

UNIVERSITY OF PUNE

**REVISED SYLLABUS
(w.e.f. 2008-09)**

M.S.W.
**MASTER OF SOCIAL WORK
PROGRAMME
(Semester III & IV)**

**Submitted to
(UNIVERSITY OF PUNE)**

13th May, 2009

SEMESTER - III.

Core courses:

Paper 11. G- IX. Community Health, Mental Health and Environmental Hygiene

Paper 12. G- X. Social Legislation and Legal System in India

Specialization Courses: Three papers

1. Family and Child Welfare:

Paper 13. FCW - III. Women's Issues, Development and Empowerment

Paper 14. FCW - IV. Family Life Education and Population Studies.

Paper 15. FCW - V. Youth and Development

2. Medical and Psychiatric Social Work

Paper 13. MPSW- III. Psychiatric Information in Child and Adult Psychiatry

Paper 14. MPSW- IV. Counselling : Theory and Practice in Medical and Psychiatric settings

Paper 15. MPSW - V. Psycho-Social Aspects of Sickness, Care and Rehabilitation

3. Urban and Rural Community Development and Extension.

Paper 13. URCD – III. Development Economics

Paper 14. URCD – IV. Development Communication for Social Workers.

Paper 15. URCD – V. Government & Voluntary Agencies for Rural & Urban Development

4. Human Resource Management

Paper 13. HRM – III. Labour Legislation

Paper 14. HRM – IV. Human Resource and Personnel Management

Paper 15. HRM – V. Trade Unionism and Industrial Relations

5. Tribal Welfare and Environment Development.

Paper 13. TWED – III. Tribal Welfare & Environment Development.

Paper 14. TWED – IV. Approach to Environmental Social Work.

Paper. 15 TWED – V. Environment Policy and Laws

SEMESTER – IV

Core courses:

Paper 16. G- XI. Social Policy and Planning

Paper 17. G- XII. Administration and Management in Social Work

Specialization Courses: Three papers

1. Family and Child Welfare:

Paper 18. FCW - VI. Working with Special Groups

Paper 19. FCW - VII. Emerging Trends in the field of Family and Child Welfare

Paper 20. FCW VIII. Counselling : Theory and Practice

2. Medical and Psychiatric Social Work

Paper 18. MPSW- VI. Medico Legal Information for Medical & Psychiatric Social Workers.

Paper 19. MPSW- VII. Health Care Administration & Programming

Paper 20. MPSW- VIII. Development Perspective in Medical & Psychiatric Social Work Practice

3. Urban and Rural Community Development and Extension.

Paper 18. URCD – VI. Planning and Management of Community Projects.

Paper 19. URCD – VII. Development Perspective in Community Development

Paper 20. URCD – VIII. Intervention and Management in Disasters

4. Human Resource Management

Paper 18. HRM – VI. Organizational Behaviour and Social Aspects In Industry

Paper 19. HRM – VII. Human Resource Development

Paper 20. HRM – VIII. Labour Economics and Indian Labour Problems

5. Tribal Welfare and Environment Development.

Paper 18. TWED – VI. Integrated Tribal Development

Paper 19. TWED – VII. Environment Development Programmes

Paper. 20 TWED –VIII. Administration of Tribal Welfare Schemes

MSW – PROGRAMME

SEMESTER - III

G - IX

Community Health, Mental Health and Environmental Hygiene

Learner Objectives :

1. To orient the students to the concepts of Health, Mental Health & Disease
2. To provide information about different diseases their symptoms causes, diagnosis, treatment management and prevention.
3. To equip students for their role as health educators, enablers and counsellors while dealing with health problems at individual as well as community level at various levels of prevention.
4. To help students understand the relationship between Health & Development

1. Concept of Health

1. Concept of health, standard of health, individual and community health, factors affecting health
2. Concept of disease, classification of diseases, concept of iceberg of disease
3. Disease elimination, disease control and disease eradication
4. Implications of ill health on individual, family and community.

2. Communicable Diseases: Public Health Concern- Causes, Symptoms, Treatment, Prevention

- | | |
|-----------------|----------------------------------|
| 1. Tuberculosis | 6. Sexually Transmitted Diseases |
| 2. Leprosy | 7. Hepatitis |
| 3. Typhoid | 8. HIV/AIDS |
| 4. Malaria | 9. Chicken Guneya |
| 5. Rabies | 10. Dengue |

3. Reproductive and Child Health

4. Diseases of Childhood'

A: Communicable diseases

- | | |
|----------------|-------------------|
| 1. Measles | 5. Rubella |
| 2. Mumps | 6. Tetanus |
| 3. Polio | 7. Whooping cough |
| 4. Chicken Pox | 8. Diphtheria |

B : Acute Respiratory Infections

1. Worm infestation
2. Acute diarrhoeal diseases

C : Malnutrition

Definition and concept of nutrition, social aspects of nutrition, diseases and conditions related to malnutrition, vitamin deficiency, Anemia, Protein energy malnutrition, Iodine deficiency

5. Public Health - History of public health in India, Public Health Programmes in India, Health policy and administration.

6. Health and Community Action :

1. Administration of public health programmes at Central, State and Local Levels
2. Mental Health Programmes

7. Functions of Social Worker in Community Health Programme

1. Health Education
2. Individual's and community's attitude towards health and disease

8. Preventive Medicine: Concept and Importance of Preventive Medicine, Various Approaches to Prevention

9. Modes of Intervention – Primary, secondary, Tertiary Prevention

10. Water and Environmental Sanitation as Concern of Public Health

11. Family Welfare Programme in India

Bibliography :

Recommended Reading :

1. Bedi, Yash Pal (1979) Social & Preventive Medicine, : Atma Ram & Sons.
2. Park J. E., Park, K(1977) Preventive and Social Medicine :M/s Banarasidas Bhanot.
3. Park, K. :Textbook of Preventive & Social Medicine, Jabalpur : Banarasi Das Bhanot Publishers
4. VHAI – Voluntary Health Asso. of India 1992. State of India's Health.
5. पार्क, जे. ई. 1996 सार्वजनिक आरोग्य, परिचरीया, जबलपूर : बनारसी दास अनंत पब्लिशर्स

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2. Bedi, Yash Pal (1979) Social Preventive Medicine-, Delhi : Atma Ram & Sons
3. Campbell, Ian D., Ted Lankester, Ali son D. Rader (2000) : Setting up community Health Programme New Delhi ,VHAI .
4. Cassens, Brett J. (1992) Preventive and Social Medicine, Malvern,Harwal Publishing Company
5. Chalkley, Audrey (1987 Vol. I, II) A textbook for the health worker, Delhi , Wiley Eastern Ltd.
6. Das, N. P., Mishra, V. K., Saha, P. K. (2001) Does Community Access Affect the Use of Health & Family Welfare Services in Rural India.
7. Dutta, P. K. (1998) : Public Health & Social aspects – Khanna Publishers
8. Gerald Caplan (1969) An approach to community – Mental Health, London, Tavistock Publications.
9. Goyal, R. S. (1990) Community Participation in Primary Health Care, Chandigharh , Arun Publishing House
10. Gracions, Thomas (1994) AIDS in India:Myth and reality 1994, New Delhi, Rawat Publications
11. Green – Anderson (1982) Community Health, London, The C. V. Mosby Company
12. Health, Mayer
13. Hetzel, Basil S. (1978) Basic health care in developing countries, Newyork, Oxford University Press
14. ICSSR (1981) Health for All: an alternative strategy, Pune,Indian institute of education.
15. Kakar, N., Kakar, S. N. (2002) Combating AIDS in the 21st century issues challenges, New Delhi Sterling Publishers Pvt. Ltd.
16. Kumar R. (1992) Social & Preventive Health Administration, New Delhi ,Ashish Publishing House
17. L. Ramchandran, T. Dharmalingam (1983) A Textbook of Health Education, New Delhi, Vikas Publishing House Pvt. Ltd.
18. Marshal, D. N. Year A Guide to Family Health.
19. Nagpal, Narender (1984) Primary Health Care, New Delhi ,Trained Nurses Association of India
20. Pati, R. N. (1992) Health, Environment & Development, New Delhi, Ashish Publication House
21. R. Schull (1994) Common Medical Problems in the Tropics: A clear comprehensive guide,London&Basingstoke,Macmillan Publisher.
22. Raju D. S. (1963) Guide to health ,Bombay,Current Technical literature co.
23. Ravi Prakash (1998) Research & Counselling Health Education, New Delhi, Sarup & Sons
24. Shah, Ghanshyam (1997) Public Health & Urban Development, New Delhi, Sage Publications
25. Sinha, A. K.(ed) (1997 Vol. I, II) Human Health & Environment, New Delhi : A. P. H. Publishing Corp
26. TISS& UNICEF (1990) Beginning of Life & Basis of Inheritance, Bombay,Tata Institute of social service
27. Tiwari, Saket, Prof. Rathod, Chotelal, Health Education, New Delhi : APH Publishing Corporation
28. Werener, David (1994) Where there is no Doctor,New Delhi : VHAI
29. Werne,David (1994) : Where There Is No Doctor, New Delhi ,VHAI .
30. WHO (1988) AIDS, Management Prevention & Control, Delhi,B.R.Publicating corporation
31. Willis Richard,Your Health in Your Hands.
32. Wood , Clive (1969) Birth Control Now & Tomorrow, London : Peter Davies
33. Wood, Clive (1974) Vasectomy & Sterilization, London : Temple Smith
34. दिववेदी, प्रेम लता 1989 सार्वजनिक आरोग्य, नागपूर : अनंत प्रकाशन

G-X
Social Legislation and Legal System in India

Learner Objectives :

1. Develop understanding about basic concepts related to social justice, social legislation, fundamental rights and human rights.
 2. Develop an understanding about the structure and functions of various agencies in the justice system
 3. Get a broad and critical understanding about various social legislations related to children, women, workers, citizens, marginalized and disabled groups
 4. Develop critical insights about legal aid provisions for poor and marginalized
 5. Understand relevance of laws and legal systems in social work practice
- 1. Social Justice, Social Legislation and Social Workers**
 - i. Understanding concepts of law, social justice and social legislation. Tracing their meaning in historical context
 - ii. Legislation as an instrument of social justice and control.
 - 2. The Constitution of India: preamble and fundamental rights**
 - i. Classification of law: substantive law, procedural law, civil and criminal law.
 - ii. Relevance of law and legal systems to social work practice, partnership & interface between social workers and legal system.
 - 3. Law for the Protection of Human Rights**
 - i. Meaning of human rights
 - ii. Need for human rights legislation
 - iii. Major provisions of the law for the protection of human rights
 - iv. Structure, functions and powers of National and State Human Rights Commissions.
 - 4. Social legislations: Major (broad) Provisions (including latest amendments), Context & Critique**
 - i. **Laws Related to Children:** Juvenile Justice Act, Adoption and Guardianship, Child Marriage Restraint, Prohibition of Child Labour
 - ii. **Laws Related to Family:** Personal laws and the Civil law related to Marriage, Divorce and Maintenance & Succession; Law against Domestic Violence; Law of Family Court
 - iii. **Laws Related to Women:** Prevention of immoral traffic, Dowry prohibition, Rape, Medical termination of pregnancy, Maternity benefits, Prohibition against Prenatal diagnostic tests (for sex determination)
 - iv. **Laws Related to Scheduled Castes and Scheduled Tribes:** Protection of Civil Rights; Law against Atrocities
 - v. **Laws Related to Disabled:** Mental Health, Persons with Disabilities, National Trusts Act
 - vi. **Laws Related to Workers:** Minimum wages, Workmen's compensation
 - vii. **Laws Related to Consumers and Citizens:** Consumer protection, Food adulteration, Right to information, Project affected persons.
 - The Legal System and Social Workers**
 - 5. Deterrent and Reformatory Law**
 - i. Major provisions in Indian Penal Code related to family violence, murder, suicide, rape.
 - ii. Probation of Offenders
 - iii. Meaning of Counseling and non-cognizable offences and conditions and procedures for bail
 - iv. Meaning, Importance and Procedures for First Information Report (FIR)
 - 6. Justice System**
 - i. Agencies of the justice system: police, judiciary, correctional systems, their structure and functions
 - ii. Structure and jurisdiction of courts: district and sessions courts, high court, Supreme Court.
 - iii. Distinction between civil and criminal courts
 - iv. Consumer courts
 - v. Special courts/tribunals – accident, corruption

7. Legal aid for poor and dis empowered

- i. Concept, legal provisions and programmes for legal aid
- ii. Lok Adalat
- iii. Judicial activism and Public Interest Litigation (PIL): problems related to legal aid programme and PIL

Bibliography

Recommended Readings :

1. Acharya, Basu Durga Das :Introduction to the Constitution of India, New Delhi : Prentice Hall of India Pvt. Ltd., (7th.Edition)
2. Ahuja, Ram: Criminology, Jaipur : Rawat Publications
3. Biju, M. R (2005) Human Rights in a Developing Society, New Delhi : Mittal Prakashan
4. Diwan, Paras & Diwan, Peeyush (1994) Child and Legal Protection, New Delhi : Deep & Deep Publications.
5. Flavia (1997) Give us this Day, Our Daily Bread, Procedures and Case Law on Maintenance.
6. Gaikwad, P. E. (2004) Law Basic Concepts, Pune : YASHADA.
7. Galanter, Marc (1992) Law and Society in Modern India, Delhi : Oxford University Press.
8. Gangrade, K. D. Social Legislation in India (Vol-1 & Vol.2), Delhi : Concept Publishing Company.
9. Gaur K. D. (2004) A Text Book on the Indian Penal Code, Delhi: Universal Law Publication Co. Ltd.
10. Kant, Anjani (1997) Women and the Law, New Delhi : APH Publication Corporation.
11. Mathew, P. D. (1993) Constitution of India Simplified, New Delhi : Indian Social Institute.
12. Pradhan, V. P. The Indian Constitution, New Delhi :Ombudsman Publishing House, (1st Edition).
13. Prakash, Ravi Constitution of Fundamental Rights and Judicial Activism in India, Jaipur : Mangal Deep Publications
14. Purohit, B. R. & Joshi, Sandeep (Ed) (2003) Social Justice in India, Jaipur : Rawat Publication.
15. Qureshi, M. A. (1992) Muslim Laws of Marriage, Divorce and Maintenance, New Delhi : Deep & Deep Publications.
16. Sastry, T. S. N. (2005) India and Human Rights, Delhi : Concept Publishing Company.
17. Saxena, D. R (1996) Law Justice and Social Change, New Delhi : Deep & Deep Publications.
18. Shah, Ghanshyam (1998) Social Justice- A Dialogue, Jaipur : Rawat Publication.
19. Sharma, S. S. (1993) Legal Aid to the Poor, New Delhi : Deep & Deep Publications
20. Siddiqi, Fatima E. & Ranganathan Sarala:Handbook on Women and Human Rights – A Guide for Social Activists (Part 1 & Part 2), New Delhi : Kanishka Publication.
21. Singh, Alka (1992) Women in Muslim Personal Law, New Delhi : Rawat Publications.
22. Singh, Shiv Sahai (1993) Unification of Divorce Laws in India.
23. South Asia Human Rights Documentation Centre (2006) Hand Book of Human Rights and Criminal Justice in India, New Delhi : Oxford University Press.

