

*P.K. University Shivpuri (M.P.)*

*Faculty of Arts*



**Evaluation Scheme & Syllabus**

**Master of SOCIAL WORK**

**P.K. UNIVERSITY SHIVPURI M.P.**  
**MASTER OF SOCIAL WORK**  
**SCHEME SEMESTER – I**

S.N.	Course Code (T: Theory; )	P.G	Course Title	Credits (L: Lecture; T: Tutorial; P: Practical)			SOCIAL WORK 30 C		Total Marks	
				Credits	L	T	P	CCE		UE
1	PSOCI101		Introduction To Social Work	6	6	0	0	00	100	100
2	PSOCI102		Introduction to Contemporary Indian Society	6	6	0	0	00	100	100
3	PSOCI103		Social Work with Groups	6	6	0	0	00	100	100
4	PSOCI104		Fundamentals of Human Growth and Behavior	6	6	0	0	00	100	100
5	PSOCI105		Social Work Research and Statistics-IZ	6	6	0	0	00	100	100
<b>Total</b>				<b>30 C</b>					<b>500</b>	<b>500</b>

**MASTER OF SOCIAL WORK**  
**SEMESTER – II**

S.N.	Course Code (T: Theory; )	P.G	Course Title	Credits (L: Lecture; T: Tutorial; P: Practical)			SOCIAL WORK 30 C		Total Marks	
				Credits	L	T	P	CCE		UE
1	PSOCI201		Methods and Fields of social work in India	6	6	0	0	00	100	100
2	PSOCI202		Health, Personality and Behavioral Problems	6	6	0	0	00	100	100
3	PSOCI203		Social Case Work	6	6	0	0	00	100	100
4	PSOCI204		Social Work Research and Statistics	6	6	0	0	00	100	100
5	PSOCI205		Social work and Human Rights	6	0	0	4	00	100	100
<b>Total</b>				<b>30 C</b>					<b>500</b>	<b>500</b>

# MASTER OF SOCIAL WORK

## SEMESTER – III

S.N.	Course Code (T: Theory; )	Course Title .P.G	Credits (L: Lecture; T: Tutorial; P: Practical				SOCIAL WORK 30 C		Total Marks
			Credits	L	T	P	CCE	UE	
1	PSOCI301	Social Policy and Administration	6	6	0	0	00	100	100
2	PSOCI302	Social Work With Communities	6	6	0	0	00	100	100
3	PSOCI303	Development Management	6	6	0	0	00	100	100
4	PSOCI304	Community Development Setting	6	6	0	0	00	100	100
5	PSOCI305	Project	6	0	0	0	00	100	100
<b>Total</b>			<b>30 C</b>					<b>500</b>	<b>500</b>

## SEMESTER – IV

S.N.	Course Code (T: Theory; )	Course Title .P.G	Credits (L: Lecture; T: Tutorial; P: Practical				SOCIAL WORK 30 C		Total Marks
			Credits	L	T	P	CCE	UE	
1	PSOCI401	Social Development Or Computer Application	6	6	0	0	00	100	100
2	PSOCI402	Training and Development	6	6	0	0	00	100	100
3	PSOCI403 OR PSOCI404	Development Management in Urban Community Development OR Urban Community Development and Municipal Administration	6	6	0	0	00	100	100
4	PSOCI405	Internship & Project(Field Work)	6	6	0	0	00	100	100
5	PDISSSW406	DISSERTATION + VIVA VOCE**	4	0	0	4	00	100	100
<b>Total</b>			<b>30 C</b>					<b>500</b>	<b>500</b>

**M.A. I SEMESTER I<sup>st</sup> PAPER  
INTRODUCTION TO SOCIAL WORK**

**UNIT – I**

**Professional Social Work- An Introduction:**

1. Professional Social Work- Concept.
2. Nature and Characteristics of a Profession.
3. Values and Ethical Principles of Professional Social Work.
4. Evolution of Professional Social Work in U.K, U.S.A, and India.

**UNIT – II**

**Social Work as a Profession-**

1. Methods and Fields of Social Work: Methods of social Work.
2. Fields of Social Work in India-
3. Community Development-Urban and Rural
4. Medical and Psychiatric Social Work
5. Labour Welfare and Personnel Management
6. Family and Child Welfare
7. Welfare of Women, Child Youth, Aged
8. School Social Work
9. Social Work in Disaster Situation
10. Social Defence
11. Welfare of the SC/ST/OBC

**UNIT – III**

**Concept of Social Welfare:**

1. Welfare-Concept, Needs and Objectives. Philosophy of
2. Social Welfare and Social Work.
3. Social Welfare in Historical Perspectives-
4. Changing concepts and practices of social welfare in relation to socio, economic
5. Changing Political philosophy and its impact on social welfare

**UNIT – IV**

**Social Welfare and related terms:**

1. Social Reform
2. Social Security
3. Social Policy
4. Social Action
5. Social Justice
6. Social Welfare Activities
7. Social Planning and Social Administration
8. Area Development
9. Social Development
10. Social Legislation
11. Human Rights

## **UNIT – V**

### **Voluntary and State Action for Social Welfare in India:**

1. Voluntary Action and efforts for Social Welfare in India.
2. Scope, need and limitations for voluntary welfare programmes in India.
3. State Action-
4. Concept of Indian Constitution
5. Brief account of Social Welfare Programmes and Five Year Plans.
6. Integrated Approach of Social Work.
7. Interface between Professional and Voluntary Social Work.

