relations and social advocacy activities in the organization/community.
 - Formulate pressure groups and take necessary action on particular issues in the communities.
 - Study the programmes of RCD covered in the communities and analyze the role of panchayath in RCD.
 - Select one programme/service/of agency and evaluate it.
 - Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.
- Assist the agency in fund raising and publicity campaigns.
- Study and report the steps in community based planning, management and monitoring of water shed management
- Study and report on different types, functioning activities, role and problems of cooperative societies in the community.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group
- Involve in net working, lobbying and advocacy of the concerned project. Use audio-visual and theatre communication methods in the field.
- Involve in participatory evaluation by using the criteria.

TRIBAL COMMUNITY DEVELOPMENT SETTING

- Study the present status of any of the development programme implementing by the Govt. in the TRIBAL COMMUNITY
 - Engage in public relations and social advocacy activities in the organization/community.
 - Study the programmes of TCD covered in the communities and analyze the role of panchayath in TCD.
 - Select one programme/service/of agency and evaluate it.

- Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.
- Assist the agency in fund raising and publicity campaigns.
- Study and report on different types, functioning activities, role and problems of cooperative societies in the community.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group

HUMAN RESOURCE MANAGEMENT SPECIALIZATION CONCURRENT FIELD WORK GUIDELINES

OBJECTIVES

1. Expose the students to the industrial organization for understanding the personnel function.
2. Acquire practical knowledge relating to personnel procedures, practices and policies.
3. Develop professional knowledge relating to personnel procedures, practices and policies.
4. Make the students aware of complexity of personnel function and environment in which it is carried out.
5. Acquire the skills by doing specific jobs assisting the personnel officer/ manager as and when possible and asked for.

GUIDELINES

1. Meeting concerned people in the industry and obtain necessary permission for your field work.
2. Visit the HRD department and HEAD of the department understand the relationship of the department with other department.
3. Study the importance of the existence of the HRD department. And understand coherence of the HRD department with Personnel/ HRM department.
4. Study the role and specific functions of the personnel in the HRD department – Study the needs of training and development of employees,
5. Study the aspects organization culture.
6. Study the aspects organization climate and changing organizational climate.
7. Study the issues relating to interdependency of OD & HRD
8. Understand communication system and process in the organization.
9. Stud the Performance Appraisal system and the relevance with HRD.
10. Understand the role computers in HRD.
11. Study the conflict resolution procedures in the organization.
12. Understand the Stress management practices in the organization.
13. Make mini-research study selecting any special issue relating to HRD for the depth.

METHODOLOGY FOR LEARNING:

These are the possible ways for learning for the students going for concurrent field work:

1. Seek theoretical inputs on policies and practices relating to Personnel/ Human Resource management/ Human resource development from the personnel holding change of specific functions.
2. Observe the functioning of the practitioner while practicing of their skills and techniques.
3. Observe the roles and styles of the HRD professionals.
4. Request for opportunities for participant observation of certain proceedings.
5. Shoulder specific responsibility tasks assigned and up some assignments.
6. Seek opportunities for acquiring supervision skills, is possible.

Note: Students may select any one of the areas in their respective specialisation during the concurrent field work in the III semester period . The remaining areas must be completed during the IV semester including Block Field Work. This is applicable for all specializations.


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ELECTIVE - I

Paper – IV(a) – Urban Community Development – I

Unit – 1

Urbanisation and industrialization in India, Migration to towns and cities, Demographic and occupational characteristics of urban India. Definition of urban area and current issues in urban areas.

Unit – 2

Urban community development: Principles and strategies. Urban community development in India

Unit – 3

Slums: Definition, characteristics and theories of Slums, Indian slums in general and slums in Andhra Pradesh in particular, slum clearance and slum improvement.

Unit – 4

Urban municipal administration: Structure, composition, functions and current issues. Role and importance in urban community development. Urban Development Policy and programmes. Town planning and other laws relating to urban development. Trends in urban planning.

BOOKS RECOMMENDED

- | | |
|------------------------------------|--|
| Francis Cherunilam | Urbanisation in developing countries Himalaya publishing house. |
| Dr. Pardeep sachdeva | Revamping urban governments in India Kitab mahal |
| B. Bhattacharya | Urban development in India Shree publishing house, New Delhi |
| Gopal Bhargava | India in 21 st century – challenges and opportunities Anmol |
| publishing, New Delhi, 1993 | |
| H.U. Bijlani | Urban problems , centre for urban studies, lipa, New Delhi |
| Pradipto Roy and | Urbanisation and slums Har Anand publishings, |
| Shangon Das Gupta | New Delhi, 1995 |
| Amitabh Kundu | In the name of the urban poor – access to basic amenities, |
| sage publications, new delhi, 1993 | |
| Jacob Z. Thudipara | Urban community development, |
| | Rawat publications, New Delhi, 1993. |

Paper IV(b) – Psychiatric Social Work – I

*Unit – I

Historical development of psychiatric social work in United States , United Kingdom and India.
Professional organization of psychiatric social workers, its objectives in India.

Psychiatric Social Work : meaning concepts of field work and multi disciplinary approach. Role of social worker in mental health settings. Effective social work interventions: Clinical social work practice with psychiatric clients.

Empirical approaches to case assessment methods ,intervention and management. Measuring the burden of psychiatric illness in the family.