(Apart from given references, students should understand key definitions and major current provisions from the latest amended Bare Acts of the laws covered by the course and read newspaper features and news articles about the given laws and High Court/Supreme Court judgments. Regular Periodical to be referred to : - Legal News & Views, Social Action Trust, New Delhi.)

General References :

1. Baseman, C (2002) Human Rights Education: Conceptual & Pedagogical Aspects, New Delhi : Kenosha Publication.
2. Chitkara, M. G. (1993) Lok Adalat and the Poor- A Socio-conditional Study, New Delhi : Ashish Publishing House.
3. Dalal, Tehemton B (1995) Be Your Own Lawyer, Bombay : Jaico Publishing House.
4. Gandhi , J. S. (Ed) Law and Social Change, Jaipur : Rawat Publications
5. Iyer, Krishna, V. R. (1975) Social Mission of Law, New Delhi : Orient Longman.
6. Jaswal, Paramjit. S. & Jaswal, Nishtha (1993) Human Rights and the Law, New Delhi : A. P. H. Publication Corporation.
7. Joshi, Ram : The Indian Constitution and its Working, New Delhi, Orient Longman (3rd Edition)
8. Katare, P. H. & Barik, B. C. (Ed.) (2002) Development Deprivation and Human Rights Violation, Japer : Rabat Publication.
9. Khmer, A. R. B. (1998) The Maharashtra Project Affected Persons Rehabilitation Act 1986, Pune : CTJ Publications.
10. Paranjape, N. V.: Criminology and Penology, Central Law Publications.
11. Sharma, R. N. Fundamental Rights, Liberty and Social Order, New Delhi : Deep and Deep Publications
12. Singh, M. P. The Constitution of India, Delhi : Delhi Law House
13. Srivastava, A. B. and Awasthi, R. K. (2002) Legal Services Authorities Act with Central & State Rules & Regulations, Allahabad : Law Publishers (India) Pvt. Ltd.

FAMILY AND CHILD WELFARE

FCW III

Women's Issues, Development and Empowerment

Learner Objectives :

1. Understand issues related to development and empowerment of women in India
2. Understand the efforts at the International, National state and local levels for development and empowerment of Indian women.
3. Develop understanding and contribution of women's movements in development and empowerment of women.

1. Situation and status of women in India

- Historical review of status of women in Indian society.
- Status of women in family and religion.
- Educational and health status of women.
- Political, economic and legal status
- Regional (State, Rural, Urban, Tribal) religion, caste, class variations in women's status in India.

2. Situation of girl child in India.

- Sex determination, feticide and infanticide
- Sex ratio and mortality
- Malnutrition and health
- Education
- Early marriage, teenage pregnancies

3. Problems of women

- Physical and mental health problems.
- Dowry Domestic violence, divorce, desertation.
- Rape, sexual abuse, sexual harassment, prostitution.

4. Women and Law

- Rights guaranteed under constitution.
- Family laws – marriage, divorce, maintenance, adoption.
- Laws related to offences against women – Sati, Property & Succession, Domestic Violence, Rape, Trafficking, Prenatal Diagnostic Test, and Sexual Harassment at work place.
- Provisions for empowerment, family courts, Mahila Adalat, National and State Commission, Special Cell, All women police stations.

5. Women Movements

- International women's movements.
- Women's movements in India – in 19th and early 20th century
- Nationalist movement
- Post-1975 campaigns, gender equality and empowerment
- Women's issues in the non-Brahminical (Phule & Ambedkar) movements

6. Initiatives for women development and empowerment

- i) International initiatives and its impact in India
- ii) Government efforts for women's development
 - Review of Five-Year Plans
 - Women's Policy – National and State level.
 - CEDAW
 - Perspective Plan for women development
 - Special component plan for women
 - Programmes and schemes through GO-NGO partnership
- iii) Non-governmental initiatives for development of women
 - Economic development
 - Integrated development
 - Grass root women's organization
 - Training, research and documentation, networks

Bibliography :

Recommended Reading :

1. Agnes, Flavia (1999) Law and Gender Mequality – The Politics of Women's Rights in India, New Delhi : Oxford University Press
2. Agrawal, Namita (2002) Women and Law in India, Women Studies and Development Centre, December, New Century Publication
3. Djetrich, Galmele (1992) Reflections on the Women's Movement in India – Religion, Ecology, Development, New Delhi : Horizon India Books
4. Goel, Aruna (2004) Organisation and structure of Women Development and empowerment, New Delhi : Deep and Deep Publication Pvt. Ltd.
5. Kumar, A. (2006) Women and Family Welfare Institute for sustainable Development, Lucknow, New Delhi : Anmol Publications Pvt. Ltd.
6. Laxmi Devi (1996) Women & Family Welfare Institute for sustainable Development : Lucknow, New Delhi : Anmol Publications Pvt. Ltd.
7. Maithreyi, Krishna Raj (1980) Women and Development – The Indian Experience Pune : Shubhada Saraswalt Prakashan
8. Naomi Neft & Ann D. Levine (97-98) Where Women Stand – An International Report on the status of women in 140 countries, New York : Random House
9. Sen, Iina (1990): A space within the struggle women's participation in people's movement, Kali for women, New Delhi :
10. Seth, Mira (2001) Women and Development The Indian Experience, New Delhi : Sage Publication
11. Sinha, Niroj (1998) Women and Violence, New Delhi : Vikas Publishing House Pvt. Ltd.
12. Upadhyay, Lalit (2007) Women in Indian Politics, Better Books Panchculla

General References :

1. Avasti, Abha & Srivastava, A. K. (2001) Modernity Feminism and Women Empowerment, Jaipur: Rawat Publication
2. Baxamusa, Ramala, Subramanian, Hema (1992) Assistance for Women's Development from National Agencies – Employment Progress, Bombay : Popular Prakashan
3. Datar, Chaya (1993) The Struggle against Violence, Calcutta : Stree Vani
4. Gate, Smita (1998) Development of Women – The Maharashtra Experiences in Women's Policy Implement, Pune : YASHADA

5. Herman & Julia R. Schewendinger (1983) Rare and Inequality, California : Sage Publication
6. Kaur, Manmohan (1982) Women in Indian's Freedom Struggle, New Delhi : Stevling Publishers Pvt. Ltd.
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9. Kishwar, Madhu Ruth, Vanita (1991) In search of Answers – Indian Women's voices from Manushi, New Delhi : Horizon India Books
10. Malladt, Subbamma (1992) Hinduism and Women, Delhi : Ajanta Publication
11. Mehta, Vera Yayas, Frances (1990) Exploring Feminist Vision - Case Studies on Social Justice, Pune : Stree Vani / Ishwar Kendra
12. Mishra, Prachi (2006) Domestic Violence against Women Legal Control and Judicial Response, New Delhi : Deep & Deep Publication, Pvt. Ltd.
13. Narsimhan Sakuntala (1999) Empowering Women – An alternative Strategy from Rural India, New Delhi : Sage Publication
14. Sebasti, Raj L. (1991) Quest for Gender Justice, Madras : T. R. Publication
15. Wadia A. R. (1977) The ethics of Feminism – A study of the revolt of women, Asian Publication Services

FCW - IV
Family Life Education and Population Studies

Learner Objectives:

- 1) Understand the ideological base of quality of life and needs of family in the context of family life cycle.
 - 2) Understand the concept sexual health and develop insight into the human sexuality and sexual behaviour.
 - 3) Understand characteristics and determinants of population growth.
 - 4) Examine population and other related policies and initiatives by government and NGOs.
 - 5) Develop skills to participate in programmes and activities related to the three areas, population, sexuality and life skill education.
1. **Family Life Education** – Concept, philosophy, goals and significance of FLE in the context of quality of life. Value education as a part of FLE programme, objectives of family life education for various age groups (family life cycle and developmental stages)
 2. **Areas of family life education** – Premarital preparation, marriage and married life, planned parenthood, family relationships, communication in family, home management, Aging and retirement, special focus on adolescent life skill training
 3. **Human Sexuality** – Concept of sexual health, sexually transmitted diseases, HIV-AIDS, causes and implications to individuals and families. Significance and objectives and content of sexuality education for various age groups and target groups. Review of Government and NGO initiatives in sexuality education
 4. **Population Studies & Population Policy :**
 - i) **Demography and demographic characteristics**, concept of population, determinants of growth, global perspective of population, characteristics of Indian population
 - ii) **Population Policy**
 - Concept and contents of population policy (Population Policy and Family Welfare Policy)
 - Review of population policy in India, influence of international organisations on India's policy, Objectives and key programmes of population policy.
 - Population education – concept, objectives and content for various age groups, review of government and NGO initiatives.
 5. **Curriculum Development for Family Life Education**, (Sexuality education, population education and life skill education)
 - Steps in developing curriculum – need assessment, preparation and planning of modules, preparing audio-visual aids for the programme, using participatory methodology. Implementation of programme, evaluation, follow up.
 - Qualities and skills required for family life educator.

Bibliography :

Recommended Readings :

1. Badshah Bindu (2006) Senses and Soul, New Delhi : Sakshi
2. Bhatlavande, Prakash, Gangakhedkar, Raman (1999) On the Horizon to Adulthood, Published by Unicef
3. Dyalchand, A., Khale M., Kapadia N. Kurdu, (2000) Life Skills for Adolescent girls (Volume 1 & 2), Pachod : Institute of Health Management
4. Fernandes Gracy, Pierina D'souza, Vinny Sammuel (2002) Resilience (Part 1 & 2) Mumbai : Published by The Research Unit, College of Social Work, Nirmala Niketan
5. Grugni, Anthony (1988) Sex Education, Mumbai : Better Yourself Books
6. Khwaja, Ali (2005) A Handbook on Life Skills, Bangalore : Banjara Academy
7. Mascarenhas, Marie (1986) Family Life Education, Value, Education, Bangalore : CREST
8. Monteiro, Anjali (1994) Five Booklets, Reflections on My Family, Mumbai : Published by Tata Institute of Social Sciences
9. Pathak, Lalit P. (1998) Population Studies, New Delhi: Rawal Publication
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2. Bose, Ashish (1993) India and the Asian Population Perspective, New Delhi : B. R. Publishing Corporation
3. Bose, Ashish (2001) India's Billion Plus People, New Delhi : B. R. Publishing Corporation
4. Brim Orville (1965) Education of Child Rearing. .
5. Burt, John J., Meeks, Linde Brower (1973) Toward a Healthy Sexuality, Philadelphia : W. B. Saunders Company
6. Cavrell, Susan (1993) Group Exercises for Adolescents, New Delhi : Sage Publication
7. D'souza, Anthony & D'souza, Alfred (1974) Population Growth and Human Development, New Delhi : Indian Social Institute
8. D'souza, Anthony (1979) Sex Education and Personality Development, New Delhi : Usha Publication
9. Goel, S. L. (2005) Population Policy and Family Welfare, New Delhi : Deep & Deep Publishers
10. Gross, Irma and Crandall, Elizabeth (1967) Management for Modern Families. .
11. Gupta, Ashok (2001) A Billion is Enough, New Delhi : IMH Publishers
12. Hi, Simon, Sharma, B. B. L. (1990) Training Modules for Incorporation of Family Welfare messages, New Delhi : Published by National Institute of Health and Family Welfare
13. Julian Cloyd J., Jackson Elizabeth (1972) Modern Sex Education, New York : Holt, Rive hart and Winston Inc.
14. Keister, Mary (1967) Child Care, . Published by FAO of UN
15. Maithreyi, Krishnaraj, Ratna Sudarshan, Abusalek Sharieff Gender, Population and Development, Delhi : Oxford University Press
16. Menninger, Willian C. (1964) How to understand the opposite sex, New York : Cornerstone Library
17. Prasad, R. K. (1990) Population Planning, Police and Programmes, New Delhi : Deep & Deep Publication
18. Ratra, Amiteshwar, Kaur, Praveen (2006) Marriage and Family, New Delhi : Deep and Deep Publishers
19. Reddy, Krishna M. M.(2000) Health Family Welfare, New Delhi : Kanishka Publishers
20. Sarode, D. (1999) Family Life Education for Adolescent Girls, New Delhi : Discovery Publishing House
21. Sehgal, B. P. Singh (1992) Population Policy and the Law, New Delhi : Deep & Deep Publication
22. Shrinivasan, K. (1995) Regulating Reproduction in India's Population, New Delhi : Sage Publication
23. Sinha, V. C., Zacharia, E (1984) Elements of Demography, New Delhi : Allied Publishers Pvt; Ltd.
24. Srinivasan, K., Mukerji, S. (1981) Dynamics of Population and Family Welfare, Delhi : Himalaya Publishing House
25. Tivedi P. R., Sudarshan, K. N. (1994) Population and Community Ecology, New Delhi : Common Wealth Publishers

FCW - V
Youth and Development

Learner Objectives :

- 1) Understand the situation of youth in India and the contributing factors influence of socio-economic & political situation on them
- 2) Understand the needs and problems of youth in India
- 3) Understand the political and social youth movements in India
- 4) Understand youth related policies
- 5) Understand the international, national Government and NGO initiatives for youth development.