### **Required Readings:**

1. Bison, Herbert: The Philosophy of Social Work(Washington, D.C: Public Affairs Bureau,1952)
2. Friedlander,W.A: Introduction to Social Welfare(New York Prentice Hall,1959)
3. Government of India: Social Welfare in India(New Delhi, Planning Commission 1980)
4. Sanjay Bhattacharya: Introduction to Social Work(Deep and Deep Publications, New Delhi, 2008)
5. Desai, M: Ideologies of Social Work
6. Kulkarni, P.D and M.C Nanavatti: NGO's in the changing Scenario(New Delhi:Uppal Publishing House,1998)
7. Dasgupta, Sugata: Towards a Philosophy of Social Work in India

**M.A. I SEMESTER II<sup>nd</sup> PAPER**  
**INTRODUCTION TO CONTEMPORARY INDIAN SOCIETY**

**UNIT – I**

**Conceptual and Theoretical Perspectives to Understand Society:**

1. Society: Nature, Approaches, Functions, Theories of Society (Evolutionary, Cyclical, Conflict and Systems Theories).
2. Social Groups- Concept and Characteristics of Primary Group, Secondary Group and Reference Group.
3. Social Institutions- Family, Marriage, Kinship, Property, Education and Religion.
4. Culture- Concept, Traditions, Customs, Values and Norms.

**UNIT – II**

**Social Systems and Social Process of Contemporary Society:**

1. Social Systems and Sub-Systems- Structure and Functions and Classification of Systems.
2. Social Structure- Role, Status and Functions
3. Social Process- Socialization, Social Interaction, Social Control, Co-operation, Conflict and Assimilation.

**UNIT – III**

**Policy and Economy of Contemporary Society:**

1. Democratic Socialism in India- Elements, Roles, Functions and Process of State.
2. The nature of Economic Development in Developing Countries.
3. Sanskritization, Globalization, Liberalization and Privatization.

**UNIT – IV**

**Social Stratification and Social Change in Contemporary Society:**

1. Social Change- Concept, Factors.
2. Problems of Structural Change-Casteism, Communalism and Youth Unrest.
3. Social Stratification.
4. Problems of Industrialization and Urbanization-Growth of Slums.

**UNIT – V**

**Problems of Contemporary Indian Society:**

1. Social Problems- Concept, Factors, Theories, Consequences, Impact on the Society and Treatment Measures.
2. Major Social Problems of the Society are- Poverty, Unemployment, Population Explosion, Malnutrition, Environment Pollution, Positive and Negative impact of Social Media, Crime, Corruption, Juvenile Delinquency, Atrocities against Women, etc.

**Required Readings:**

1. Ahuja Ram: Social Problems in India.(Rawat Publishers, Jaipur,1997)
2. Madan, GR: Indian Social Problems.(Allied Publishers, New Delhi, 1981)
3. Reddy, KS: Poverty and Unemployment.(Anmol Publishers, New Delhi, 1997)
4. Bhushan Vidya, Sachdeva D.R: An Introduction to Sociology.(Kitab Mehal

Publications)

5. Shankar Rao, C.N. Sociology(New Delhi, S.Chand and Co. Ltd, 2005)
6. Sharan, Raka: A Handbook of Sociology.(New Delhi, Anmol Publications,1991)
7. Srinivas, M.N: Indian Social Structure.(New Delhi, Hindustan Publishing House, 1991

**M.A. I SEMESTER III<sup>rd</sup> PAPER**  
**SOCIAL WORK WITH GROUPS**

**UNIT - I**

**Understanding Group Work Concept:**

1. The Basic Concept of Group.
2. Importance and Types of Groups.
3. The Basic Concept of Group Work, Definitions and Characteristics.
4. Historical Development of Group Work in India and in the West.

**UNIT - II**

**Social Group Work as a Method of Social Work:**

1. Integrated Approach of Social Group Work and its relationship with other methods.
2. The major Principles of Group Work.
3. Theories and Models of Social Group Work.
4. Phases of Social Group Work.