*Unit – II

Clinical Assessment and Diagnosis: Assessing Psychological disorders, the clinical interview
Physical examination, behavioral assessment.

Psychological testing, Neuro Psychological testing, Diagnosing Psychological disorders:
Classification issues : DSM III, DSMIV.

*Unit – III

Clinical description, causes , treatment/management of Anxiety, Fear and panic generalized anxiety disorder, Panic Disorder, Specific Phobia, Obsessive Compulsive disorder.

*Unit – IV

Clinical description, causes, treatment/ of management somatoform disorders: Hypochondriasis, conversion disorder, somatization disorder, pain disorder.

Disassociative disorders: Amnesia, Fatigue, Identify Mood disorders: depressive disorder, bipolar disorder

Schizophrenia and Psychiatric disorders: clinical description, causes treatment.

Cognitive disorders: Delirium, Dementia , Amnestic disorders.

BOOKS RECOMMENDED:

Callham Hames

: Abnormal Psychology, Current Perspectives

- Rappaport Jullian : Community Psychology, Research and
Action, Holt, Rinehar & Winston, New York
- Lowrey Lawson G : An Approach to Community Mental Health
- Capland Generald : Abnormal Psychology and Moern Life
Taraporewala Sons, Bombay, 1984.
- James Coleman : Modern Social Work Practice
- Mark Doel, Steven Shadlow : Clinical Social Work Practice – An
Integrated Approach
- Marlene G Cooper : Social Work theory and practice for
Changing profession
- Joan Granuci Lesser : Introduction to Social Work Child Psychiatry
- Leena Dominelli
- William Farley, Larry Smith
- Scott Boyle
- Indian Journal of Social Work

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Paper IV(c) Management of Information Systems

Unit – I

Management Information Systems, Concepts and the information system environment.

Unit – II

Information; definition, theory and value: Information system analysis; systems study, problem definition, system design.

Unit – III

Role of Computer in Management Information System: Analysis, structural analysis, data flow programmes.

Unit – IV

Managers, Management and Information, MIS installation.

Need and issues in MIS; Hardware, Software and its managerial/application overview of modern software packages.

BOOKS RECOMMENDED

Author(s): Oke, Jayant Management Information System by Oke Edition: 7th edition Publication: Nirali Prakashan Pune India

Author(s): Jawadekar, W. S. Management Information Systems by Jawadeka Edition: 2nd edition Publisher: Tata McGraw Hill (TMH)

Author(s): Davis, G/ Olson, M. Management Information Systems: Conceptual Foundations, Structure & Development by Davis Edition: 2nd edition Publisher: Tata McGraw Hill (TMH) Publications India

Author(s): Schultheis, R/ Sumner, M. Management Information Systems: The Managers View by Schultheis Edition: 4th edition Publisher: Tata McGraw Hill (TMH) India

Author(s): Sadagopan, S. Management Information Systems by Sadagopan S. Publisher: PHI Learning Pvt Ltd


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ELECTIVE -II

Paper V(a) - Rural and Tribal Community Development – I

Unit – I

Rural and urban sociology: Introduction and scope. The Indian village as a community, family, kinship, class and occupational patterns of rural communities. Types of villages.

~~Historical Prospectives of Rural Community Development : Approaches to Rural Community Development~~

*Unit – 2

Panchayati Raj: Balwanth Rai Mehta Committee Report. Three Tire System of Panchayat Raj and their Functioning. Re-organisational set up in Andhra Pradesh and Mandal System. Panchayat Raj Act of 1994.

Land reform measures and their effectiveness Rural unemployment, Rural Industries, Manpower Planning and utilization in rural areas.

Unit – 3

Tribe: concept, characteristics, major tribes classification, potentialities and problems with reference to Andhra Pradesh. Scope of social work intervention in tribal welfare.

Tribal Development: origin, history and approaches. Tribal development in pre and post independence era. Its impact on indigenous communities.

Tribal Movements: Ideology, structure and leadership. NGO's role and impact on tribal community development.

Unit – 4

Impact of urbanization, industrialization and modernization. Impact of non-tribal penetration on inter-tribal relation, forest regulations. Relationship between tribals and government, police, contractors, forest department and other agencies.

Rights of a citizen: legislation related to land, encroachment, eviction, tenancy law, local bodies, land documents, people's court's and tribal local communities.

BOOKS RECOMMENDED

S.L. Doshi

Rural sociology

Rawat publications, NewDelhi,1999

- Gopal Lal Jain Rural Development
Mangal Deep publications, Jaipur, 1997
- A.R.Desai Rural Sociology in India
Popular prakashan, Bombay, 1969
- S.R Maheshware Rural Development in India; A public policy approach
Sage publications, NewDelhi,1985
- Dr. I.Satya sundaram Rural Development
Himalaya Publishing House, Mumbai, 1997
- Christophy Von Furer- Tribes of India; the struggle for survival
Haimendorf Oxford University press, Delhi, 1985
- L.P.Vidyarthi & The tribal culture of India
Binay kumar Rai Concept publishing company, New Delhi, 1976
- Devendra Thakur and Traibal Development and planning
D.N.thakur Deep and Deep publications, New Delhi,1995
- Singh J.P. & Vyas N.N. Tribal Development Past Efforts and New Challenges,
Himanshu Publications, Udaypur, 1989.
- Nadeem Hussain Tribal India Today, Harnam Publications,
New Delhi, 1988.