1. Situational Analysis of youth

- a. Concept, definition and characteristics of youth.
- b. Youth in India – Location – urban, rural, tribal, Role – student – non-student, gender, class, religion, caste, analysis fo situation of youth.
- c. Influence of socio-economic and political situation on youth

2. Needs and Problems of youth – socialization, health, education, development – self-identity, employment, psycho-social needs.

- d. Problems of youth : unemployment, changing lifestyle, addictions (alcoholism, drug addition, smoking, gutka, gambling), violence and crime, Sexuality – high risk behaviour, sexual exploitation and experiences, sexual preferences and variances.

3. Youth movements in India – Political, social movements.

4. National – Youth policy, Education policy, Employment policy, H.R.D. policy and its impact

5. International and National initiatives for Youth : Role of UN, Youth Exchange Programmes, Ministry of HRD, Nehru Yuva Kendra, Directorate of Sports and Youth Welfare, Student Welfare Centres at university and college levels, NSS, NCC, Employment Bureaus, Economic Development Corporations, Distance Education.

6. Other Initiatives for youth development

Youth hostels, YMCA, YWCA, NGO efforts – sensitization and motivation of youth for change, youth leadership, CBOs and youth

Bibliography :

Recommended Readings :

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MEDICAL & PSYCHIATRIC SOCIAL WORK

MPSW III

Psychiatric Information in Child and Adult Psychiatry

Learner Objectives :

1. To equip students with concept of Mental Health
2. To develop an understanding of minor & major psychiatric disorders, their causes, symptoms, diagnosis, treatment/management.
3. To equip the students for their role as psychiatric social workers in child & adult psychiatric set – ups.

1. Definition and scope of Psychiatry

- Relationship between 1. Psychology and Psychiatry
2. Social Sciences and Psychiatry.

2. Determinants of Personality

Understanding normal and abnormal behaviour

3. The Psychiatric Interview

History and Mental Status examination, Team Assessment in Psychiatry

4. Causes, Symptoms, Investigations, Treatment and Management of -

- i) Major (Psychotic) Psychiatric disorders :
Schizophrenia and its types
Other psychotic disorders
 - ii) Mood Disorders
 - iii) Minor (Neurotic) Psychiatric disorders
 - a) Anxiety disorder
 - b) Panic disorder
 - c) Phobias
 - d) Obsessive compulsive disorder
 - e) Post traumatic stress disorder
 - f) Generalized Anxiety disorder
 - iv) Somatoform Disorders
 - a) Somatization disorder
 - b) Conversion disorder
 - c) Hypochondriasis
 - d) Panic disorder
 - v) Dissociative disorder
 - vi) Normal Sexuality
Types of sexual behaviours
Sexual Dysfunction
Gender Identity disorders
- #### **5. Causes, Symptoms, investigations, treatment and management of -**
- a) Personality of disorders
 - b) Sleep disorders
 - c) Psychosomatic disorders
 - d) Suicide
 - e) Substance related disorders
 - f) Eating disorders
- #### **6. Causes, Symptoms, investigations, treatment and management of Childhood Psychiatric disorders**
- a) Mental retardation
 - b) Learning disorders
 - c) Developmental disorders including Autism
 - d) Attention Deficit disorders
 - e) Behaviour disorders
 - f) Elimination disorders

7. **Treatment Methods in Psychiatry**
 - a) Pharmacological treatment
 - b) ECT
 - c) Psychotherapy short term, long term
 - d) Behaviour modification
 - e) Bio-feed back
8. Use of classification and its importance.

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MPSW- IV
Counselling : Theory and Practice in Medical and Psychiatric settings

Learner Objectives :

1. To equip students with theory of different approaches in counselling
2. To equip students with skills in counselling practice.
3. To develop counselling competencies in students for working in various specialised set-ups.

PART I

1. **Theories of Personality** and their significance for counseling, Erikson, Maslow, Freud, Adler
2. **Counselling** : Goals, stages, skills in counseling, qualities in counsellors
3. **Family Casework, Family disharmony, conflicts**
4. **Individual and group therapy**
5. **Treatment of individuals and families in crisis**
 - a. Marital discord, reasons, areas of counseling
 - b. Domestic violence
 - c. Pre-marital counseling

PART II

6. **Special areas in counseling**
 - a. Counselling in – HIV/AIDS Pre and Post Test Counselling, adherence counseling
 - b. Counselling in drug addiction and alcoholism
 - c. Counselling in medical termination of pregnancy, abortion cases, infertility
 - d. Counselling in adoption and foster care
 - e. Health Problems of industrial workers and employee counseling
 - f. Grief counseling, death counseling, counseling for organ donation
 - g. Working with the families in case of physical and mental handicap and genetic counseling
 - h. Counselling in the school set up
 - i. Counselling in palliative care
 - j. Helplines and crisis intervention, telephonic counseling for suicide prevention
7. **Psycho therapeutic and psycho analytic approaches in the field of health**
 - a. Rational Emotive therapy
 - b. Client centered therapy
 - c. Behaviour therapy
 - d. Transactional analysis
 - e. Family therapy
 - f. Play therapy and child guidance
8. **Stress and burn out**

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Recommended Readings :

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MPSW - V

Psycho-Social Aspects of Sickness, Care and Rehabilitation

Learner Objectives :

1. To help students understand the psychological implications of physical/mental illness and disability on the patient and his family.
2. To help students understand the disturbances in social functioning due to physical, mental ill health and disability conditions.
3. To equip students to deal with the psycho-social aspects using appropriate counseling for treatment compliance, care and rehabilitation.

1. Significant Information for Understanding the patient

- a) Role and functions of the MPSW during the illness period : Diagnostic, Accepting the illness phase and the Termination phase.
- b) Significance of cultural and religious values in sickness and help seeking behaviour.
- c) Health and attitudes and role of MPSW in formation of appropriate attitudes towards health among people.

2. Psycho-social Aspects of Communicable Diseases

- a) Tuberculosis
- b) Leprosy
- c) Sexually Transmitted diseases including HIV/AIDS.

3. Psycho-social Aspects of Childhood Diseases

- a) Diphtheria
- b) Pertussis
- c) Tetanus
- d) Measles
- e) Mumps
- f) Rubella
- g) Polio
- h) Chickenpox
- i) Diarrhoea
- j) Respiratory tract infections.

4. Psycho-Social Aspects of Physically Handicapped

- a) Sensory
- b) Orthopaedic

5. Psycho-Social Aspects of Pregnancy, Childbirth, Infertility, Contraception & Menopause.

6. Psycho-Social Aspects of Non-communicable disorders/conditions –

- a) Hypertension
- b) Stroke
- c) Diabetes
- d) Coronary/Heart conditions
- e) Epilepsy
- f) Burns

7. Psycho-Social Aspects of Minor and Major surgeries.

8. Psycho-Social Aspects of Major and Minor Psychiatric Disorders

1. Schizophrenia
2. Bipolar Affective Disorders
3. Anxiety
4. Depression
5. Obsessive Compulsive Neurosis
6. Suicide/attempted suicide
7. Phobias
8. Dementia including Alzheimer's

9. Psycho-social Aspects of Childhood Psychiatric Disorders –

- a) Mental Retardation
- b) Behaviour Disorders – Enuresis Encopresis Temper Tantrums
- c) Learning Disorders – Reading & Writing disorders
- d) Developmental Disorder – Autism

10. Modern Concept of Rehabilitation – Review of situation in India.

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URBAN AND RURAL COMMUNITY DEVELOPMENT

URCD- III

Development Economics

Learner Objectives :

1. Understand different theories of development
 2. Understand economics of Urban and Rural areas from a Human Development perspective
 3. Understand Urban and Rural economic problems in the context of globalisation
 4. Understand the relevance and problems of cooperatives in the current context.
- 1) **Rural & Urban Economy in the context of-** land, labour, capital, technology and organization.
 - 2) **Concept and meaning of Development – Basic Elements and Dimensions with Urban and Rural Focus.**
 1. Theories of Development
 2. Evolutionary Theory
 3. Modernization Theory
 4. Dependency Theory
 5. Gandhian Model of Rural Development
 6. Human Capital Model of Development
 - 3) **Economic Development in the Rural Context**
 1. Agrarian Economy – importance, problems
 2. Measures of land reforms, commodification of land and alienation from land.
 3. Growth of infrastructure.
 4. Green revolution, white revolution
 5. Agrarian Policies – Rural Credit Policy, Agricultural Price Policy
 6. Subsistence to commercialization of Agriculture.
 7. Other sectors of rural employment: forestry, fisheries, rural industries
 8. Globalization & Agriculture – WTO, TRIPS, Patent and intellectual property rights – impacts, emerging issues and challenges.
 9. Farmers' organizations, associations and movements
 - 4). **Economic Development in Urban Context**
 1. Industrialization and Employment generation
 2. Different service sectors
 3. Infrastructure facilities – Road, Energy, Finance
 4. MIDC – kind of industries and its present situation, economic logic behind it.
 5. Development cities – its production, distribution and present shift
 6. Economics of local Government – in Revenue and tax collection and distribution for development
 - 4) **Human Development**
 1. Measurement of Human Development
 2. Economic Development and Social opportunities
 3. Economic inequality & poverty
 4. Diversities and social exclusion.
 - 5) **Cooperation – Meaning, objective, principles**
 - Types of cooperatives – Area wise, sector wise
 - Role of cooperatives in empowering the poor and marginalized.
 - Contemporary challenges facing cooperatives

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URCD- IV

Development Communication for Social Workers

Learner Objectives :

1. Understand the concept and fundamentals of development communication.
2. To gain insight into various experiments in the context of approaches in development communication.
3. Facilitate a critical understanding of mass media in development field.
4. Develop abilities in using innovative and participatory communication media for development.

1. Introduction to Communication

- Need of communication in development
- Types of communication in the development field.
- Problems in Communication : Communicator related, receiver related, media related, environment related.

2. Development Communication

- Concept and scope of development communication.
- Theories of development communication, changes in approaches to development and its impact on development communication strategies.
- Use of conscientisation theory in development communication (Saul Alinsky and Paulo Freire)
- Behaviour Change Communication (BCC) & Information, Education and Communication (IEC)

3. Communication Planning

- Meaning and scope of communication planning
- Role of communication planner
- Training for effective communication of development functionaries.

4. Review of Experiments in Development Communication: Participatory approach in development communication: Fogo Island; SITE, Kheda Community; SEWA; CRHP Jamkhed; Rural Radio Forum; Chipko Andolan; Mahila Dakia : Rajasthan; Bal Sevak : IHMP Pachod, Project Chatera, CENDIT

Development Communication in Practice

5. Skill Development for Effective Development Communication.

(i) Visual media

1. Types – Tables, charts, graphs, posters, still photographs, flip charts, OHP transparencies slides, bulletin board/flannel graph.
2. Steps in developing visual media: Need assessment, brain storming, developing idea, content treatment, pre-testing, production of visual aids, use of visual aids in development field.

(ii) Audio Visual Media

a. Street theatre :

- What it is; its goals
- Script writing (subject, context, story-line, characters, dialogue, language, scenes, climax, outcome (discussion), presentation of play, evaluation and impact assessment, people's participation in street theatre

- Preparation and Process – rehearsal, presentation, follow up
- b. **Audio visual, film clips/Video Films** :
Writing script for films – idea, brain storming, research, formatting content treatment, story board, shot break down, production planning budget, planning script writing, filming, using video films in the field.
- c. **Folk media:**
 - Puppets: Preparing simple puppets, script writing, rehearsal, presentation and follow up.
 - Songs: bhajan, kirtan, social songs and other traditional song forms
- d. **Electronic media**
 - Use of Internet in development: uploading & downloading information using search engines, to compile information
 - Open communication forum using web technology, e-bulletins, blogs, and newsletter groups
 - Mass correspondence/petitions for policy and program advocacy campaigns

6. Communication skills for development workers

- a) **Writing Skills:** News release, feature writing, reports, case studies, stories, letters to the editor
- b) **Verbal Skill** : Presentation Skills and Public speaking
- c) **Planning campaigns** for development issues
- d) **Interfacing with mass media** (Film, TV, Press, Radio conferences/interviews) and media advocacy
- e) **Extension education strategies:** approaches, methods & types

Note : Topics 5 & 6 need to be developed by giving practical assignments to the students either through workshops or through field assignments.