**UNIT - III**

**Social Group Work Process and Programmes:**

1. Steps /Process of Group Formation.
2. Steps/Process of Group Development.
3. Programme in Social Group Work-
4. Meaning of Programme Planning and Development Process
5. Importance of Programme Planning and Development Process.
6. Role playing in relation to group programmes.

**UNIT - IV**

**Fiction by Women:**

1. George Eliot: The Mill on the Floss.
2. Charlotte Bronte: Jane Eyre

**UNIT - V**

**19<sup>th</sup> Century Realistic Novel:**

1. Charles Dickens: Great Expectations.
2. Zola: Nana.

**Books Recommended:**

1. Walter Allen: History of English Novel.
2. David Daiches: Critical Approaches to Literature.
3. O.P. Budholia: George Eliot: Art and Vision in Her Novels. Austin Dobson: Fielding. Ian Watt: The Rise of the Novel



**M.A. I SEMESTER IV<sup>th</sup> PAPER**  
**FUNDAMENTALS OF HUMAN GROWTH AND BEHAVIOR**

**UNIT - I**

**Development Process:**

1. Determinants of Human Behavior: Heredity and Environment.
2. Life span perspective of Stages of Development: Prenatal Period, Infancy, Babyhood, Childhood, Puberty, Adolescence, Early Adulthood, Middle Age and Old Age.
3. Psycho-Sexual Development: Freudian Concept
4. Psycho-Social Development: Theory of Erick Ericson.

**UNIT - II**

**Human Behaviour:**

1. Learning and Memory.
2. Emotion and Motivation.
3. Personality: Concept, Structure, types, theories of Personality and factors influencing personality.
4. Intelligence: Meaning, Structure, and factors influencing intelligence.

**UNIT - III**

**Mental Process:**

1. Defence Mechanisms
2. Mental Retardation
3. Mental Health.
4. Mental Hygiene

**UNIT - IV**

**Abnormal Psychology:**

1. Concept of normal and abnormal behavior.
2. Types of mental disorders
3. Factors of mental illness.
4. Therapeutic process: Crisis intervention and Counseling.

**UNIT - V**

**Social Psychology:**

1. Nature and Scope of Social Psychology.
2. Attitude.
3. Communication.
4. Mass communication: Public opinion and Propaganda.

**Required Readings:**

1. Hurlock, E.B. : Developmental Psychology, A Life Span Approach (Tata McGraw-Hill, New Delhi, 1977)
2. Morgan, C.T. : Introduction to Psychology 7<sup>th</sup> Edition (Tata McGraw-Hill, New Delhi, 1993)
3. Hall, C.S. and Lindzey, G. : Theories of Personality (Wiley New York, 1978)
4. Page, J.D. : Abnormal Psychology (Tata McGraw-Hill, New Delhi, 1991)
5. Jayaswal, S.R. : Guidance and Counseling : an Elective Approach (Lucknow, 1968)
6. Maslow, A.H. (1943) A Theory of human motivation. Psychological Review
7. McGregor, D. (1960) The Human side of enterprise. N.Y. McGraw-Hill

**M.A. I SEMESTER V<sup>th</sup> PAPER**  
**SOCIAL WORK RESEARCH AND STATISTICS-I**

**UNIT – I**

**Research: Nature and Concepts:**

1. Nature of Scientific method and its application to social phenomena.
2. Nature, Importance and Scope of Research.
3. Theory and Fact interplay between pure and applied research.
4. Types of Research: Historical, Descriptive, Analytical, Experimental, Interdisciplinary, Evaluative, Participative and Action.
5. Concepts in Research: Variable, Attribute, Universe, Sample, Hypothesis, Randomization, Matching, Measurement, Control.

**UNIT – II**

**Research Process:**

1. Problem Formulation.
2. Tools of Data Collection.
3. Sampling and Sample Design.
4. Data Processing and Analysis, interpretation and report writing.

**UNIT – III**

1. Research Design:
2. Research Design: Meaning and Importance, Basic Research questions, Organizational design.
3. Experimental Design and Non- Experimental Design.

**UNIT – IV**

1. Social Work Research:
2. Social Work Research: Nature, Objectives, Scope and Status in India.
3. Social Survey: Types, Social Survey and Research, Social Welfare Survey.
4. Evaluative Research in Social Work: Organization and Administration.
5. Qualitative Research: Case study and content analysis.
6. Cost- effective analysis.

**UNIT – V**

**Social Statistics:**

1. Graphic and Diagrammatic Presentation.
2. Measures of Central Tendency: Mean Median and Mode.
3. Measures of Desperation: Range, Quartile Deviation, Standard Deviation and Coefficient of variation.
4. Measurers of Correlation: Karl Pearsons Correlation and Rank Correlation.
5. Test of Association: Chi Square and test of difference, t-test.