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Paper V (b) – Medical Social Work and Community Health – I

*Unit – I

Concept of health: Positive health and changing philosophy of health. Health development, models of health, HFA 2000AD Demographic indicators of health, outcomes and key factors influencing health.

Concept of Disease: Concepts of disease causation, concept of control. Distribution and burden of diseases – India and the world.

Social work in health care settings: History need and future of social work in acute care, ambulatory care and long term care settings.

*Unit – II

Health care systems in India : Public and Private Health care, roles of central govt, state govt. & International agencies in health care.

Approaches to health: Indian systems of medicine, major challenges of alternative medicine in industrial countries.

Health, Hospital organization administration and hospital management

Role of medical social worker as member of medical team in different health settings.

Organisation and functions of department of social work in medical settings.

*Unit – III

Community Health : Concepts of Health Care, Health system, Health Care delivery , evaluation of Community Health in India.

Concepts of prevention : Levels of prevention, modes of intervention.

National Health Programs: Reproductive Child Health (RCH) , Revised National Tuberculosis Control Program (RNTCP)- DOTS, National Aids Control Program, National AIDS Control Program, National Anti Malarial Control Program (NMCP), National Program for Control of Blindness(NPCB), Basic minimum service programs.

National Policies related to health : National Health Policy 2002, National AIDS prevention and control policy 2002, National Policy for old persons 1999.

Legislations related to Health : Indian Council for Medical Research Act 1956 and regulations 2002, The Epidemic Disease Act 1897, Mental Health Act 1987, Drugs Control Acts 1948, Red Cross Society Act 1936.

*Unit – IV

Rural Health In India: Rural perspectives towards health, issues of women's health.

Tribal Health in India: Health care and healing practices among tribals. Tribal health & medicines. State and tribal health care programs. Health promotion and education : Types of communication, principles of communication health planning and management.

BOOKS RECOMMENDED :

- Maxcy Roseneu : Preventive Medicine & Public Health
- Park J.E & Park , K : Preventive & Social Medicine
- Misra , Chaterjee, Rao : India Health Report Human Development Report, UNDP,
2004
- M.Shankar Rao : Hospital organization & Administration
- Mark Doel & Streven M Sharlon : Modern social work practice
- J.Kishore : National Health Programs of India
- Keith Tones & Jackie Gram : Health promotion, planning and strategies
- D.M.Pestonjee : Stress & Coping
- A.K.Kalla & P.C.Joshi : Tribal Health and Medicines
- A.K.Desai : Rural Sociology in India
- Kamble : Rural Health
- J.P.Singh,N.N.Vyas : Tribal Development , Past efforts and
New Challenges.
- Kerit , Radha Krishna : Communication,Modernisation & Social
Development
- Stephen P.Marks : Right to Development
- D.S.Sarma : Health hospital and Community

Paper V(c) – Labour Legislations

Unit – 1

Introduction to labour legislation, major principles of legislation. Classification of labour legislation.

1. Factory's Act 1948
2. Industrial Employment (Standing Orders) Act 1945.
3. Industrial disputes Act 1947.

Unit -2

1. Payment of Wages Act 1936.
2. Minimum Wages Act 1948
3. Equal Remuneration Act 1976.
4. Trade union Act 1926.

Unit – 3

1. Payment of Bonus Act 1965.
2. Payment of gratuity act 1972.
3. Workmen compensation Act 1923.

Unit – 4

1. E.S.I. act 1948..
2. Maternity Benefit Act 1930.
3. Employees Provident Fund and Miscellaneous Provisions Act 1957.
4. Laws relating to docks and mines

BOOKS RECOMMENDED

- | | |
|--------------|---|
| Misra, S.N. | An Introduction to Labour and Industrial Laws,
Central Law Publications, Allahbad, 1999. |
| Malik, P.C. | Industrial Law, Eastern Books, Lucknow, 1997. |
| Dawson, W.A. | An Introductory guide to central: Labour Legislation,
Asia Publishing, Bombay, 1967. |


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- Das, K.K. History of Indian Labour Legislation,
University of Calcutta, Calcutta, 1941.
- Kapoor, N.D. Elements of Industrial Law, Sultan Chand & Sons,
New Delhi:
- Das Gupta Industrial Law, Sterling Publishers (P) LTd., New Delhi.
- Sharma, A.M. Industrial Jurisprudence and Labour Legislation,
Himalaya Publication, Delhi.

BOOKS RECOMMENDED

- Bartow Hodbe Management Information Systems,
Reston Pub., Reston, 1984.
- Jerome Kanter Management Information Systems (3rd Ed.) Prentice Hall
of India, New Delhi, 1984.
- Davis Gordon B Management Information Systems: Conceptual
Foundations, Structure and Development, McGraw Hill Book Co.,
1974.
- Singh, M.K. & Management Information Systems,
DPH Publications, 1990.
- Bhattacharya, A. Computer Management and Planning, (2nd Ed.)
Tata McGraw Hill Publishing Company Ltd.,
New Delhi, 1988.
- Bhatnagar, S.C. & Computers and Information Management – A Premier for
Practicing Managers, Prentice Hall of India (P) LTd.,
Ramani, K.U. (2nd Ed.) New Delhi, 1991.
- Sott G.M. Principles of Management Information Systems,
McGraw Hill Book Co., Singapore, 1986.
- Kumar, Harish MIS, Ashish Publishing House, New Delhi, 1989,

DISSERTATION

Unit – 1

Problem Formulation, Introduction, Objectives and Hypotheses

Unit – 2

Review of Literature, Preparation and Finalization of Tool.