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URCD - V
Government & Voluntary Agencies for Rural, Urban & Tribal Development

Learner Objectives :

1. Understand Government efforts for tribal, urban and rural community development.
2. Understand voluntary efforts and their approaches for urban, rural and tribal development
3. Develop perspectives for critical understanding of Government and Voluntary efforts in different sectors for community development

Government Efforts

1. **A Brief overview of the Issues** in urban and rural development
2. **Historical overview of rural community development in India** (Health, Education, Livelihood, Habit at Environment, Water & Sanitation, Infrastructure)
 - a. Pioneer experiments in rural reconstruction
 - b. Pre-launching pilot projects (Firka, Nilokheri and Etawah)
 - c. Official community development programme – its phases of development
 - d. Balwantrai Mehta Committee Report – people’s participation in programme planning.
3. **Government administrative structure and Agencies for Tribal, Rural and Urban Development:** National, State, District and local level agencies.
4. **Government Programmes for Rural, Urban and Tribal Development:** Past & Present
 - Integrated Rural Development Programme, Development of Women & Children in Rural Areas, Training of Rural Youth for Self Employment
 - Rural Drinking Water and Sanitation Programme
 - Suvarna Jayanti Grameen Rojgar Yojana, Maharashtra Employment Guarantee Scheme, National Rural Employment Guarantee Act
 - Wasteland Development Programme and Watershed Development Programme
 - Urban Community Development Programme under Municipal Corporation
 - Jawaharlal Nehru Urban Renewal Mission, Suvarna Jayanti Shahari Rojgar Yojana
 - Integrated Tribal Development Programme
5. **Critical Review of Government efforts** in Rural, Urban and Tribal Development
6. **Overview of Rural and Urban Development Trends in the Five – Year Plans**
7. **Political Processes and Leadership development in urban, rural and tribal areas.**

Voluntary Efforts

8. **Role of Voluntary Agencies** in Rural, Urban and Tribal Development
9. **Special Voluntary Programmes in Development:** State and National level.
 - A. Land Development, Joint Forest Management, Water management
 - B. Health and sanitation
 - C. Education and Social Development
 - D. Employment.
 - E. Housing
10. **Critical Review** of Voluntary Efforts in Urban, Rural and Tribal Development

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HUMAN RESOURCE MANAGEMENT
HRM – III
LABOUR LEGISLATION

Learner Objectives :

- 1) Understand labour legislation & areas of intervention.
- 2) Understand labour administration and mechanisms.
- 3) Develop skills to deal with legislative functionaries.

1. **Growth of labour legislation in India:** Historical perspective, Philosophy under-lying labour legislation before and after Independence. Review of Labour Administration in India.
2. **Protective Legislation:**
The Factories Act 1948,
The Apprentices Act 1961,
The Contract labour (Regulation and Abolition) Act 1970.
The Mathadi Workers Act
The Mines Act 1952
The Plantation act 1951
The Bombay Shops and Establishment Act 1948.
3. **Social Security and Welfare legislations:**
The Workmen's Compensation Act 1923,
The Maternity Benefit Act 1961,
The E S I act 1948,
The E P F act 1952
Family Pension Scheme 1971, 1995 and recent pension Scheme.
The Payment of Gratuity Act 1972,
The Maharashtra Labour Welfare Fund Act 1953.
4. **Industrial Relation Legislation:** The Industrial Disputes Act 1947, Bombay Industrial Relations Act 1946, Industrial Employment Standing Order Act 1946, Model standing Order, Trade Union Act 1926, MRTU and PULP Act 1971
5. **Wage Legislation:**
The Payment of Wages Act 1936,
The Minimum Wages Act 1948,
The Payment of Bonus Act 1956.
6. **Environment Protection related legislation –**
The Environment Protection Act 1986- salient features, definition, occupier, E. P. handling of hazardous substance offences by companies and penalties.
7. **Air Pollution Act 1987:** Salient Features, definition, occupier, air pollution, chimney, Approval fuel, emission, power and functions of central and state board. Offences by companies procedure of penalties.
9. **Water Pollution Act 1974:** Salient features- definition – sewage effluent, trade effluent, out – let system. Power and functions of central and state boards, offences by companies and penalties and procedures.
(Latest amendment may be considered while teaching these laws)
Case studies: Selected case studies, case laws on above topics-protective legislations, ESI, EPF, Wage, IR, Environment protection.

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HRM – IV

HUMAN RESOURCE AND PERSONNEL MANAGEMENT

Learner Objectives :

1. Understand the importance of Human Resource in industry and various applications of strategic HRM.
 2. Develop an insight of various policies, practices, importance and relevance of HRM.
 3. Develop knowledge and understanding about functions of PM/HRM.
1. **Human Resource:** Work organization, People at Work, Human factor in Management, importance of Human Resource in industry, Hawthorne studies, Human Relations Movement, evolution of HRM in India.
 2. **Personnel Management / Human Resource Management:** Definition, objectives, goals, scope, principles, importance of PM/HRM, changing concept of HRM.
 4. **Functions of PM/HRM:** Form and structure of PM/HRM department, changing forms, specific functions and role of PM/ HR department in modern industrial organizations.
 5. **Role of Personnel/ HR Manager:** Essential qualities, core competencies, role, Functions and importance of Personnel Managers/ H R managers in industrial organizations. Changing role and emerging challenges before HR managers in the context of SHRM.
 6. **Personnel Policies:** Meaning, objectives & contents of personnel policies, principles & essentials of sound personnel policies, developing of personnel policies. Role & importance of personnel policies in managing human resource.
 7. **Human Resource Planning** – Meaning, need, objectives, short-term & long term planning, prerequisites, process and importance of HRP, factors influencing and methods of HRP.
 8. **Recruitment, Selection, Placement & Induction:** Meaning, objectives, types, internal & external sources of recruitment and process of recruitment. **Selection process**, criteria, steps & methods, importance of systematic and scientific selection procedures, modern practices of recruitment and selection adopted by various organization. **Placement-** basic principles, criteria & process of placement. **Induction** -meaning, objectives and importance of induction programme, new approaches.
 9. **Promotions and Transfer:** Meaning, goals, principles, policies, criteria/ parameters, types, essentials & salient features of sound promotion and transfer policies. Demotion, discharge, dismissal and lay-off policy and practices, reasons, terms & conditions.
 10. **Job-Analysis, Job -Description, Job-Specification, Job Design, Job-Evaluation, -** meaning, tools & techniques, methods and their importance
 11. **Wage and Salary administration:** Various aspects of wage & salary administration, peculiarities and structure of ideal wage & salary policy, concept of dearness allowance, method of computing D A and Consumer Price Index, Fringe benefits and perk- perquisites, Piece-rate and Time- rate wage system, modern criteria & methods of payment of wage and salaries/ pay package. Financial and non-financial Incentives, Incentive schemes and its impact on the employees' performance and the work.
 11. **Strategic Human Resource Management:** Concept and nature of strategy and strategic management, strategic management process, implementation, evaluation and importance of SM, role HRM in strategy formulation, contingency or structural approach to strategy. Focus area: 7- 'C' of SHRM- culture, competency building, career planning, coaching, consultant role, and communication and compensation management.
 12. **Application of MIS and computers in HR system:** Meaning, scope, available software its applications and limitations of computers and software in HR system.
Case studies: Selected case studies on above topics- HRM/PM, SHRM, role and functions of HRM/ HR manager, Personnel Policies, MIS.

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Recommended Reading

1. **Armstrong, Mechael Baron, Angela** (2006) Handbook of Strategic HRM, Mumbai : Jaico Publishing House
2. **Bhagoliwel, T. N.** (1990) Personnel Management and IR, Agra : Sahitya Bhavan Hospital
3. **Botton, Trevor** (2001) An Introduction to Human Resource Management, New Delhi : Infinity Books
4. **Flippo, Edwin B.** (1971) Principles of Personnel Management Ed. 4, Tokyo : McGraw Hill Publication
5. **Pattanayak, B. and Verma, Harish C.** (1998) : Human Resource Management, New Delhi : Wheeler Publication
6. **Rao, P. Subba** (1999) Essentials of Human Resource Management & I. R; Mumbai : Himalaya Pub.
7. **Saiyadain, Mirza S.** (1988) Human Resource Management; New Delhi : Tata McGraw – Hill Publication Com. Ltd.
8. **Sehgal, Seema** (2006) Handbook on Competency Mapping, New Delhi : Sage Publication

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1. **Akhilesh, K. B. and Nagaraj, D. R. Edu.** (1990) Human Resource Management 2000, New Delhi : Wiley Eastern Ltd.
2. **Aswathappa, K** (2001) Human Resource Management, Text & Cases, New Delhi : Tata McGraw-Hill Edition
3. **Batia, S. K.** (2006) Human Resource Management, New Delhi : Deep & Deep Publication
Bibliography on Personnel Management
4. **Curson Ron** (1980) Personnel Management; New York : Hadder and Stoughton
5. **Dale, B. G. etc.** (2001) Managing Quality and Human Resources, New Delhi : Infinity Books
6. **Ghosh, Subratesh** (1980) Personnel Management Text & Cares; New Delhi : Oxford and IBH Pub.
7. **Gokhale, Shyamkant** (1981) Personnel Management & Org. Behavior; Poona : Susheel Prakashan
8. **Gupta, R. M.** Ed. Etc (1976) Personnel Management in India; Personnel Management Mumbai : Asia Publication House
9. **Jucius, Michel** (1997) Personnel Management; Mumbai : Oxford University Press
10. **Kumar, Prem and Ghosh, Asit, K. Ed** (1991) Personnel Management and IR, New Delhi : Anmol Publications
11. **Mamoria, C. B.** (1994) Personnel Management Ed. 12, Mumbai : Himalaya Pub. House
12. **Monappa, Arun and Saiyadain, Mirza, S.** (1999) Personnel Management; New Delhi : Tata McGraw Hill
13. **Moorthy, M. V.** (1992) Human Resource Management, Banglore : R & M Associates
14. **Pattanayak, Biswajeet** (2002) Human Resource Management, New Delhi : Prentice- Hall of India
15. **Sarma, A. M.** (1998) Personnel & Human Resource Management; Mumbai : Himalaya Publication House
16. **Scott, Walter Dill, etc** Personnel Management Ed. 6 (1977); New Delhi : Tata McGraw Hill Publication
17. **Sigh, M. K. and Bhattacharya, A. Ed.** (1990) Personnel Management, New Delhi : Discovery Publishing House
18. **Tripathi, P. C.** (1978) Personnel Management; Theory & Practice; New Delhi : Sultan Chand & Sons

HRM - V

TRADE UNIONISM AND INDUSTRIAL RELATIONS

Learner Objectives :

1. Develop a comprehensive understanding about trade unionism and industrial relations perspective.
2. Understand the intervention strategies and role of government.
3. Develop an understanding about the various factors influencing the industrial relations.

1. **Concept, Philosophy & History of Trade Unionism:** Growth & Development of Trade Unionism in India – Historical Retrospect. Labour Movement in India and abroad: Philosophy & ideology of labour movement, phases, trends and growth of labour movement in India and abroad.
2. **Trade Unionism:** Meaning, Types, structure & functions of Trade Union, Associations, Federation & Confederation, Local, Regional, National & International Level Unions, Growth & Development of Central organization of workers in India, their membership strategies & policies. Union's Role in – Job Security, Wage Determination, Labour Welfare, Workers education, Productivity, & Economic Development, Trade Union's New Role in Environment Protection & Safety Promotions, Trade Unionism in Relation to Law, Politics, Public Opinion & the State, Trade Unions and its interface with technology & market, Social Responsibility under taken by Trade unions.
3. **ILO & Indian labour movement:** ILO - its structure, functions & role in labour movements and industrial development, future of labour movement
4. **Globalization & its impact on Unionism :** Employers and Workers Right, Human Rights, Global economy, Labour market, domestic labour laws. Current trends in employers association and changing role of unions in global economy, employees' welfare and overall industrial development in India.
5. **Industrial Relations:** IR Concept, philosophy, evolution, principles, key elements, scope, nature and importance of I. R. in industrial development in India. **Role of Government, Trade- Unions and Employees** in developing harmonious relationships in industries, I R and policies related to employers and employees.
6. **Industrial Discipline, disciplinary action & enquiry procedures:** Meaning, principles, goals, tools of industrial discipline, causes of indiscipline, principles and procedure of disciplinary action, drafting disciplinary action letters, Show - Cause Notice, Charge - sheet, domestic enquiry, principle of natural Justice, code of discipline and its implementation. **Grievance handling procedures and practices in Industries:** Meaning, goals, principles, process, methods, model grievance handling procedures,
7. **Industrial Disputes:** Meaning, nature, scope and etiology of Industrial Disputes and Industrial conflicts. Strikes, Lock-outs, Closure, Go-slow and other forms and types of Industrial Disputes.
8. **Prevention & Dispute Settlement Mechanisms:** Preventive measures- by Government, employer, employee and union. Voluntary measures & Statutory Machinery for settlement of industrial disputes in India, conciliation, arbitration and adjudication. Role of personnel and I.R manager and other plant level officers in promoting I.R. Critical review of dispute settlement machinery in India.
9. **Mechanisms of I R:** Negotiation and Collective bargaining, productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship – process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations.
10. **Workers Participation in Management.-** Meaning, objectives, need, principles, various forms & levels, critical evaluation of WPM/ participative management schemes in India.

(Case Studies: Selected case studies on above topics- strikes, lock-outs lay-off, retrenchment, conditions of work, closure termination, discharge and dismissal, theft, breach of conduct, settlement, charter of demands, go slow, domestic enquiry, role and functions of Trade Unions, TU and IR, IR policies and practices, Industrial Disputes, Settlement of disputes, Globalization and TU, WPM.)