**Required Readings:**

1. Goode and Hatt: Methods in Social Research, New York: McGraw Hill, 1957.
2. Gupta, C.B: An Introduction to Statistical Method, Agra: Ram Prasad and Sons, 1960.
3. Ramchandran P: Issues in Social work research in India (Tata Institute of Social Sciences, New Delhi 1990)
4. Coolidge, Frederick: Statistics: A Gentle Introduction (Sage Publication, New Delhi 2000)  
Bajpai, SR: Methods of Social Survey and Research ( Kitab Ghar, Kanpur 1999) Lal Das DK: Practice of Social Research ( Rawat Publications, Jaipur 2000)
5. Young, Pauline :Scientific Social surveys and Research (Prentice Hall of India, New Delhi 1968)
6. Gupta CB: An Introduction to statistical Methods (Ram Prasad and Sons , Agra 1980)

**II SEMESTER**  
**M.A. II SEMESTER I<sup>st</sup> PAPER**  
**METHODS AND FIELDS OF SOCIAL WORK IN INDIA**

**UNIT – I**

1. Professional Social Work- Concept.
2. Nature and Characteristics of a Profession.
3. Values and Ethical Principles of Professional Social Work.
4. Evolution of Professional Social Work in U.K, U.S.A, and India. Methods of social work and their applicability in India.
5. Different fields of social work-
  - a) Family and child welfare
  - b) Welfare of the scheduled caste and scheduled tribes and other backward communities.
  - c) Medical and psychiatric social work.
  - d) Community development – rural and urban.
  - e) Welfare of the physically and mentally handicapped.
  - f) Welfare of the woman.
  - g) Welfare of youth.
  - h) Welfare of the aged.
  - i) School social work.
  - j) Social work in disaster situation.
  - k) Social deferenc.
  - l) Labour welfare and personnel management.
  - m)

**UNIT – II**

**Introduction to social work:**

1. The concept of social welfare.
2. Need and objectives of social welfare.
3. Changing concepts and practices of social welfare.
4. Changing political philosophy and its impact on social welfare.

**UNIT – III**

**Social Welfare And Related terms:**

1. Social Reform.
2. Social security.
3. Social policy.
4. Social planning and Social Administration.
5. Area Development.
6. Social development. Social legislation. Human Rights

**UNIT – IV**

**Sarvodaya Movement in India:**

1. Social welfare and sarvodaya movement in India.
2. Sarvodaya ideology of reconstruction of society.
3. History of sarvodaya movement in India – gandhian and post Gandhian era.
4. Differences and similarities between Gandhian constructive work and profession social work.

## **UNIT – V**

### **State Action for Social Welfare in India:**

1. Concept of the Welfare State and the Indian Constitution (relevant portion).
2. State action : Scope, need limitations of Social Welfare Programmers' in India.
3. Brief Account of Social Welfare Programmers and Provisions in Five Year Plans.

### **Required Readings:**

1. Bisno, Herbert: The Philosophy of Social Work(Washington, D.C: Public Affairs Bureau,1952)
2. Friedlander,W.A: Introduction to Social Welfare(New York Prentice Hall,1959)
3. Government of India: Social Welfare in India(New Delhi, Planning Commission 1980)
4. Sanjay Bhattacharya: Introduction to Social Work(Deep and Deep Publications, New Delhi, 2008)
5. Desai, M: Ideologies of Social Work
6. Kulkarni, P.D and M.C Nanavatti: NGO's in the changing Scenario(New Delhi:Uppal Publishing House,1998)
7. Dasgupta, Sugata: Towards a Philosophy of Social Work in India.

**M.A. II SEMESTER II<sup>nd</sup> PAPER**  
**HEALTH, PERSONALITY AND BEHAVIORAL PROBLEMS**

**UNIT – I**

**Health and Illness:**

1. Meaning and Definition of Health
2. Meaning and Definition of Illness
3. Indicators of health and Illness
4. Diminutions of Health
5. Determining the various factors of Health and Illness.

**UNIT – II**

**Theories of Human Personality:**

1. Meaning and Definition of Personality.
2. All ports Personality Traits: Criteria, Types and Conclusion
3. Determinants of Personality
4. Factors affecting Personality
5. Personality Test: Projective Techniques, Personality Inventories.

**UNIT – III**

**Human Behavior and Theories of Human Behavior:**

1. Meaning and Definition of Human Behavior
2. Memory, Motivation, Emotion, Intelligence and Learning.
3. Counseling: Definition, Meaning and Areas of counseling.
4. Fields of Counseling.

**UNIT – IV**

**Mental Retardation and Intervention:**

1. Mental Retardation: Definition, Causes and types.
2. Attitude: Nature and Measurement of Attitude.
3. Communication in detail.

**UNIT – V**

**Psychology:**

1. Abnormal Psychology
2. Social Psychology
3. Defence Mechanisms- Meaning, Features and Types.
4. Psychological Testing's- Personality Tests, Intelligence Tests and Aptitude Tests.