Unit – 3

Data Collection, Preparation of code book and master sheet, chapter writing.

Unit – 4

Analysis and interpretation of data, chapter writing, conclusions.

Unit – 5

Suggestions, Recommendations and Bibliography.

(Note: Dissertation has to be submitted, on the last day of third semester class)


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SEMESTER-IV

Paper- I Social Welfare Administration

Unit - 1

Evolution of social welfare administration. Introduction of concepts like public administration, social services, social welfare services and social security.

Unit - 2

Tools and techniques: resource mobilization, budgeting and accounting, social cost benefit analysis, staffing, recruitment, supervision and personnel development.

Unit - 3

Administration of institutional and non-institutional programmes: Administrative structure for sponsored welfare programmes. At central, state and district levels.


Unit - 4

Accountability in social welfare organizations. Innovation and organizational development in social welfare organizations.

Field counselling, consultancy in social welfare organizations. Supervision, roles, principles and methods

BOOKS RECOMMENDED

- | | |
|------------------|-------------------------------------|
| Choadhry D. Paul | Social welfare administration, 1983 |
| Skidmore. R. | Social work administration, 1983 |
| Harry Specht | Integrating social work practice |
| Annie Vickhry | |
| Bose A.B. | Social welfare planning in India |
| | ESCAPE (mimeo), New Delhi, 1970 |


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Paper II – Corporate Social Responsibility

UNIT – I

Corporate Social Responsibility (CSR): Meaning, Concept, Need, Scope, and Significance, principles and issues. Evolution of Corporate Social Responsibility, The Triple Bottom Line Approach, Carroll's Model of Corporate Social Responsibility (Pyramid of CSR), Dimensions of Corporate Social Responsibility, Globalization and CSR.

UNIT – II

Global perspective of Corporate Social Responsibility, History of Corporate Social Responsibility in India, and Corporate Social Responsibility Activities in Telangana State carried out by different Public Sector and corporate giants and their outcomes, Corporate Social Responsibility Projects in primary, secondary and service sector. Stakeholder's perspectives on Corporate Social Responsibility. Tools of CSR – Business Benefits of CSR.

UNIT – III

Corporate Social Responsibility Implementation: CSR in the marketplace, CSR in the workplace, CSR in the community, and CSR in the ecological environment etc., People's participation, Case Studies: Tata and Aditya Birla Groups, 'Lifebuoy Swasthya Chetna', ITC's e – Choupal venture, Titan Industries Limited, and other Indian Corporates.

UNIT – IV

Corporate Social Reasonability in India: Legal provisions and specifications of CSR Act –2013, Directives of Government; Need Assessment surveys, Execution and Monitoring, Evaluation of CSR Projects, Corporate Social Reasonability Networking with NGO's, Civil Societies and Government. Factors influencing of Corporate Social Reasonability policy in India.

Managing CSR in an organization – Role of HR Professionals in CSR – Global Recognitions of CSR – ISO 14000 – SA8000 – AA 1000 – Codes formulated by UN Global Compact – UNDP, Global Reporting Initiative. Corporate Social Responsibility Implementation Issues: Environmental, Social, Labor related, Ethical and Governance. Role of Professional social workers in Corporate Social Responsibility practices and implementations.

REFERENCES

1. Benn & Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.
2. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company.

3. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.
4. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.
5. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.
6. Ellington. J. (1998). Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers.
7. Grace, D. and S. Cohen (2005). Business ethics: Australian problems and cases. Oxford: Oxford University Press.
8. Reddy, Sumati and Stefan Seuring. (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.
9. Werther, W. B. & Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage.


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PAPER-III : Social Work Practicals – IV

MPSW – PSYCHIATRIC SETTING

1. Critical appraisal of the agency's functioning in relation to its philosophy, structure, policies and programmes. Regular interaction with different levels of functionaries to develop skills in coordination. Understanding of the administrative structures, hierarchy and admission procedures.
 2. Observation at the out patient unit. The student worker will make observation and Study patients at the time of registration. Learn the process of filling case Information sheet at the time of admission.
 3. Casework Select two (2) psychiatric patients with specific problems and make a detailed Study and analysis of these cases. In the procedures of assessment goal setting and Other intervention modalities, the student worker must be able to use skilfully the Guiding principles of casework practice.
 4. Family casework and home visits. Home visits will be made regularly after a detailed study and assessment of the patient. Family counselling / therapy session Will be conducted in the homes of the patient. Various techniques and skills of Family counselling / therapy will be used.
 5. Group work: In the group of 8 to 9 patients the student worker can organise group Work involving the different stages of group process. The student worker can also conduct activities of therapeutic value.
10. Psychological Tests: Under the guidance and supervision of the psychologist, Observe and learn the various methods and techniques of psychological treatment.

MPSW – MEDICAL SETTING

1. Critical appraisal of the agencies functioning in relation to its philosophy, structure, policies and programmes.
2. Regular interaction with different levels of functionaries to develop skills in coordination. Understanding of the administrative structure, hierarchy and admission procedure.
3. Understanding of the working of each major department (viz., Cardiology / Oncology / Orthopedic / Neurology / Post Operative) (any 2 department in the first term). Theoretical knowledge pertaining to the specific area – extensive and intensive reading.
4. Case Study
Selection of a minimum of two patients (in each department) with specific Psycho social problem. Make an in-depth study and assessment of the cases using the case study format.
5. Group Studies
Identify and select the areas of need for formation of a group of patients / family members. Study individual group members, their dynamics in operation and assess the growth of individual member during group interaction. Use the format for group study.