BIBLIOGRAPHY

Recommended Reading :

1. Chatterjee N. N. (1984) : Industrial relations in India's developing economy; Allied book agency
2. Davar R. S. (1990): Personnel Management and Industrial relations in India; Vikas Publication House Pvt. Ltd. New Delhi
3. Dhingra O. P. and Chellappa, H V. V. Ed. Cases in Industrial relations; Shri. Ram Centre for Industrial Relation
4. Kale D. G. (1971) : Trade Unions in Maharashtra, Labour Research Cell, Mumbai
5. Moappa, Arun (1989) : Industrial relations; Tata McGraw-Hill publishing Com. Ltd, New Delhi
6. Punekar S. D. etc. (1994) : Labour Welfare, Trade Unionism and IR; Ed. 5. Himalaya Publication, Mumbai
7. Shejwalkar P. C. (1994) : Personnel Management & Industrial Relations; Malegaonkar S Ameya Pra. Pune
8. Yoder, Dale (1975) : Personnel Management and Industrial relations Ed. 6; Prentice Hall of India, Pvt. Ltd., New Delhi

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1. Ahuja, K. K. (1988) Industrial relations - Theory & Practice; New Delhi : Kalyani Publishers
2. Ahuja, K. K. (1990): Personnel Management & Industrial Relations; New Delhi : Kalyani Publication
3. Chand, K. V. (1989) Industrial relations, New Delhi : Ashish Publishing House
4. Ghosh, B. (2001) IR & HR, New Delhi – 1989) Industrial Relations of Developing Economy; Mumbai : Himalaya Publication House
5. Kautman, B. E. (2006) Industrial relations; New Delhi : International Labour Office
6. Mamoria, C. B. (1990) Dynamics of Industrial relations in India; Mumbai : Himalaya Publication House
7. Parida, S. C. (1990) Management of Conflict in Industrial relations, Delhi : D. P. House, Geeta Colony
8. Pylee, M. V. & George (1995) Industrial Relations & Personnel Management; New Delhi : Vikas Publication
9. Ramaswamy, E. A. (1978) Industrial relations in India; Bombay : Macmillan Co.
10. Reddy, R. Ram (1990) Industrial relations in India; New Delhi : Mittal Publications
11. Singh, H (1977) Personnel Management and Industrial Relations; New Delhi : Verma Brothers
12. Singh, Hirmal and Bhatia : Industrial relations and collective Bargaining (2005) : New Delhi : Deep & Deep Publication
13. Verma, P (1979) Impact of economic development on Industrial relations; Ahmadabad : Academic Book Centre

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1. Dayal, Ishwar and (1976) Management Trade Unions; New Delhi : Shri. Ram Centre for IR & HR
2. Masihi, Edwin J. (1985) Trade Union leadership in India; New Delhi : Ajantha Publication
3. Mccarthy W. E. Year Trade Unions; Penguin Education.
4. Srivastava, K. D. (1982) Law relating to trade unions in India, Ed. 2, Lucknow : Eastern Book Com.
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6. Verma, Pramod and Mookherjee (1982) Trade Unionism in India, New Delhi : Oxford and IBH Publication

TRIBAL WELFARE & ENVIRONMENT DEVELOPMENT

TW – III

Environment Education & Development

Learner Objectives:

- 1). Develop understanding about the concept, meaning and definitions of environment education, its aim and objectives, principles and the structure of the curriculum of environment education, role of formal and non - formal education and agencies, people's participation in planning and implementation of the environmental programmes and projects.

1. Meaning & Definition of Environment, Definition and background of environment education
Need for Environment Education, objectives of Environmental Education.
2. Role of economic, social and ecological factors, promoting awareness, knowledge, attitudes, skill and participation for solving the environmental problems.
3. Approach to environmental education, Environment education as a totality and key to the sustainable development, life - long process.
4. Global approach towards Environmental problems & Vasundhara Parishad.
5. Recommendation of Kothari Education Commission on Environment (1966)
6. Status of Environmental education in new educational policy (1986)
7. Role of the Local community home, school, rural and urban institutions, role of research Institutions, UGC, ICSSR, NCERT, UNICEF in Environment Education.
8. Difficulties in implementing Environmental Education : Need for creating commitment among the target groups - Difficulties of Co-ordination among different agencies.
9. Scarcity of literature in regional languages, Provision of finance in implementing environmental programmes, Difficulty in value - clarification, problem of preparing trained teachers.
10. Need for evaluating the present environmental programmes at different levels.

RECOMMENDED READINGS

1. Atreya, B. D. : Environmental Education in Countries of the Regions
2. NCERT: 'Man and Environment', New Delhi, 1975.
3. Parekh, B. S. : 'India on the Move', NCERT, New Delhi, 1975.
4. UNESCO: 'Major Environmental problems in Contemporary Society, 1977.
5. Ministry of Education and Culture: Quarterly Environment Govt. of India, 1983. A total Perspective.
6. Scottish Education Deptt. : 'Environment Education, Edinburgh, 1977.
7. UNESCO:
 - (a) 'Education and Challenges of the Environmental problems,
 - (b) Trends in Environmental Education,
 - (c) Needs and Priorities in Environmental Education,
 - (d) Strategies for Developing Environmental.

TWED – IV

Approach to Environmental Social Work

Learner Objectives:

1) The main objective of the course is to enable the students understand our present state of environment with a view to develop analytical ability that promises to reduce the complexes of environmental problems to the manageable levels.

1. Concept of Environment, Meaning, Dimensions of Environment.
2. Physical Environment (Natural and Constructed) consisting of Land Climate, Vegetation, Wild life of Natural areas.
3. Infrastructural development & Environment.
4. Natural Environmental Problems & Causes : Imbalance, Pollution (Air, Water, Land and Noise) Population growth, forest cutting & wild life.
5. Social Environmental Problems & Causes : Crime, corruption, poverty, population, Indiscipline, gender discrimination etc.
6. Role of central & state government to solve Environmental problems.
7. NGO's contribution & role of social worker in Environment development.
8. Social & Economic environment consisting of Employment and Unemployment effect.
9. Technological Environment consisting of Agricultural and Industrial system.

RECOMMENDED READINGS

1. Aguliar, R. J. 'Systems Analysis and Design' , Prentice Hall, Englewood Cliffs, New Jersey, 1973.
2. Churchman, C. W. : The Systems Approach, New York, 1968.
3. Govt. of India: 'The State of India's Environment Report', Centre for Science and Environment, New Delhi, 1982.
4. Holcomb Research Institute: 'Environmental Modelling and Decision-marking', Praeger, New York, 1976.
5. John Rau and David Wooten: 'Environmental Impact Analysis handbook' , McGraw Hill Book Company, New York, 1980.
6. Jonathan Turk: Ecosystem, Energy, Pollution, W. B. Soundara Company, Philadelphia, 1972.
7. Patel, R. H. : 'Techniques of Environmental System Analysis', Wiley, New York, 1976.

TWED –V

Environment Policy and Laws

Learner Objectives:

- 1) The course is designed with a view to provide an understanding about government policy framework , environment protection and development perspective.
1. Role of government in different economic systems.
2. Industrial Policy Resolution, government as a regulator of industrial growth, Government as a protector of hazards of industrial growth.
3. Government policies in the protection and development of environment.
4. Protection and improvement in the location and operation of Chemical industries with special reference to fertilizer and pesticide industries.
5. Improvement of Forest resources, Protection of threatened species and eco - system, conservation of energy and promotion of renewable sources of energy, Protection and promotion of inland and marine fisheries resources.
6. Environmental awareness - World Commission on Environment and Development (1983), World Industry conference on Environment management (1984), United Nations Convention on Environment programmes (UNEP - 1984), Global Meeting on Environment and Development (1985), Indian Science Congress's Resolutions (1985), Indian Science Congress's Resolutions (1980 - 86), Bangalore Consultation on Social Forestry of International Tree project Clearinghouse (1986), Tropical Forestry Action Plan (1987).
7. Government Agencies : Role of Department of Science and Technology, Department of Environment organization, Waste land Development Board, Council for People's Action in Rural Technology (CAPART), Role and functions of State & Central Government, Role and functions of NGO (voluntary Organizations). Role and functions of Grass-root level workers in GO and NGO.
8. Role and functions of Trade and Industry with special reference to Chemical and Manufacturing Units producing affluent water.
9. United Nations Environment Law – U. N. Assembly, Resolution (1984), Law of the Seas (Marine Fisheries Law), Indian Law of Pollution Control. Indian Supreme Court Judgment on Environment protection. State Govt. Laws on Environment Protection and Development.

RECOMMENDED READINGS

1. Anerws, K. R. : The Concept of Corporate Strategy, Bombay, 1971.
2. Bajaj Ramkrishna : Social Role of Business, Bombay, 1970.
3. Khera, S. S. : Government in Business, New Delhi, 1987.
4. Kuchhal, S. C. : The Industrial Economy of India, Allahabd, 1979.
5. Mathur, P. N. (ed.) : Seminar on Social Responsibility of Business, 1973.
6. Steneior, G. A. : Business and Society, Random House, New York, 1971.
7. The Tropical Forestry Action Plan.

M.S.W.

MASTER OF SOCIAL WORK PROGRAMME (Semester - IV)

Semester – IV

G- XI

Social Policy and Planning

Learner Objectives:

1. Understand the issues in social development
2. Gain knowledge of policies in India and planning process in India
3. Develop understanding of social policy in the perspective of National goals as stated in the Constitution and well as human rights and Development Goals
4. Gain knowledge about the policy formulation process and acquire skills in critical analysis of the policies

1. Social Policy and social Development

- i. Poverty and Social Exclusion, Approaches to understand the poverty and Social Exclusion; Government' responsibility in promoting well-being and development of all; particularly of the disadvantaged and marginalized sections. Concept and meaning of social development.
- ii. Concepts: Policy, Public Policy, Public Welfare, Social Policy, Economic Policy, Social Welfare Policy, Affirmative Actions, Protective Discrimination; Distributive and Redistributive Justice, Reservation, Financing for Public Welfare; Unified and sectoral policies Human Development Approach; Gender and Development; Development Indicators.

2. Social Policy in India : Concepts, Processes and Actors.

- i. Sources of Policy : Indian Constitution- Directive Principles of State Policy; Ideology and consensus, Ratification of International Conventions
- ii. Overview of the basic structure of Indian Political System-Legislature, Judiciary and Executive;
- iii. Policy Formulation Process, Role of various Actors in Policy Formulation:- State, International organizations (UN, WTO, World Bank), Pressure Groups, Lobbies, Advocacy Networks, Academic and Research Organizations, Industry and Market Forces; Role of Social Work Profession vis-à-vis Social Policy.
- iv. Policy Changes in Post Reform Period.
- v. Policy advocacy: analysis and budget analysis as tool of policy advocacy

3. Concept of development planning and planning process in India

Concept of Planning for Development and Social Planning in India; Planning machinery and planning process in India (economic considerations in planning, Centre-State coordination); Perspective plans, Five Years Plans and Annual Plans, Monitoring, Mid-term Review and Evaluation of the Five Years' Plans; Democratic Decentralization and Micro-level Planning.

4. Overview of the social development policies and programmes : Rural Development, Urban Development, Health, Education, Population and Family Welfare, Environment and Ecology, Poverty Alleviation.

5. Overview of the policies and programmes for the segments of population: Children, differently abled Women Youth, Scheduled castes and Scheduled tribe.

6. Review of India's Development Planning and Experience in Achieving Poverty Alleviation and Distributive Justice

(Note : Policies and Programmes as reflected : Policy documents and five year plans)

Bibliography :

Essential Readings:

Books

1. Ahmad Shamsad and Nafees Ansari (2005), "Planning commission : Fifty Five Years of Planned Development and Social Sector", *Indian Journal of Public Administration*, Vol LL 03, July-Sept 2005
2. Arunachalam M (1982). *Administration Politics and development in India*, New Delhi
3. Bery Suman and Bosworth Barry (Ed) (2007) *India Policy Forum*, Sage Publication, New Delhi
4. Chalam K S (2007) *Caste Based Reservations and Human Development in India*, Sage Publications, New Delhi.
5. Chaturvedi T. N. (1984), *Planning and Its Implementation*, Indian Institution of Public Administration, New Delhi.
6. Eyden Joan (1969) *Social Policy in India*, Broadway House, London
7. Ganapathy R.S. and others (1985), *Public Policy and Policy Analysis in India*
8. Gol, *Five-Year Plan – 1st to 10th*, Planning Commission of India, New Delhi
9. Gokhale S.D. (1979) 'Integrated Social Policy in India', *New Development of Policy and Planning*, Rawat Publications, Delhi.
10. Inamdar N. R. (1992), *Development Administration in India*, Rawat Publication, New Delhi.
11. Iyer Ramswamy. 2007. *Towards Water Wisdom: Limits, Justice, Harmony*, New Delhi, Sage Publications.
12. Jacob K. K (1989), *Social Policy in India*, ASSWI, Himanshu Publications, Udaipur.
13. Kabra Kamal Nayan (2004) *Development Planning In India: Exploring an Alternative Approach* Indian Institute of Public Administration, New Delhi
14. Kulkarni P. D. (1997). 'What is development oriented welfare?' *Social Issues in Development*, Uppal Publishing House. New Delhi
15. Kulkarni P.D & Nanavatty Meher (1997) *Social Issues in Development*, Uppal Publishing House. New Delhi,
16. Kulkarni P.D. (1979) *Social Policy and Social Development in India*. Lalvani Publishing House, Mumbai
17. NIRD (2001) "Decentralized Planning", *India Panchayat Raj Report*
18. Patil P.B. (1989), *Panchayat Raj, District Planning and Rural Development*, Yashwantrao Chavan Partishtan, Mumbai (Marathi)
19. Ramchandran Padma (1994), *Some issues in Development Administration*, Sage Publications, and New Delhi
20. Rastogi P. N. (1992) *Policy Analysis and Problem-solving for Social Systems*, Sage Publications, New Delhi
21. Sharma P. N. (1993), *Social Planning: Concepts and techniques*, Print house, Lucknow
22. Sovani N.V (1979) 'Whither Social Planners and Social Planning', *New Development of Policy and Planning*, Rawat Publications, Delhi
23. Swaminathan Madhura (2000) *Weakening Welfare: The Public Distribution of Food in India*, Leftword Books, Delhi
24. Tata Institute of Social Sciences (1983). *Special Issue of The Indian Journal of Social Work on Social Work, Development and Policy*. Volume XLIII, Number 4.
25. Thorat Sukhadeo (Ed) (2004) *Caste, Race and Discrimination, Discourses in International Context*, Indian Institute of Dalit Studies & Rawat Publications.
26. UNDP (2007/8) *Human Development Report. Fighting climate change: Human Solidarity in a Divided World*, UNDP, and New York.
27. UNDP, *Millennium Development Goals*, <http://www.undp.org/mdg/goallistshtmi>