**Required Readings:**

1. Hurlock, E.B : Development Psychology, A Life Span Approach. Tata McGraw-Hill, New Delhi, 1997.
2. Rao , N.S. : Counseling and Guidance. (Tata McGraw Hill, Delhi, 1991).
3. Witmer , H. : Personality in the Making.(Harper, New York, 1987).
4. Pikunas, J. : Human Development, (McGraw-Hill, Tokyo, 1976).
5. Anastasi, A. : Psychological Testing.(McMillan , New York ,1987).

**M.A. II SEMESTER III<sup>rd</sup> PAPER**  
**SOCIAL CASE WORK**

**UNIT – I**

**Social Case Work as a Method of Social Work:**

1. Concept, Need and Objective of Social Case Work.
2. Case Work: Historical Development in West and India.
3. Importance of Social Case Work as a Method of Social Work and its Relationship with Other Method of Social Work.
4. Social Case Work and Other therapeutic Method.

**UNIT – II**

**Basic of Social Case Work:**

1. Components of Case Work.
2. Basic Concepts in Social Work: Ego, Social, Role. Stress and Adaptation.
3. Causes of Interpersonal Adjustment Problem.
4. Professional Self.

**UNIT – III**

**Social Case Work Theory:**

1. Principle of Social Case Work practice.
2. Phase of Social Case Work – Study, Continuous assessment and analysis, Psycho-Social Diagnosis, Intervention Follow-up, Termination.
3. Techniques of Intervention,
4. Client-casework Relationship.

**UNIT – IV**

**Essentials of Practice:**

1. Interviewing: Concept and Types.
2. Specific Skills and basic Rules of Interviewing.
3. Specific Interviewing Problem.
4. Recording in Social Case Work: Concept, Purpose and Types.
5. Principles of Recording.

**UNIT – V**

**Case Work Practice in India:**

1. Scope and Practice of Social Case Work in Different Setting.
2. Limitations of Social Case Work Practice in India.
3. Social Case Work: Retrospect and Prospect.
4. Changing Context of Practice and Future challenges

**Required readings:**

1. Mathew, Grace (1992) an Introduction to Social Case Work, TISS, Mumbai.
2. Roberts, R.W. and Nee R.H. (1970) Theories of Social Case , The University of Chicago Press, Chicago.
3. Hollis, Florence (1964) Case work: A Psychological Theory, Random House, Toronto.
4. Francis Joseph Turner (2011) Social Work Treatment: Interlocking Theoretical Approaches.

**M.A. II SEMESTER IV<sup>th</sup> PAPER**  
**SOCIAL WORK RESEARCH AND STATISTICS-II**

**UNIT – I**

**Social Work Research:**

1. Social Work research: Nature, Objectives, Scope, and Status in India.
2. Social survey: Types, Social Survey and research, Social Welfare Survey Cost Effective Analysis.

**UNIT – II**

**Qualitative Research:**

1. Qualitative Research: Case Study and Concept Analysis.
2. Scales: Attitude Measurement Scales, Stoimetry, Projective Techniques.

**UNIT – III**

**Social Statistics 1:**

1. Graphic and Diagrammatic Presentation.
2. Measures of central Tendency: mean mediam and mode.

**UNIT – IV**

**Social Statistics 2:**

1. Measures of Dispersion: Range quartile deviation.
2. Measurement of deviation: Standard Deviation and coefficient of variation.

**UNIT – V**

**Social Statistics 3**

1. Measures of correlation: Karl-Pearson's Correlation and Rank Correlation.
2. Test of Association: chi-square and test of different: t-test Application of SPSS.

**Requared reading:**

1. Coolidge, Frederick: Statistics: A Gentle Introduction (Sage Publication New Delhi 2000).
2. Bajpai, SR: Method of Social Survey and Research (Kitab Ghar , Kanpur 1999).
3. Lal Das DK: Ptactice of Social Research(Rawat Publication, Jaipur 2000 )
4. Goode and hatt: Methode in Social Research (Mc Grew Hill, New York 1957)

**M.A. II SEMESTER V<sup>th</sup> PAPER**  
**SOCIAL WORK AND HUMAN RIGHTS**

**UNIT - I**

**Human Rights and Duties: Conceptual Perspective**

1. Concepts: Human Rights, Duties, Human dignity
2. Notion & Classification of Rights: Natural Moral Legal Rights
3. Three generations of Human Rights: Civil and Political Rights, Economic, Social Culture Rights, Collective/Solidarity Rights.
4. Human Rights Movements: Historical Evolution of Human Rights at Ternational & National level.