6. Social Welfare Administration: Develop and understanding in the working of Principles of social welfare administration. (POSDCORB)

COMMUNITY HEALTH MPSW

1. Critical Appraisal of the agency's functioning in relation to its philosophy, Structure, Policies and Programmes. Regular interaction with different levels of functionaries to develop skills in coordination. Understanding of the administrative structures, hierarchy, and admission procedures.
2. Enlist all the Community – related Projects of the organization. Take up in-depth study of Programme planning, Implementing strategies, and Evaluation Modalities.
3. Participate in one of the Community based projects / Community Out-Reach programmes and apply the method of Community organisation.
4. Identify and select two cases for case study and two families for a family study, mainly related to any of the health problems faced by them.
5. Organise a Camp, Survey, Awareness Campaign or Health Education Program in relation to the identified areas of needs and resources in the Communities.
6. Health Assessment's of various Target Groups like children, women, aged. Conduct a community screening for specific diseases like T.B,STD,AIDS, Leprosy, Blindness etc.
7. Use of communication and research techniques in planning and implementation of specific programmes on immunization and prevention of disabilities and deaf muteness. Conducting educative, re-creative and the raputic. Family planning – identifying and motivating target couples.

URBAN COMMUNITY DEVELOPMENT SETTING

During this intensive Field work training programme, the students are expected to :

- Study and report about the organization- History, aims, objectives , goals, Administrative structure, operational area, target group, programmes funding and problems of the organization
- Study and report on the characteristics, migration pattern and analysis the problems of urban slums.
- Study, Work and report on the functioning, models, monitoring of SHGs and on Bank linkages.
- Work for sustainable livelihood promotion of a family or group by using livelihood strategies.
- Involve in the micro planning of any project with the target group and report the process.
- Engage in public relations and social advocacy activities in the organization/community.
- Formulate pressure groups and take necessary action on particular issues in the communities.
- Study the programmes of UCD covered in the communities and analyze the role of urban local govt. in UCD.

- Select one programme/service/of agency and evaluate it.
- Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.
- Assist the agency in fund raising and publicity campaigns.
- Identify different types of unorganized sector and analyze the issues and problems in organizing them
- Study the present status of any of the development programme implementing by the Govt. in the slum.
- Work on meeting the community needs by using the process of community Development.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group
- Involve in net working, lobbying and advocacy of the concerned project.
- Use audio-visual and theatre communication methods in the field.
- Involve in participatory evaluation by using the criteria.
- Taking part in the programmes, seminars, workshops, etc., related to community work for the enrichment of knowledge (with the prior permission of the Faculty Supervisor).
- Make extensive reading in the field of UCD in general and the areas specified in the guidelines in particular.
- Maintain a record of his/her work – daily dairy and weekly records.
- Submit weekly reports to the Faculty Supervisor and attend the supervisory conference weekly.

RURAL COMMUNITY DEVELOPMENT SETTING

During this intensive field work training programme the students are expected to :

- Study and report about the organization – History, aims , objectives, goals , Administrative structure, operational area, target group , programmes, finding and problems of the organization
- Study the magnitude of unemployment in the community and prepare a report on its migration pattern
- Analyze the situation and problems of rural industries and suggest the plan for man power utilization.
- Study, work and report on the functioning, models, monitoring of SHGs and on Bank linkages.
- Work for sustainable livelihood promotion of a family or group by using livelihood strategies.
- Involve in the micro planning of any project with the target group and report the process.
- Study the present status of any of the development programme implementing by the Govt. in the slum.
- Work on meeting the community needs by using the process of community Development.

- Involve in the micro planning of any project with the target group and report the process.
- Engage in public relations and social advocacy activities in the organization/community.
- Formulate pressure groups and take necessary action on particular issues in the communities.
- Study the programmes of RCD covered in the communities and analyze the role of panchayath in RCD.
- Select one programme/service/of agency and evaluate it.
- Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.
- Assist the agency in fund raising and publicity campaigns.
- Study and report the steps in community based planning, management and monitoring of water shed management
- Study and report on different types, functioning activities, role and problems of cooperative societies in the community.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group
- Involve in net working, lobbying and advocacy of the concerned project.
- Use audio-visual and theatre communication methods in the field.
- Involve in participatory evaluation by using the criteria.
- Taking part in the programmes, seminars, workshops, etc., related to community work for the enrichment of knowledge (with the prior permission of the Faculty Supervisor).
- Make extensive reading in the field of RCD in general and the areas specified in the guidelines in particular.
- Maintain a record of his/her work – daily dairy and weekly records.
- Submit weekly reports to the Faculty Supervisor and attend the supervisory conference weekly.

TRIBAL COMMUNITY DEVELOPMENT SETTING

Block Field Work Placement is organised in the final year of the Masters of Social Work Course. The students are placed in various institutions/organisations based on the students specialised subjects – Personnel Management & Industrial Relations, Medical & Psychiatric Social Work and Urban & Rural Community Development

During this intensive field work training programme the students are expected to :

- Study and report about the organization – History, aims , objectives, goals , Administrative structure, operational area, target group , programmes, finding and problems of the organization
- Analyse the problems of the target group (both in its micro and macro context) and the adequacy of the responses of the organisation.
- Learn the strategies, programs and techniques used to organise and mobilise communities around relevant issues.