Essential Journals and Periodicals

1. Economic and Political Weekly, Economic and Political Weekly, Mumbai
2. Hum Dalit, Social Action Trust, New Delhi
3. Indian Journal of Gender Studies, Sage Publication Pvt. Ltd, New Delhi
4. Indian Journal of Public Administration, Indian Institute of Public Administration, New Delhi
5. Indian Journal of Social Work, Tata Institute of Social Sciences, Mumbai
6. Journal of Rural Development, National Institute of Rural Development, Hyderabad
7. Perspectives in Social Work, Nirmala Niketan College of Social Work, Mumbai
8. *Social Action*, Social Action Trust, New Delhi
9. *Social Change*, Council of Social Development, New Delhi

Recommended Readings:

1. Bhattacharya Malini (2004), *Globalization, Perspectives in Women's Studies* Tulika Books, New Delhi.
2. Choudhary Kameshwar(Ed), (2006), *Globalization, Governance Reforms and Development in India*, Kalinga Institute of Industrial Technology, Bhubaneswar
3. Gol (2000) *Beijing Conference, Women Platform for Action, Five Years After-An Assessment Report*, Ministry of Human Resource Development, New Delhi
4. Hooja, Rakesh and Mathur P.C. (1991). *District and Decentralized Planning*, Rawat Publications, Jaipur.
5. Khan A.E (1973) *Social Policy and Social Services*, Random House, New York.
6. Madison Berince (1980) *The Meaning of Social Policy*, Westview Press, Colorado, USA
7. Mathur Kuldeep (Ed) (1994) *Development Policy and Administration*, Sage Publication, New Delhi
8. Midglet James O. (2008) *The Handbook of Social Policy*, University of California.
9. Mohanty Manoranjan (Ed) (2004) *Class, Caste and Gender*, Sage Publication, New Delhi.
10. Myrdal Gunnar (1968) *Asian Drama: An Inquiry into the Poverty of Nations*, Pantheon Press, New York. OXFORD & IBH Publishing Co. Pvt. Ltd, Bombay
11. Pimpley P. N. and others (1985), *Social Development: Processes and Consequences*, Rawat Publications, Jaipur
12. Reinhardt J and Merdows G, *Social Problems and Social Policy*, American Book Company
13. Shah Ghanshyam (2001) *Dalit Identity and Politics*, Sage Publications, New Delhi

G – XII

Administration and Management in Social Work

Learner Objectives :

1. Understand the administration of welfare organization and NGOs.
 2. Develop understanding the needs of administrative machinery and its enforcement
 3. Develop understanding about good governance & management practices in government & NGO sectors
 4. Develop understanding the application of administrative & managing skills
1. Concept of Organization and Structure
 - i) Characteristics of human service Organization and Social Welfare, organization, Organizational design and structure (Formal and Informal)
 - ii) Line and Staff function
 2. Concept of administration -
 - i. The Concept of and contents of administration (POSDCORB), Public administration, Social Welfare administration and Development administration
 - ii. Evolution of Public administration: Principles of Public administration, (conventional principles; - Authority and obedience, objectivity, Impersonal decisions, unity of command, official secrecy and principles of good governance accountability, transparency, empowerment, stake holders participation, optimum value for inputs, sustainability, overall capacity building, replicability, solidarity, responsiveness to change
 - i. Governance : - concept, theories and models, Good Governance for social welfare organization and NGO, (Legal framework of organization.)
 3. The administrative machinery in India
 - i. Administrative Machinery at the Centre and the State: Ministries and departments MCI, RCI, NDC, State level Organization, Ministries, Commissionrates, Department and Directorates.
 - ii. District Collector's office : its role in emergency situations and development programmes
 - iii. Development Administration at the Local Self Government level
 - a. Rural: Zillha Parishad, Panchayat Samiti Gram Panchyat
 - b. Urban: Municipal corporation, Municipal council and Nagar Palika
 - c. Charity Commissioner and their statutory authority vis- a-vis the obligations of registered welfare organization
 4. Partnership between Government and civil society organizations
 - i. Central social welfare Board and State Social Welfare Advisory Boards, Indian council for child welfare. Mahila Ayog: at the center and at the state.
 - ii. National Commission for Backward Classes, National commission for SCs & STs, National Human Rights commission.
 5. Financial Administration:
 - i. Financial Administration of the Governmental organization
 - ii. Financial Management of the organizations: Methods of Fund raising, community resources mobilization, grants in aid from state, central government and autonomous bodies.
 - iii. Maintenance and supervision of account keeping, cash books, ledgers, posting, billing, income & expenditure accounts, profit & loss account, balance sheets, stores & inventory management, rules regarding investments of fund, principal and procedures of audit and inspection. Concept of social audit.
 6. Administration as an instrument of change and resolution of social Problems:
 - ii. Administration of correctional institutions
 - iii. Administration of the residential and non-residential institutions for women, children and weaker sections of the society.
 7. Management Theory and Practice for social work professionals

- i. Management: Concept, principles of management, significance of management for social work/civil society organizations
 - ii. Distinction between administration and management.
8. Concept and practice of Strategic management
9. Contents of Management: Organizational leadership, decision making – concept, process and types, Communication and problem solving methods, Management by Objectives, Total Quality Management and Management information systems
10. Human Resource Management: recruitment and selection, induction, allocation of responsibility, team building., moral and motivation, goal setting, capacity recognition and support
11. Management of change, innovation and conflict : concept of change, factors that facilitate and hinder change; Management of intra and interpersonal, inter- group and organizational conflict; inter organizational competition, creativity and innovations.
12. Management of the training programme
13. Project Management :
 - i. Preparing project proposal
 - ii. Project cycle, Planning, Logical Frame Analysis and Matrix and monitoring, financial management of the projects (PERT & CPM)
 - iii. Evaluation of the projects

Bibliography

Recommended Readings :

1. Choudhary, D. Paul (1983) Social Welfare Administration, Delhi : Atma Ram and Sons
2. Chowdhary, S. (1990) Project Management ,Delhi, Tata McGraw-Hill.
3. Durcker, Peter :Management, Prentice Hall of India Pvt. Ltd..
4. Garain S: Towards a measure of perceived organizational effectiveness.
5. Garain, S. (1998) : Organizational effectiveness of NGOs, Jaipur : University Book House
6. Harold Koonts, Cyrill O'Donell: The Management of Organization – A System and Managerial Functions.
7. Harsey & Binchand K. (1992) Management of Organizational Behavior – Utilizing Human Recourses Delhi, prentic Hall inc.
8. James, A. F. Stoner :Management , Edward New Delhi : Prentice Hall of India Pvt. Ltd.
9. Naik, B. M. (1985) Project Management : Scheduling And Monitoring, Vani educational book
10. Ralph Brody(1993) Effectively Managing Human service Organizations,Delhi,Sage.
11. Saksena, S. C.(1977)_Business Administration and Management, Agra, Sahitya Bhavan
12. Weihrich,Haniz, Harold Koontz, Mc-Grew Hill (1993) Management – A global Perspective, New York, Mc Graw Hill .

General References :

1. Batra, Promod / Mahendra, Deepak (1993) Management Ideas In Action Delhi, Think Line
2. Dale, H. B. Bestarfied, Carol Besterfied (2001)Total Quality management Delhi, Addison Wesley
3. Ishwar Dayal (1993) Designing HRD System Delhi ,Concept Publication
4. Jain, Maithland: Handbook of Recruiting, Interviewing Testing Starting Work.
5. Kenenth, R. Robison (1951) A Handbook of Training Management London, Kogan page
6. McGrath, E. H. (1994) Basic Managerial Skill for Delhi, prentic Hall inc
7. Mirza, S. Salyadin (1988) Human Resource Management ,Bombay, Tata institute of social service
8. Reddin, W. J. (1976) Effective Management by Objectives Delhi, Tata McGraw-Hill
9. Singh, P. N. :Training for Management Development.
10. Trevor Bolton (2001) An Introduction to Human Resource Management ,Delhi, Infinity books

FCW - VI
Working with Special Groups

Learner Objectives :

1. Develop insight into the causes, needs and situations of differently abled persons.
 2. Develop understanding of the concept of social marginalisation, its causes and impact on individual, family and community.
 3. Gain insights into the situation of aged in India.
 4. Understand the provisions for all the three groups through policies, legislation, schemes and programmes of government and NGO initiatives.
 5. Develop competencies in various levels and types of interventions with all the three groups.
1. **Concept of special groups.** Significance of working with special groups. Classification of special groups –Differently abled, marginalized groups, senior citizens.
 2. **Work with differently abled**
 - Types – Sensory impairment – visual and hearing, orthopaedically disabled, cerebral palsy, mentally challenged, slow learners, children with specific learning disabilities, autism.
 - Causes, prevention and management.
 - Implications for individual, family and society.
 - Societal and family attitudes and impact on individual.
 - Approaches of working with differently abled – ameliorative, therapeutic, developmental, supportive, preventive, rehabilitation- integration and inclusion, right-based approach.
 - International contribution in change of ideology, national policy, national councils, legislations, government machinery for development of differently abled.
 3. **Work with marginalised groups**
 - Types – economically marginalised, socio-politically marginalised (castes and tribals), displaced, refugees, disaster affected.
 - Causes, needs of these groups. Attitudes of the society and obstacles in integration.
 - Government policies, legislations for social justice, programmes and schemes for these groups, Human Rights perspective, role of NGOs and activist groups.
 4. **Work with senior citizens**
 - Demographic situation in India.
 - Needs and problems of aged – physical changes, physical and mental health needs, psychosocial aspects of aging, crime against aged.
 - Government policy and legislation, programmes and schemes, geriatric services, senior citizen clubs/groups (Self Help), residential and non-residential services, services for positive living, counseling services for aged.

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FCW-VII
Emerging Trends in the field of Family and Child Welfare

Learner Objectives :

1. Understand the relevance of new approaches in the context of changes in the field of family and child welfare
 2. Understand methods & techniques of organizational management
 3. Skill of using different evaluation techniques for the development of field projects, schemes
 4. Understand the value of training, advocacy, campaigns and network in the field of Family & Child Welfare
1. Nature, characteristics and functions of welfare and development organizations, Classification of Counseling.
 2. i) Administrative set up of Ministry of Women and Child Development : central, state and district levels. Vision, mission, objectives, functions, systems and procedures at each level.
ii) Administration and management of organisations:
 - a. Residential Organisation; Orphanages and other Charitable Trust, Homes Supervision and Control Act, 1960
 - b. Community based projects/organizations
 - c. Non-institutional set ups.
 3. Organisational Management
 - Co-ordination – systems of co-ordination
 - Supervision – objectives, principles and types of supervision.
 - Monitoring – principles and techniques, systems of documentation in monitoring.
 - Evaluation
 - Staff development – manpower planning, meetings and training, appraisal systems.
 4. Training of personnel in the field of family and child welfare
 - Need for training, types of training.
 - Adult learner and principles of adult learning.
 - Training cycle
 - Designing contents, implementation and evaluation of training for various levels of personnel.
 - Participatory training methodology – tools and techniques.
 - Trainer effectiveness – qualities and skills
 5. Advocacy, campaigns and networks in the field of family and child welfare :
 - i. Current initiatives and challenges in campaigns
 - ii. Strategies for advocacy, planning and use of media and Internet for advocacy.
 - iii. Different networks in the field of family and child welfare, use of networks at national, state and local levels.
 - iv. Role of public interest litigation, court judgments, National Human Rights Commission and other Commissions.

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FCW - VIII
Counselling : Theory and Practice

Learner Objectives :

1. Develop holistic understanding of counseling as a tool for help
2. Acquire knowledge of various approaches in counseling.
3. Develop insight in need and areas of counseling in different set ups.
4. Gain competence in skills of assessment, formulating therapy/counseling plans, teamwork in working with individuals and/or groups.
5. Gain competence in critically assess one's own knowledge, attitudes and skills in working with individual, families and groups.

1. Counselling

A. Definition, goals, principles, process and steps in counseling

6) Tools and techniques of counselling

7) The counsellor – qualities, skills, attitudes, values, personality, ethical issues, burnout

8) Obstacles in counseling, causes, impact and techniques for overcoming obstacles

2. Theoretical orientation in Counseling

- Humanistic
- Psychodynamic
- Behavioural
- Cognitive

3. Approaches in Counseling

Person centred, rational emotive behaviour therapy, transactional analysis, Egan's approach, eclectic approach.

4. **Types of Counseling** – Individual, couple, family and group, telephonic counseling (help lines), crisis intervention.