**UNIT - II**

**Human Rights and Social Work:**

1. Human Rights and Social Justice.
2. Human Rights and Social Work's basic Linkages.
3. Role of Social Worker in Human Right Dimensions

**UNIT - III**

**International Perspective to Human Rights:**

1. International Concern for Human Rights.
2. Universal Declaration of Human Rights.
3. International Covenant of Economic Social and Culture Rights.

**UNIT - IV**

**Mechanism for Protecting Human Rights in India:**

1. Nation and State Human Rights Commission.
2. Statutory Mechanisms for Human Rights: Legislative, Executive & Judiciary.
3. Human Rights Commission: Woman, Children, Scheduled Castes & Schedule Tribes, Minorities, Differently Able, Displaced.
4. Socio, Economic, Political, and Administrative Constrains in Enforcement.

**UNIT - V**

**Human Rights Violation & Constitutional Remedies in India:**

1. Violation of Human Rights in Family, Disadvantages Groups, Woman & Children, Minorities, scheduled Castes, Scheduled Tribes, Other Backward Castes, Displaced and Custodial Violence.
2. Role of Regional, National and International Non-Government Organizations in Promoting Human Rights.

**Required Reading:**

1. Bajwa G.S. and D.K. Bajwa, Human Rights in India: Implementation and Violations (New Delhi: D.K. Publishers, 1996) BO15595
2. Diwan, paras and Peeyushi Diwan, Children and Legel Protection (New Delhi: Deep and Deep, 1994), Bo14941.
3. Lyer, V.K. Krishna, Human Rights and Inhuman Wrongs (New Delhi: D.K. Publishers, 1996), Bo17600.
4. Jaswal, P.S. and N. Jaswal , Human Rights And the Law (New Delhi: APH Publishing House, 1969), B011441, B015718.
5. Sanajaoba, N., Human Rights in the New Millennium (New Delhi: Manas Publications, 2000)



**SEMESTER – III**  
**M.A. III SEMESTER I<sup>st</sup> PAPER**  
**SOCIAL POLICY AND ADMINISTRATION**

**UNIT - I**

**Introduction:**

1. Evolution of social policy in U.K., U.S.A. AND INDIA.
2. Inter relationship between Social Policy, Economic Development and Social Development.
3. Social policy in India, problem of implementation and Social Work intervention.
4. Fundamental Rights and Directive Principles of state policy and role of Judiciary.

**UNIT – II**

**Policy and Planning of India:**

1. Social Welfare Planning in India, Planning process and Machinery.
2. Related areas of policy and planning: Scheduled Castes and Scheduled Tribes.
3. Women, Children and Youth.
4. Housing, Urbanization and Environment.
5. Population, education and health.

**UNIT - III**

**Social Welfare Administration:**

1. Social Welfare Administration: Concept, Need and Objectives.
2. Principles of social Welfare Administration.
3. Social Welfare Administration at different levels: Central, State, and District.
4. Elements of Administration – PODSCORB.
5. Procedures in Establishing an Agency.

**UNIT - IV**

**Social Legislation: Perspective**

1. Social Legislation: Concept, Need and Objectives.
2. Social Legislation for Religious Communities-Hindu, Muslim and Christians.
3. Social Legislation as an instrument of Social Change.
4. Public Interest Litigation (PIL), Social Advocacy, Consumer Protection Act.

**UNIT - V**

**State Action for Social Welfare in India:**

1. Concept of the Welfare State and the Indian Constitution (relevant portion).
2. State action: Scope, need limitations of Social Welfare Programmers' in India.
3. Brief Account of Social Welfare Programmers and Provisions in Five Year Plans.

**M.A. III SEMESTER II<sup>nd</sup> PAPER**  
**SOCIAL WORK WITH COMMUNITIES**

**UNIT - I**

**Communities in India:**

1. Concept of Community, its Structural and Functional Urban community
2. Slums and migrants.
3. Rural Community: Nature, Structure, Organizations, Class and Problem.
4. Tribal Community: Tribal Culture and Organizations.
5. Analysis of problems of the Marginalized groups.
6. Community power structure.

**UNIT - II**

**Community Organization: THEORY**

1. Community organization.
2. Concept
3. Aims
4. Methods
5. Co-ordination at different levels : State, National and International.
6. Historical Development of Community Organization.
7. Community Organization as a method of Social Work.
8. Principles of Community Organization.
9. Role of Community Organizer and Skills needed.
10. Identification Mobilization and Utilization of Community Resource within and outside the Community through Community Organization and Participation.

**UNIT - III**

**Community Organization And Social Change:**

1. Community Organization and Social Change.
2. Social Action: Concept and Types: Bhoodan and Gramdan Movements.
3. Leadership: Type and Functions and the Emerging patterns of Rural
4. Leadership.
5. Community Chests, Community Welfare Councils and Charitable Trusts.
6. Community Organization as a method of Community Development.