- Prepare a project proposal on the needs/problems of the target group of the agency.
- Involve in the micro planning of any project with the target group and report the process.
- Study the present status of any of the development programme implementing by the Govt. in the TRIBAL COMMUNITY
- Engage in public relations and social advocacy activities in the organization/community.
- Study the programmes of TCD covered in the communities and analyze the role of panchayath in TCD.
- Select one programme/service/of agency and evaluate it.
- Plan and organize one/two days programmes to create awareness among the target population on any specific social issue.
 - Assist the agency in fund raising and publicity campaigns.
- Study and report on different types, functioning activities, role and problems of cooperative societies in the community.
- Attend the staff/target group meeting and record the minutes
- Prepare the case study of any successful / failure case/group
- Involve in net working, lobbying and advocacy of the concerned project.
- Use audio-visual and theatre communication methods in the field.
- Taking part in the programmes, seminars, workshops, etc., related to community work for the enrichment of knowledge (with the prior permission of the Faculty Supervisor).
- Make extensive reading in the field of TCD in general and the areas specified in the guidelines in particular.
- Maintain a record of his/her work – daily dairy and weekly records.
- Submit weekly reports to the Faculty Supervisor and communicate with the faculty supervisor.

For effective supervision and guidance of students during the Block Field Work, it is suggested that the Agency Supervisor:

1. Maintain the attendance record of students.
2. Sign the daily record of the students.
3. Read and Sign the weekly report before the students sends it to the faculty supervisor.
4. Make it convenient to meet the faculty supervisor to review the work of the students and give specific inputs to improve his/her work in the agency.
5. Also communicate to the respective faculty supervisor any matter concerning the student and his/her work.
6. Evaluate the performance of the students and fill up the pre designed evaluation form and send it to the faculty supervisor.


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HUMAN RESOURCE MANAGEMENT SPECIALIZATION CONCURRENT FIELD WORK
GUIDELINES

SEMESTER IV

OBJECTIVES

6. Expose the students to the industrial organization for understanding the personnel function.
7. Acquire practical knowledge relating to personnel procedures, practices and policies.
8. Develop professional knowledge relating to personnel procedures, practices and policies.
9. Make the students aware of complexity of personnel function and environment in which it is carried out.
10. Acquire the skills by doing specific jobs assisting the personnel officer/ manager as and when possible and asked for.

GUIDELINES

14. Meeting concerned people in the industry and obtain necessary permission for your field work.
15. Visit the HRD department and HEAD of the department understand the relationship of the department with other department.
16. Study the importance of the existence of the HRD department. And understand coherence of the HRD department with Personnel/ HRM department.
17. Study the role and specific functions of the personnel in the HRD department – Study the needs of training and development of employees,
18. Study the aspects organization culture.
19. Study the aspects organization climate and changing organizational climate.
20. Study the issues relating to interdependency of OD & HRD
21. Understand communication system and process in the organization.
22. Stud the Performance Appraisal system and the relevance with HRD.
23. Understand the role computers in HRD.
24. Study the conflict resolution procedures in the organization.
25. Understand the Stress management practices in the organization.
26. Make mini-research study selecting any special issue relating to HRD for the depth.

METHODOLOGY FOR LEARNING:

These are the possible ways for learning for the students going for concurrent field work:

7. Seek theoretical inputs on policies and practices relating to Personnel/ Human Resource management/ Human resource development from the personnel holding change of specific functions.
8. Observer the functioning of the practitioner while practicing of their skills and techniques.
9. Observer the roles and styles of the HRD professionals.
10. Request for opportunities for participant observation of certain proceedings.
11. Shoulder specific responsibility tasks assigned and up some assignments.
12. Seek opportunities for acquiring supervision skills, is possible.

ELECTIVE-I

PAPER-IV(A) URBAN COMMUNITY DEVELOPMENT II

Unit – 1

Unorganized sector: Concept, types, present approach, issues in organizing and problems of organizing the urban poor.

Urban basic services programme: Problems of urban poverty, shelter and social amenities with reference to 3rd world countries.

Unit – 2

Urban problems: Industrial pollution, solid waste, environment, climate change and environmental problems in the areas of land and water resources. Role of social worker in solving these problems.

Unit – 3

Urban Development Authorities: Evolution, composition, administrative setup, functions and problems. Experiences from Andhra Pradesh.

Unit – 4

Peoples participation: concept, scope, levels, assessment and its impact. Understanding Micro Planning: Origin and relevance; tools and requisites; process and format for Micro Planning. Understanding Micro-Macro development.

BOOKS RECOMMENDED

- Francis Cherunilam Urbanisation in developing countries Himalaya publishing house.
- Dr. Pardeep Sachdeva Revamping urban governments in India Kitab mahal
- B. Bhattacharya Urban development in India Shree publishing house, New Delhi
- Gopal Bhargava India in 21st century – challenges and opportunities Anmol publishing, New Delhi, 1993
- H.U. Bijlani Urban problems, centre for urban studies, Iipa, New Delhi
- Pradipto Roy and Urbanisation and slums Har Anand publishings, Shangan Das Gupta New Delhi, 1995
- Amitabh Kundu In the name of the urban poor – access to basic amenities, sage publications, new delhi, 1993
- Jacob Z. Thudipara Urban community development, Rawat publications, New Delhi, 1993.