5. Counselling in different set- up

- i) Marriage counseling, premarital counseling, live-in relationship counseling, Divorce counseling, counseling in domestic violence,
- ii) Sex counseling, HIV counseling, counseling of victims of rape and sexually abused
- iii) Counselling children in various set ups – Child guidance clinic School, residential care, non-institutional care and parent counseling
- iv) Adoption counseling
- v) Counselling in crisis situation and disaster
- vi) Counselling for de-addiction
- vii) Counselling in industrial set up

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MPSW- VI

Medico Legal Information for Medical & Psychiatric Social Workers

Learner Objectives :

1. To orient students to different conditions under which patients are registered as medico legal cases.
 2. To equip students with knowledge and procedures required to deal with Medico Legal cases.
 3. To prepare students for medico legal counseling using knowledge of forensic medicine and legislations in the field of health.
1. Concept and Scope of Forensic Medicine/Medicine/Medical Jurisprudence/ Legal Medicine.
 2. Relevance of Medico-legal information to Medical & Psychiatric Social Workers
 3. Procedural aspects of medico-legal practices:
 - b. Courts of inquiry: Police, Magistrate, Commissioner, Judge
 - c. Witnesses: Simple, expert, hostile
 - d. Evidence:
 4. Oral - Examination – in –chief, cross examination, re-examination, Volunteering statement, questions from the bench, “leading questions”
 5. Documentary – Certificates – Medical certificate of fitness, Medical Certificate of illness/injuries percentage of loss. Dying declaration, Death Certificate, Reports of Chemical Examinations expert, finger prints.
 4. Professional secrecy-Privileged communication
 5. Medico-legal information related to offences affecting the human body mind and property.
 - i) 'Identity' of Individuals, determination of age, sex, religion etc. Medico-legal significance of age.
 - ii) Injuries and wounds: Legal definition of injury, hurt, bruises Aberrations, laceration, stab, penetration, puncture, gunshot.
Injury : simple, grievous, self-inflicted burns & scalds, electrical injury.
 - iii) Causes of death, natural, unnatural,
 - iv) Virginity, paternity, legitimacy, sexual offences, rape, indecent assault : incest. MTP, abortion, miscarriage-therapeutic, accidental, threatened Criminal. Infanticide : Act of commission and omissions, Dead born & stillborn.
 - v) Doctor-patient relationship - Medical Ethics, Consent for examination and : for specific treatment of specific illnesses and procedures, Informed consent. Civil malpraxis, reasonable care, skills vicarious liabilities negligence. Responsibilities of patients, Contributory negligence.

Bibliography :

Recommended Reading :

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MPSW- VII

Health Care Administration & Programming

Learner Objectives :

1. To develop the understanding about Health Care Delivery System in the country at Centre, State, District and Village Level.
 2. To understand policy implications and the impact of policies on Health Care Delivery.
 3. To prepare students for their role as advocates in promotion of health as a fundamental right especially with reference to marginalized groups.
-
1. Definition and concept of health : Multi dimensionality
Definition and concept of disease :
 - Biomedical, environment and psycho-social
 - Theories and causation of disease
 - Dimensions of health, philosophy of health
 2. Historical development of medicine in India
 - Pre-independence period and post independence period
 - Health policy in India
 - Health care delivery system in India; Central, State, District and village level
 - NGOs and their role in health care
 3. Legislative measures in the field of health
 - i. MTP Act of 1971
 - ii. Mental Health Act, 1887
 - iii. Persons with Disability Act, 1995
 - iv. Organ Transplantation Act, 1994
 - v. Consumer Protection Act, 1986
 - vi. Juvenile Justice Act 2000
 - vii. Provision for Violence against women
 - viii. Immoral Traffic Prevention Act
 - ix. Prenatal Diagnostic Test PNDT Act 1994
 - x. Rehabilitation Council Act 1999
 - xi. National Trust Act 2000
 4. Concept of Community Health -
Community Health Programmes
RCH, Community, Mental Health, ICDS, Community, Geriatrics
Immunization, Drinking Water, Low cost sanitation
Selection and training of community health workers.
 5. Concept of care :
Systems in Health Care, Family Physician
OPDs and Dispensaries
Hospitals, Day Care and Special Schools, Half Way Home,
Sheltered Workshop, Respite Home, Institutional Care,
Self help and support
Deaddiction Centers
Health Insurance Schemes
International organizations in health care WHO, UNICEF, Red Cross, UNDP etc.
 6. Health and Development
Right to Health, Research in the field of Health

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Recommended Readings :

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MPSW- VIII

Development Perspective in Medical & Psychiatric Social Work Practice

Learning Objectives :

1. To equip students to meet the challenges in the field of Health as a result of Globalisation, Privatization and Liberlisation.
2. To develop understanding of their role in Disaster Relief Work.
3. To equip students for the role of Field Work Supervisors when they start work as professionals.

Topics :

Emerging Trends in Medical & Psychiatric Social work Practice

1. Ethics in the practice of Medical and Psychiatric Social Work
2. Hospital as a social system and concept of team work
3. Behaviour change communication as a strategy for Health and Education
 - a. Principles
 - b. Objectives
 - c. Goals
 - d. Methods
 - e. Planning and Evaluation of BCC strategies
4. Camps and campaigns
5. Disaster and Relief work
6. Advocacy in the field of Health

Supervision in Social Work Education

7. Concept of Supervision and its place in Social Work Education
8. Principles of Supervision
9. Phases of Supervision
 - a. Orientation
 - b. Advanced Orientation & Study tour
 - c. Field Instruction
 - d. Evaluation
10. Individual and Group Techniques in Supervision
11. Supervisor – Supervisee Relationship
12. Problems in Supervision and Remedial Placement and Supervision
 1. Qualities in a field work supervisor.

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URCD- VI
Planning and Management of Community Projects.

Learner Objectives :

1. Understand different perspectives of development and approaches for community development
2. Understand process and components of project management
3. Develop application skills for effective organisational management.

Management of Community Projects

1. Concept and Meaning of Development, including sustainable development.

2. Perspectives about development

- i) Development as Freedom
- ii) Development as Justice
- iii) Development as Stability and Peace.
- iv) Gender and Development (WID, WAD, GAD)

3. Types of Community Projects

- i) Service oriented
- ii) Development oriented
- iii) Action oriented
- iv) Support organizations

3. Community Based Assessment

- i) Meaning and importance.
- ii) Participatory methods for need assessment, planning and social impact assessment: Community Need Assessment (CNA), Participatory Rural Appraisal (PRA), Participatory Resource Mapping (PRM), Micro-planning
- iii) Sharing assessment reports with community – its importance and techniques.
- iv) Use of assessment results in program planning and review

4. Project Life Cycle

- Conceptualization phase, formation phase (preparing project proposals), operational phase, termination/ withdrawal phase
- Components of planning for each phase

5. Project Management

- Meaning and components
- Fund raising, Finance and budgeting
- Staff recruitment and development
- Management Information System, Public Relations
- Reporting and Documentation: monthly reports; annual reports; project reports; brochures, newsletters.

6. Project Planning, Monitoring and Evaluation in implementing Development Projects;

- e. Meaning and importance
- f. PERT CPM; Log frame Analysis
- g. Developing monitoring indicators
- h. Mid-term (concurrent) evaluation and correction
- i. Models and types of evaluation

7. Important processes and strategies in capacity building of the organization: staff recruitment, human resource development/management, staff training and appraisal, healthy practices (transparency, accountability to the community, social audit by the community), networking.

***Note:** This course should have seminar presentation as the major methodology, through field based/field work based assignments.

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20. Wach, Heike & Reeves, Hazel (2000) Gender and Development: Facts and Figures (Report No. 56), Brighton : Institute of Development Studies

URCD- VII
Strategies and Trends in Community Development

Learner Objectives :

1. Understand the current issues, approaches, strategies and programmes for development of rural, Tribal and urban communities

1. Strategies

- ii) Infrastructure development
- iii) Service provision
- iv) Group building and mobilization
- v) Advocacy and campaigning
- vi) Pressure group and lobbying
- vii) Networking
- viii) Developing people's alternatives through participatory techniques

2. Training in Community Development

- 1) Understanding training
 - Concept of training and objectives of training
 - The trainee as an adult learner
 - Principles of training
 - Capacity building for quality enhancement
 - Types of training
- 2) The process of training
 - Training Needs Assessment
 - Designing training content and modules
 - Methodologies and skills for training
 - Feedback and evaluation of training
 - Preparing training documents and manuals

3. Review of Trends: Their Techniques and Programmes

1. Self Help Group and Micro-finance for women's empowerment.
2. Watershed Development
3. Joint Forest Management
4. Programmes for Drinking water and sanitation
5. Alternate experiments in education – Sakhar Shala, Lok Jumbish., Tilonia
6. Corporate Social Responsibility
7. Community Health – Training of community health workers, Health Insurance, Health education and Health Advocacy
8. Developing renewable and sustainable energy practices: wind energy, solar energy, bio-gas.
9. Alternate agriculture experiments – organic farming, natural farming and sustainable agriculture.

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URCD VIII
Intervention and Management in Disasters

Learner Objectives :

1. Develop a comprehensive understanding about disaster and disaster situations
 2. Understand intervention strategies and roles of government, NGOs and Civil Society organisations in disaster intervention.
 3. Develop understanding about 'social workers' roles for disaster preparedness, mitigation relief and rehabilitation.
1. Concepts in Disaster Management
 - Disasters, Risks, Hazards, Vulnerability, Disaster Cycle
 - Relief and Rehabilitation in Disaster, Logistic Management
 - Disaster preparedness and disaster mitigation
 - Disaster and development
 -
 2. Classification of Disasters
 - Meaning of Natural and Human made disasters.
 - Types of disasters: Famine and drought, Floods (Morvi dam breach, Maharashtra 2006), Cyclone (Orissa, A.P.), Storms, Tsunami (Tamilnadu, Andaman & Nicobar), Earthquakes (Latur, Bhuj), Riots, Industrial Accidents (Union Carbide Plant, Bhopal), Road-Air-Rail Accidents (having mass impact), Bomb-blast and explosions, War (large scale violence and mass migration), Avalanches and land slides
 -
 3. Disaster Responses and Mitigation:
 - Prevention and preparedness – Disaster response at various stages of disasters: evacuation and rescue; emergency supplies; early warning systems and vulnerability reduction; disaster financing: provisions and procedures.
 - Social and Political Dimensions of Aid for disasters, Aid administration and management
 - Relief – Damage and needs assessment. Addressing Specific Needs of Vulnerable Groups, perspectives about vulnerability; Therapeutic and action oriented approaches for intervention
 - Rehabilitation and Recovery - Planning for rehabilitation and recovery, displacement and resettlement.
 - Technological options for disaster response and preparedness
 - Community Participation and capacity building for facing disasters
 4. Health Intervention in Disaster Situations
 - Public health issues and planning and management for public health care intervention following disasters
 - Public health interventions, psychosocial interventions across phases of disasters, help lines, Interventions with special groups (Children, Women, Elderly) Ethical practices in disaster health intervention.
 -
 5. Social Accountability in Various Stages –
 - Role of Media in Disasters
 - Partnership between government, NGOs and civil society organizations, including schools of social work in dealing with disasters

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HUMAN RESOURCE MANAGEMENT

HRM – VI

ORGANIZATIONAL BEHAVIOUR AND SOCIAL ASPECTS IN INDUSTRY

Learner Objectives :

1. Develop an understanding about individual behaviour, inter personal behaviour, group dynamics within the organization.
 2. Equip the HR professionals/students in managing human behaviour in organizations.
 3. Equip the students in facilitating a better understanding of the “self” and professional behaviour in relation to others.
 4. Develop understanding about CSR / social responsibility of manager and its various dimensions in industrial organization.
1. **Organizational Behaviour:** Meaning, historical perspective, emerging perspectives on OB, Importance of OB, other dimensions of OB, **Industrial Psychology:** Definition, nature, objectives/goals, scope, role & importance, practical application of psychology in industrial settings.
 2. **Personality, Learning, Perception, Attitude, Values and ethical aspects:** Individual differences, values and ethics, self concept, personality traits, self-esteem, organizational based self esteem, self-efficacy, personality types and its influence on work environment, abilities, efficiency and performance and organizational development. **Learning:** Role of learning, classical conditioning, cognitive process, reinforcement theory, stimulus generalization and discrimination, its implication on motivation, performance and reward. **Perception:** Role of perception, perceptual framework, process and factors affecting perceptions of people. **Attribution:** meaning, process, and its impact. EQ-Emotional Quotient and performance.
 3. **Motivation:** Definition, basic needs of human being, importance, fundamental theories of motivation and its relevance in present context, positive and negative motivation, motivation and performance.
 4. **Employees Morale:** Meaning and importance of morale, measures and techniques of promoting morale, factors contributing high level of morale in the organization. Relationship between -Motivation, Morale and efficiency / productivity.
 5. **Employees Counselling:** Concept, objectives, need, functions, techniques, methods/ types of EC, advantages and effectiveness of EC, role of social worker/ HR manager in Counselling.
 6. **Managing Occupational Stress:** concept of occupational stress, stressors, fatigue, monotony, burnout, impact of stress on employees and employer, modern work-culture, set-up, job-demands and stress, stress management- coping mechanisms/ strategies. Case studies- BPO, IT, modern High-tech industries, service sector.
 7. **Industry and society:** Industry as a part of social system, socio-cultural environment in industry, impact of industrialization, urbanization, LPG & technological changes on employees, their community & family life, employer, and industrial social environment. Social problems/issues in industry- quality of life, gender issues, gender discrimination & sexual harassment at work place, human rights issues, new industrial policy & displacement, SEZ related issues.
 8. **Group Dynamics:** Meaning of work group, types, group formation process, interactions, power and conflicts among group, group dynamics, at work place. Formal & Informal group, Role and types of groups in organization. **Leadership:** Concept, characteristics/ qualities of leader, types of leadership, HR manager as leader. Team Building.
 9. **Work-culture:** Meaning, aspects, significance, its role in image building, goodwill of the organization.
 10. **Corporate Social Responsibility:** Social responsibility of **organization**, evolution, philosophy, principles, CSR-developmental projects, goals & implementation, Critical analysis of CSR approach, role of Social Worker/ HR managers, social obligations, social responsiveness, ethical aspects in CSR projects. Social auditing.
Case Studied: Selected case studies on above topics- Motivation, Morale, group dynamics, counselling, stress management, work culture, CSR.