**UNIT - IV**

**Community Development:**

1. Community Development: Concepts, Philosophy and Methods.
2. Community Development as a process of Social Change.
3. Community Development in India: Historical Perspective.
4. Components of Strategy for Development:
  - (a) Organization
  - (b) Programme
  - (c) Training
  - (d) Supervision
  - (e) Administration
  - (f) Resources
  - (g) Evaluation.

**UNIT - V**

**Community Development in Different Settings:**

1. Urban Community Development: Slum Improvement.
2. Democratic Decentralization in India.
3. Rural Community Development: Extension programmes.
4. Tribal Community Development: Programmes at the Block Level.

## **M.A. III SEMESTER III<sup>rd</sup> PAPER DEVELOPMENT MANAGEMENT**

### **UNIT - I**

#### **Organizational Analysis:**

1. Structural and Functional Analysis.
2. Organizational Structure, Vision, Mission, and Values.
3. Registration of Society: Legal and other Requirements.
4. Organizational Culture and Organizational Change.
5. Management Styles and Leadership.
6. Organizational Effectiveness through Capacity Building.
7. Development, Supervision and Counselling.

### **UNIT - II**

#### **Sustainability:**

1. Concept, Approach, Principles and Practices.
2. Factors affecting Sustainability.
3. Need of Financial Sustainability.
4. Conflict and Crisis Management: Defining Conflict and Crisis, Ways of dealing with Conflict and Crisis.
5. Entrepreneurship development. Role of Nodal Agencies in promoting Entrepreneurship-qualities of a successful Entrepreneur.

### **UNIT - III**

#### **HRD System and Strategies for NGO'S:**

#### **Manpower Planning: Recruitment, Selection, Placement and Induction.**

1. Performance Appraisal and Potential Appraisal.
2. Training and Development.
3. Career Development and Career Planning.
4. Compensation and Reward.
5. Organizational Development Techniques.
6. Capacity Development for Developing Organization.

### **UNIT - IV**

#### **Communication:**

1. Communication Theory and Practices.
2. Components of Communication.
3. Factors affecting Communication Message.
4. Communication Practices adopted for Extension activities.

### **UNIT - V**

#### **Strategy Development and Evaluation:**

1. SWOT Analysis.
2. Strategy Development and Strategy Implementation.
3. Project Planning and Logical Framework Analysis (LFA), Goal Setting Information of Objective, Identification of Activities and Strategies.
4. Monitoring and Evaluation for Programs, Monitoring and Evaluation for Organization.

#### **Required Readings:**

1. Drucker P.: Managing the Non -Profit Organization (New York: P Harper Collin ,1990)
2. Gupta R K: Implementing Human Resource Development (New Delhi

:Rawat Publication 1992)

3. Robins P. Stephen: Organizational Behavior (New Delhi :N Prentice hall of India)
4. Pareek, Udai: Motivating Organizational Roles (New Delhi : Rawat Publisher,1993)
5. Brody Ralph: Effectively Managing Human Service Organizations (New Delhi, Sage Publication.

**M.A. III SEMESTER IV<sup>th</sup> PAPER**  
**COMMUNITY DEVELOPMENT SETTING**

**UNIT - I**

**COMMUNITY DEVELOPMENT:**

1. Concept of Community, Different Types of Communities: Rural, Urban and Tribal.
2. Analysis and Assessment of Community Problems.
3. Community Development, its Need, Principles and Methods.
4. Historical Perspective of Community Development in India.

**UNIT - II**

**Rural Community Development:**

1. Early Experiment in Rural Community development in India.
2. Structure and Function of Community Development Block.
3. Rural Community Development Programs at the Block Level
4. Principles and Philosophy of Extension Education.
5. Extension Education for Community Development.

**UNIT - III**

**Urban Community Development:**

1. Urban Community Development : its Need Origin and Approaches.
2. Urban Development Policies and Programs of Government of India.
3. Concept of Social Education : Social Education and Community Development Philosophy and Principles of Cooperative Movement.
4. Role of Cooperative Movement as a Strategy of Working with Urban and Rural Poor.

**UNIT - IV**

**Urban Rural Local Self-Government:**

1. Historical Development of Municipal Administration in India.
2. Functional Finance and Problem of Municipal Administration.
3. Origin Philosophy and Pattern of Panchayati Raj Administration in India.
4. Finances and Administration Problem of Pannchanti- Raj Institute.
5. Local Self-Government and the 73<sup>rd</sup> and 74<sup>th</sup> Amendments of the Constitution

**UNIT - V**

**Community Development in the NGO Sector:**

1. Role of NGOs in Community Development.
2. Recent trends in Voluntary Sector.
3. Social Advocacy Pressure Group and Public Interest litigation in Community Work.
4. The Importance of Leadership, Power Structure and Political Factory in Community Work.
5. Empowerment: Its Need and Relevance in Community Development.