PAPER IV(B) PSYCHIATRIC SOCIAL WORK- II

***Unit – I**

Differentiation between normal , abnormal behavior. Historical conceptions of abnormal behavior. General causes for abnormality,
Theory in Social Work practice: Functional theory in social work practice. A multi theory perspective for social work practice in mental health setting.

***Unit – II**

Personality Disorders : Clinical description, causes & treatment.
Cluster A Disorders : Paranoid Personality Disorder. Cluster B: Anti Social Personality disorder. Border line and Narcissistic Personality. Cluster C : Disorder avoidant personality disorder, dependent and obsessive compulsive personality disorder.
Meditation & social work – Origins and paths in social work , meditation, personality and conditioned self, psycho social history and diagnosis, therapeutic relationship.

***Unit – III**

Sexual Disorder : Assessing Sexual behavior, Causes of Sexual dysfunction, Treatment of Sexual dysfunction.
Paraphilia : Fetishism , Voyeurism & exhibitionism, Sexual sadism and sexual masochism, pedophilia & incest.
Eating and sleeping disorders : Bulimia Nervosa, Anorexia Nervosa, Binge eating disorder.
Neurolinguistic programming model (NLP): Historical origins in to social work practice, specific approaches to treatment.

***Unit – IV**

Developmental disorders : Clinical description, causes and treatment. Attention Deficit/ Hyperactive disorder, learning disorder, autistic disorders.
Behaviour therapy in social work practice : Historical perspective, development of behavioural therapy, social learning theory and behavior therapy , cognitive based behavior therapy
Substance related disorders : Substance dependence, Stimulants, opioids, diagnostic issues, depressants, clinical description , effects and statistics.

BOOKS RECOMMENDED:

- James Page : Abnormal Psychology.
Ratna Verma : Psychiatric Social Work in India.
Karin Crawford,
Janet Walker : Social Work with older people
John S Woodesski

Bruce Thyer	:	Hand book of empherical social work Practice
Francis J Turner	:	Social Work treatment interlocking theoretical Approaches
Robert Adams, Leena		
Dominelli, Malcom Payne	:	Critical practice in social work
Vikram Patel, Thara	:	Meeting the mental health needs of Developing countries
Vasantha R Patri	:	Counselling psychology
Billgillham	:	Case study research method
Theressa J B Klini	:	Psychological Testing
Child Psychiatry		
Indian Journal of Social Work		


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Paper IV(c) Organisational Development & Behavior

Unit – 1

Organisational development: objectives, models of OD, strategies for OD, Action research, OD intervention, personal and interpersonal group process.

Unit – 2

Organisation climate culture factors influence organisational climate multinational corporations, changing perspectives, corporate values and ethos.

Unit – 3

Achievement motivation: Theories of motivation, group dynamics and teams, conflict, negotiation skills and employee participation.

Unit – 4

Corporate and OD, HRD – OD interface, changing organisational climate.

BOOKS RECOMMENDED

- Singh, J.P. Organisation Development: concept and Strategies, Ahmedabad: Indian Institute of Management.
- French Wendell L. & Cecil H. Bell Organisation Development, New Delhi: Prentice Hall of India, New Delhi.
- Chattohadhyaya, Somnath & Pareekh, Udai Managing Organisational Change, New Delhi, Oxford & IBH, 1952.
- Luthans, Fred, Mitchell, T.R. & Larson, J.R. Organisational Behaviour, New Delhi, McGraw Hill, Inc., 1995.
- Mehta, P. People in Organisation, New Delhi, McGraw Hill, 1987.
- Arnold and Feldman Participation and Organisational Development, New Delhi, Rawat Publication, 1989.
- Pareek Udai Organisational Behaviour, New Delhi, McGraw Hill, Co., 1987.
- Pareek Udai Organisational Behaviour Process, New Delhi, Rawat Publications, 1988.
- Pillai, L. Motivating Organisational Roles, New Delhi, Rawat Publications, 1993.
- Agrawal, S.K. Decision Making in A public Organisation, New Delhi, Rawat Publications, 1991.
- Robins P. Stephen Leadership in Industrial Setting, New Delhi, Rawat Publications, 1986.
- Organisational Behaviour, Prentice Hall of India, New Delhi, 1996.

ELECTIVE -II

Paper V(a) RURAL AND TRIBAL COMMUNITY DEVELOPMENT -II

*Unit – 1

History of women's self-help group movement, current issues, Micro finance objectives, composition, functioning and models of self-help groups, process monitoring in micro finance. Empowerment of women through micro finance.

*Unit – 2

Watershed Management : Concept, Steps, Components , Planning and Management. Community based monitoring in watershed management. Criteria for the selection of watershed habitations in India (1987-2001).'

Unit – 3

Tribal Development and Planning: Programmes for tribal development and its importance in five-year plans.

Vana Samrakshana Samathis (VSS): Origin, constitution, rights and duties of VSS members, development of Joint Forest Management and its transformation into Community Forest Management.

Unit – 4

Tribal community based organisations in tribal community development. Natural Resource Management: People's participation in resource management.