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HRM – VII
HUMAN RESOURCE DEVELOPMENT

Learner Objectives :

1. Develop an understanding about human resource development policies and practices for organization effectiveness.
2. Develop skills of professionals in performance management and employees training
3. Knowledge of human resource management in relation to OD and its intervention strategies.
4. Develop knowledge of various certifications & Quality Management systems in productivity.

1. **Human Resource Development:** HRD Concept, objectives & goals, HRD sub-system, principles, policies and practices, functions of HRD, HRD for organizational effectiveness, evolution and changing scenario.
2. **Role of HRD managers:** Role & functions of HRD manager in public, private, service, co-operative, banking and BPO, IT -Industries. Impact of HRD on the organizational development, changing role & challenges before HRD managers.
3. **Performance Management: Merit Rating and Performance Appraisal Systems:** Meaning, objectives, need, process, importance, tools and modern techniques of merit rating and performance appraisal, New trends in PAS, PA- 360% method, various other new techniques & methods of PA.
4. **MBO-Management by Objectives:** Concept, MBO philosophy, the process of MBO, benefits and limitations of MBO.
5. **Organizational development:** Concept and scope of OD Historical perspective of OD, theory and practice of OD, learning & growth, organizational culture, process & OD intervention strategies- survey feedback, action research, sensitivity training, TA, process consultation, third-party peacemaking, organizational mirroring, Grid OD, open system planning, other interventions methods, major problems & managing OD, key areas of OD. Case studies in OD.
6. **Human Resource Audit:** Concept of HR audit, nature, scope, need & significance, approaches to HR audit.
7. **Employees Training:** Meaning of training, education and development, identification of training needs, types and methods of training- Lecture, Case-study, Role-play, management games, use of Audio-Visual Aids, essentials of good training programme, importance of T & D activities in the organization, role of motivation in training of trainers and trainees, training evaluation. Recent trends in Employees training programme.
8. **Supervisory and Management Development:** Identification & Assessment of Training needs, importance, recent trends in executive/ management Development/Training programmes, developing and designing effective HRD training programme, skills of effective trainer.
9. **Employees Career and Succession Planning:** Concepts of Career and Succession planning, aims and objectives of career planning, process, structure, importance and benefits of C& SP.
10. **Employees Competency Development:** Meaning and Indicators of Competency, identifying competency, Individual and Group competency, competencies of HR professionals, competency mapping.
11. **TQM, ISO Certifications and HRD** Concept, principles, importance and relevance in modern context. ISO certifications, types, Quality Circles, JIT, Empowerment, Benchmarking, Kaizen, Five 'S', Six Sigma, Lean manufacturing, –concept, meaning and importance. Total Quality Management its implementation and impact on present industries.
Case Studies: Selected case studies on above topics- Role and functions of HRD/HRD manager, Merit rating, PA, MBO, OD, Training & Development, Career and Succession Planning, Competency Development, TQM, ISO

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Recommended Readings :

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2. **Dale, h. Besterfield** (2001) : Total Quality Management, Delhi : Pearson Education Asia
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HRM – VIII
LABOUR ECONOMICS AND INDIAN LABOUR PROBLEMS

Learner Objectives :

1. Develop the understanding of labour economics and its scope in industry.
2. Develop understanding about recent economic developments and industrial policies.
3. Develop understanding about various labour problems and its impact economic development.

1. **Labour Economics:** Concept, nature, scope and importance of Labour Economics for Welfare of personnel. Labour force as a part of population, structure, composition and characteristic of labour i.e. demand and supply aspects

2. **Recent Economic & Industrial Policies and Labour economics:** New Economic & industrial policies, Technological advancement, Rationalization, Modernization, Automation and change in industrial organization, production sectors, global scenario LPG, WTO, EXIM Policy etc. and its impact of labour market, job opportunities, employment status, job security, concept of employees turnover/ attrition-, labour- drain and gain, outsourcing in India.

3. **Employment:** Concept and theories of employment and under employment, dimensions of unemployment and full employment, problems of unemployment, causative factors and remedies. Current Trends in employment market and need for multi-skills, skill- up gradation etc.

4. **Wages:** Concept of wages and its types, economics of wages, theories of wages and methods of wage payment.

5. **Productivity and efficiency:** Concept, indicators, factors affecting productivity and efficiency, measurement tool and techniques of productivity, Time and Motion study, 'MOST'.

6. **Problems of organized and unorganized Labour in India**– Meaning of labour, rise of labour problems, nature and causes of labour problems, Migration, Absenteeism, Indebtedness, Bonded labour, Woman & child Labour, Contract Labour, Agricultural labour, Mathadi workers.

7. **Problems of migratory and rural Labour:** Characteristics of Migratory and Rural Labour in India, up-gradation and redundancy in Labour force, Indian labour and problems of housing & slums in Industrial Metropolis.

8. **Absenteeism:** Definition, extent, causative factor, effects and measures to minimize absenteeism. Modern trends, mechanisms and strategies of dealing absenteeism- attendance bonus, counseling.

9. **Industrial unrest:** Concept, nature, factors responsible for labour unrest in India. new dimensions, emerging problems and employees unrest in modern industrial organizations.- wage discrimination, gender diversity and issues.

Selected case studies on Globalization, LPG, automation & change in industry, labour turnover/ attrition in BPO, IT sector, SEZ policy & its impact, problems of labour, sexual harassment, sexual abuse, victimization, violence, conflicts.

BIBLIOGRAPHY :

1. **Bhagoliwal, T. N.** (1976) Economics of Labour & Social Welfare, Agra : Sahitya Bhawan
2. **Kumar, H. L.** (1990) Labour Problems & Remedies, Delhi : University Book Traders
3. **Mamoria, C.B. & Mamori S.** (1991) Dynamics of Industrial Relations in India, Bombay : Himalaya Publication House
4. **Mathru, D. C.** (1992) Personnel Problems & Labour Welfare; New Delhi : Mittal Publications
5. **Mathur, D.C** (1993) Personnel Problems and Labour Welfare, New Delhi : Mittal Publication
6. **Mehrotra, S. N** (1981 Ed3) Labour Problems in India; New Delhi : S. Chand and Co.
7. **Memoria, C. B.** (1966) Labour Problems & Social Welfare in India; Alahabad : Kitab Mahal Publication
8. **Pant, S. C.** (1976) Indian Labour Problems; Alahabad : Chaitanya Publication House
9. **Pratap, K.** (1992) Rural Labour in India; Problems & Welfare Scheme; New Delhi : Deep & Deep Publication
10. **Saxena, R. C.** (1974) Labour Problems and Social Welfare; Meerat : K. Nath and Co.
11. **Sharma, A.M.** (1994. Ed. 5th) Aspects of Labor Welfare & Social Security; Mumbai : Himalaya Publication
12. **Tyagi, B. P.** (1986) Labour Economics and Social Welfare, Meerat : Jai Prakash Nath & Co.

TWED – VI
Integrated Tribal Development

Learner Objective :

The specific objective of this course is to enable the students to understand the intervention of social work method in tribal development programmes.

1. Integrated Tribal Development – Concept, Definition & meaning.
2. Application of Methods of social work & Tribal development
3. Need & Importance of Integrated Tribal Development Programmes.
4. Approaches of Preparation of Tribal Development Projects.
5. Planning and Programmes for Tribal Development in India.
6. Better and stable living through housing, remunerative employment, health and education.
7. Adoption of Tribal/Nomads settlements for integrated development.
8. Identification & Interpretation of Basic needs of tribal/nomads.
9. Tribal Development Programmes – critical review.
10. Proposal writing & project management in tribal development.

RECOMMENDED READINGS :

1. Patnaik, N. : Tribes and their Development, at study of two tribal development blocks in Orissa, Hyderabad, NICD, 1972
2. Puri, V. K. : Planning for Tribal, Development, Yojana, 1978.
3. Report of All India Tribal : Conference and National Seminar on Tribal Development, Gauhati, 1979.
4. Role of Banks in Tribal Development, Sendoc Bull. II, 7 (5), 1979.
5. Roy Prodipto, ed. : A study of the benefits accruing to the tribals in special multi-purpose tribal blocks, NICD, Hyderabad, 1964.
6. Sharma B. D. : Tribal Development – The concept and the Fame, 1978.
7. Sharma, B. D. : Planning for Dispersed tribals, Kurukshetra, 1981.
8. Sina, S. P. : Planned Change in tribal areas, Journal of Public Administration, 19 (3), July-Sept. 1977.
9. Singh, B. : tribal Development at Cross Road : a Critique and a Plea, Man in India, July 1977.
10. Sub-plan for tribal development in Tamilnadu, Vanyajiti, July, 1978.
11. Umapathi, B.E. : Review of Tribal Development in Karnataka, Man in India, July-Sept. 1979.
12. Vidyarathi, L. P. : Tribal Development in Independent India and it's future, Man in India, Jan., 1974.
13. Vidyarathi, L. P. Development plans of the tribes of Andamana and Nicobar Island : An action oriented report, Journal of Social Research, 19 (2), Sept., 1976.
14. Yadav and Misra : Impact of the tribal development programmes on employment, income and asset formation in Bastar, M.P. 1980.

TWED – VII

Environment Development Programmes

Learner Objective :

The course has two principal objectives. First it provides perspective of overall situation of the economy.

Second it deals with the understanding of the complex major areas in agriculture, forest and industrial development .

1. Introduction of Planning for development - Five Year Plans, Industrial Policy Resolution of 1956, 66,84 and 1985. Structure of the Economy - Household sector, Public and Private sector, Joint sector, Co-operative sector, and Tiny sector.
2. Industrial Policy framework - Industrial Policy, Role of Public Sector, in meeting the essential commodities for mass consumption, Promotion of private and joint sectors in creation of employment, Protection measures.
3. Role of industrial sector in India's development, contribution of industry in economy, problems in industrial growth with special reference to financing, Demand for goods and Services, under capacity utilization, pricing structure and so on.
4. Agriculture Policy framework, role of agriculture in economic development, contribution of agricultural sector in Indian economy, main elements of agriculture development policies, problems of agriculture production.
5. Land tenure and structural aspects, development of irrigation resources, infrastructure for marketing outputs and inputs, technological development and their limitations in adoption processes.
6. Agriculture and forestry extension education, Agriculture price Policy, development of tertiary sectors, Dairying, Poultry, Pig Gary, Inland and marine fisheries.
7. Role of Agricultural raw material based industries - Development and future prospects, critical problem areas for future policies in terms of environment development - Pollution control.
8. Development programmes for the forest dwellers and other weaker sections - Marginal farmers, Small farmers and Landless labourers.
9. Joint forest management & recent forest act – Dec – 2006.

RECOMMENDED READINGS

1. Govt. of India Publications: Co-operative Institute of Co-operative Management, Pune.
2. Govt. of India Publications: Licensing Procedure and Practice on Setting up of Industry.
3. Govt. of India Publications: Monopolies and Restricted Trade Practices.
4. Govt. of India Publications: Problem of capital Formation in Under-developed Countries.
5. Govt. of India Publications: report of Monopoly Inquiry Commission.
6. Govt. of India Publications: report of the 1st to VIIth Year Plans.
7. Govt. of India Publications: Reserve bank of India, Report.
8. Govt. of India Publications: Twenty Point programme.

TWED – VIII

Administration of Tribal Welfare Schemes

Learner Objective :

The course is design to aware about overall tribal Administration & it's functioning .A Study of Impact of bureaucratic approach in implementation of tribal welfare schemes.

1. Tribal Administration : Central, State, District, Project Level & it's functioning.
2. Tribal sub plan, MADA, mini MADA
3. Tribal research institute : structure & functioning.
4. Tribal development & five years plan : achievement & failures - Reasons.
5. Tribal welfare schemes & it's implementation process.
6. Role of Bureaucracy to implement Tribal welfare schemes.
7. Tribal Development Policy & Role of government, research Institutes, social worker and local leader.
8. Role of local self government in tribal development & PESA.
9. Tribal development & Voluntary organization, Banks so on.

RECOMMENDED READINGS

1. Bogaert, M. V. D. and others: Training Tribal Entrepreneures : an experiment in social change, Social change, 5, (1-2), June, 1975.
2. Bogaert, M. V. D. and others: Tribal entrepreneur, ICSSR Research and Abstract Quarterly, July, 1973.
3. National Institute of Community Development, Hyderabad, 1974. Perspectives on Tribal Development and Administration : Proceedings of the Workshop held at NICD.
4. National Institute of Community, Integrated Tribal Development, Hyderabad, Proceedings of a seminar held at NICD, May, 1975.
5. Orissa, Tribal and Rural Development Department, Dec., 1975, Bhubaneswar : Seminar on Integrated Tribal Developments projects.
6. Pandey, G. : Government's Approach to tribals Development: Some rethinking, Prashasanika, 8 (1), 56-68, 1979.
7. Patel, M. L. (ed.) : Agro-economic problems of tribal India, Bhopal, Progress Publishers, 1972.
8. Problems and prospects of tribal development in Rajasthan. Vanyajati 23 (1) 3-12, Jan., 1975.
9. Roy, P. K. M. : Struggle against economic exploitation achievements by Mah. State Co.-op. Tribal and Development Copn. 1980.
10. Sachchidananda : Transformation in tribal society, issues, and policies, Journal of Social and Economic Studies, March, 1980.
11. Sharma, B. D. : Administration for tribal Development, Indian Journal of Public Administration, 23 (3), July, 1977
12. Sharma, K. S. : Agro-Forest based industries for accelerated growth of tribals, Indian Cooperative Review, Jan., 1975.
13. Vidyarthi, L. P. (ed.) : Tribal Development and its Administration, New Delhi, Concept, 1981.