**Required Readings:**

1. De' Souza Alfeed (ed.) : Urban Growth and Urban planning (New Delhi : Indian Institute,1983)
2. Singh U B : Urban Local Government (Jaipur : Rawat Publication,1997)

**SEMESTER – IV**  
**M.A. IV SEMESTER I<sup>st</sup> PAPER**  
**SOCIAL DEVELOPMENT OR COMPUTER APPLICATION**

**UNIT - I**

**Concept of Social Development:**

1. Development: Social and Economic Concept and Measurement.
2. Interrelationship between Different sector-Economic political ethin and culture which may have implication for social development.
3. Social change: Process, initial condition and Social intervention.
4. Social Development Alternative and Social Work.

**UNIT – II**

**Social Development in Indian Context:**

1. Brief account of Social Development Programmers and Provision in India's 5 year plan.
2. Strategies of a Social Development: Rural and Urban Development, Population and Development, Poverty and Development, Social Integration and Development.
3. Social Development Models.

**UNIT - III**

**Social Development and Planning:**

1. Role of elected bodies in Development.
2. Development Planning and the Constitution.
3. The Planning commission and the Planning Process.

**UNIT - IV**

**Development Administration:**

1. Development Administration: Concept and field.
2. Problems and Prospects of Development Administration
3. Poverty and its Socio-economic and Political Consequences.
4. Welfare economic and social Development.

**UNIT - V**

**Socio Development and Voluntary Sector:**

1. Role of International Organization in promoting social Development.
2. NGO's and Social Development in the Indian Context.
3. Changing strategies and trends of voluntary Development Organization.
4. Social Empowerment : Gender and Development Approach, Equality and Development

**M.A. IV SEMESTER II<sup>nd</sup> PAPER**  
**TRAINING AND DEVELOPMENT**

**UNIT - I**

1. Need of training and Development in the Social Welfare sector.
2. Condition for learning, Problem in learning, learning characteristics Role and Skill Required for a trainer.

**UNIT - II**

1. Training System: Concept and Components.
2. Need for System Approach to training.

**UNIT - III**

1. Identification of training needs.
2. Determination of training objective.

**UNIT –IV**

1. Designing training sessions and learning sessions. Lesson plan, Course material, visual aids. Room lay out and Facilities. Delivery Skill.
2. Training technique and aids

**M.A. IV SEMESTER III<sup>rd</sup> PAPER**  
**DEVELOPMENT MANAGEMENT IN URBAN COMMUNITY**  
**DEVELOPMENT**

**UNIT - I**

**Recruitment and Selection:**

1. Manpower Planning, Recruitment, Selection, Placement and Induction.
2. Performance Appraisal and Potential Appraisal.

**UNIT - II**

**Training and Development:**

1. Meaning of Training and Development
2. Career Development and Career Planning
3. Compensation and Reward
4. Organizational Development Techniques

**UNIT - III**

**Communication:**

1. Communication theories and Practices.
2. Components of Communication.  
Factors affecting communication and messages Social Education.

**UNIT - IV**

**Co-operative Movement:**

1. Philosophy and Principles of co-operative movement.
2. Historical development of co-operative movement in India.
3. Role of co-operative movement as a strategy of working with urban and rural poor.
4. Problems of co-operative movement in India.

**UNIT - V**

**Municipal Administration in India:**

1. Historical Development of Municipal Administration of India.
2. 74<sup>th</sup> Amendment of Municipal Administration of India.
3. Types, Structures and Functions of Municipal Administration.
4. Recent Administrative reforms in Municipal Administration
5. Problems of municipal administration.



**M.A. IV SEMESTER IV<sup>th</sup> PAPER**  
**URBAN COMMUNITY DEVELOPMENT AND MUNICIPAL**  
**ADMINISTRATION**

**UNIT - I**

**Urbanization and Urban Problems:**

1. Meaning of Urbanization.
2. Different Urban Problems in India.
3. Trends in Urbanization and growth of slums.
4. Urban Development Policies and Programmes of Government of India.

**UNIT - II**

**Urban Community Development:**

1. Need, Origin and Approaches of Urban Community Development.
2. Different UCD projects in India.
3. Five Year Plans of India

**UNIT - III**

**Social Education:**

1. Concept and Methods of Social Education.
2. Agencies implementing Social Education.
3. Social Education components in the programs of National Literacy Mission
4. Problems, Policies Programmes and Services at different levels.

**UNIT - IV**

**Welfare Programmes and Services:**

1. Women and children in India.
2. Family welfare Programmers.
3. Social defence measures.
4. Correctional Administration in India.

**UNIT - V**

**Institutional and Non-Institutional Services:**

1. Concept of integration and its implications.  
Concept of rehabilitation and effectiveness of the present services in rehabilitate