Development of tribes and weaker sections: Welfare and development of tribes and weaker sections, constitutional provisions for tribes and weaker sections. Their problems and measures initiated for their development. Reservations in Parliament, State legislation, educational institutions and services, political participation.

BOOKS RECOMMENDED

- Christophy Von Furer- Tribes of India; the struggle for survival
Haimendorf Oxford University press, Delhi, 1985
L.P.Vidyarthi & The tribal culture of India
Binay kumar Rai Concept publishing company, New Delhi, 1976
Devendra Thakur and Tribal Development and planning
Deep and Deep publications, New Delhi, 1995
D.N.thakur Tribal Society in India, Manohar Publications,
Singh K.S. New Delhi, 1985.

Singh J.P. & Vyas N.N. Tribal Development Past Efforts and New Challenges,
Himanshu Publications, Udaypur, 1989.

PAPER- V(B) MEDICAL SOCIAL WORK & COMMUNITY HEALTH-II

*Unit – I

Social Work in Health Care Management: Inter professional collaboration, administrative's perspective, and physicians perspective towards patients care. Historical Development of social work in primary health care: Generalist role, therapist role, advocates role and consultant's role.

*Unit – II

Nutrition and Health : Classification of foods, Nutritional requirements & balanced diet. Assessment of Nutritional status. National Nutrition policy 1993.

Malnutrition and Nutritional Problems : Childhood growth failure, Iron deficiency anemia , Iodine deficiency disorders , vitamin deficiency disorders, over weight and obesity. Nutritional surveillance and nutritional programs. International Health : WHO, functions of WHO and other UN agencies , different health experiences of nations, health care interventions on a global scale.

*Unit – III

Disabilities and handicaps : Causes Disability and social work : Education, vocational training , employment, rehabilitation and counseling services for the disabled.

Community based rehabilitation (CBR): Need, significance and scope of CBR, levels of intervention, prevention and rehabilitation, components of Community Based Care systems CBCS. Stigma & discrimination : Types, causes with special reference to certain diseases. Social work intervention strategies.

*Unit – IV

Health care during disaster situations, out break of epidemics , management and control.

Working with risk : Risk assessment, types, risk management and risk avoidance.

Health Research : Method of health screening and survey methods. Components of health information system. Uses of health information. Health Action: Organising health camps , mobile units/clinics and health awareness programs.

BOOKS RECOMMENDED:

Mathew L Henk	:	Social Work in Primary Care
Farlew, Smyth, Boyle	:	Introduction to Social Work
John Rohde,	:	
Meera Chatterjee, Morley	:	Reaching health for all
Park J E & Park K	:	Social & Preventive Medicine
Vikram Patel & R Thare	:	Meeting the mental health needs of developing countries: NGO's initiatives in India.
S.Venkateshan	:	Children with developmental disabilities.
RS Pandey, Lal Advani	:	Perspectives in disability and rehabilitation
Mathew Henk	:	Social work in primary care
Karin Crawford Janet Walker	:	Social work and human development
J.P.Singh, Manoj k Dash	:	Disability development in India

Paper V(c) – Industrial Relations and Labour Welfare

Unit – I

Industrial relations concept approaches to industrial relations. Different issues in industrial relation. Theories of industrial relations. Industrial relations in India.

Unit – 2

Labour management Role of the State in industrial relations, collective bargaining. New economic (industrial) policy perspectives, industrial unrest causes and cures. Employee counselling.

Unit – 3

Industrial relations laws, Industrial conflicts and conflict resolution. Democracy at work place. Role of trade union. Joint Management Councils in India. Quality circles. Grievance handling. Code of discipline in industry. Domestic enquiry. Industrial relations machinery.

Unit – 4

Labour welfare concept approaches intramural and extra-mural welfare facilities. Early separation and retirement. Social responsiveness. Main stages in the growth of industrial welfare in India.

BOOKS RECOMMENDED

- Government of India Report of National Commission on labour
(Delhi: Government of India, 1969).
- Punekar, et.al Labour Welfare, Trade Unionism Industrial Relations,
Himalaya, 1986.
- Saxena R.C. Labour Problems and Social Welfare,
K. Nath, Meerut, 1986.
- Karnik, V.B. Indian Trade Unions: A Survey
(Mumbai: Labour Education Services) 1978.
- Mamoria, C.B. Dynamics of Industrial Relations, Himalaya,
Mumbai, 1986.
- Lal Das, D.K. Industrial Relations in India, S. Chand, New Delhi, 1986.
- Bhagoliwal, T.N. Economics of Labour and Social Welfare
(Agra: Sahita Bhavan, 1976).
- Moorthy, M.V. Principles of Labour Welfare, Visakhapatnam Gupta, 1968.

Social Work Internship (Block Field Work Placement) is organized in the final year of the Masters of Social Work Course for 45 days after the theory exam. The students are placed in various institutions/organisations based on the student's specialized subjects – Human Resource Management, Medical & Psychiatric Social Work and Urban & Rural Community Development

During this intensive field work training programme the students are expected to :

- Study and report about the organization – History, aims , objectives, goals , Administrative structure, operational area, target group , programmes, finding and problems of the organization
- Analyse the problems of the target group (both in its micro and macro context) and the adequacy of the responses of the organisation.
- Learn the strategies, programs and techniques used to organise and mobilise communities around relevant issues.
- Prepare a project proposal on the needs/problems of the target group of the agency.
- Involve in the micro planning of any project with the target group and report the process.


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