

UNIVERSITY OF PUNE

REVISED SYLLABUS

(w.e.f. 2008-09 session)

(As per University of Pune, approval:CBH/5072, dted: 11/06/2008)

M.S.W.

MASTER OF SOCIAL WORK PROGRAMME (Semester I & II)

PROPOSED REVISED SYLLABUS (2008-09)

(UNIVERSITY OF PUNE)

27th March 2008

MSW – Programme - Semester – I

GI

Social Work Profession

Learner Objectives :

1. Understand the concept, definition, objectives and functions and methods of social work.
2. Develop knowledge of history and development of social work in India and abroad.
3. Understand the current trends of social work practice in India.
4. Develop understanding about the fields of social work.
5. Develop understanding about the influence of various social movements in contributing to the perspectives of social work practice in India.
6. Understand domains in social work education in India.

1. Concept Social Work

Concept, Definition, Objectives and Functions of Social Work, and Methods of Social Work

2. History and Development of Social Work in India and Abroad

Charity, Philanthropy, social situations, (Poverty, problems of immigrants, orphanhood, squalor, war victims etc) and Social reform movements, Remedial social work, Development-oriented social work, Social activism, Human Rights Perspective.

3. Update on Social Work Practice in India

Welfare approach, Remedial and therapeutic approach, Social development approach and Conflict oriented approach

4. Concepts in Social Work Practice

Social work, Social welfare, Social service, Social services, Social development, Social change, Social action, Human rights, Social exclusion (marginalization, exploitation, oppression), Empowerment.

5. Fields of Social Work: Family & Child welfare, Medical and Psychiatric Social Work, Criminology and Correctional Work, HRD and HRM, URCD, SWA

6. Values and Principles in Social Work Practice : Religious, Political and Utilitarian values, Code of professional ethics, Generic principles of social work.

7. Perspectives of Social Work Practice in India

- i. Ideological Influences of social reform movements, advent of Missionary (Serampory Missionaries-1785 onwards), Gandhian, Tilak, Gokhale, Karve, Phule, Shahu, Ambedkar thoughts, Marxist perspectives, Feminist perspective, Subaltern perspectives (Dalit and Adivasi) and Post – modernism influence.
- ii. Social movements and development perspectives - Dalit movements, Tribal movements, Peasants movements, Working class movements, Naxalite movements, Women's movements, Environment and Ecological movements, Movements of project affected persons.

8. Development of Social Work Education in India

Evolution of social work education, American marathi mission, Nagpada Neighbourhood House, Mumbai, Sir Dorabji Graduate School Social Work, Mumbai, of Levels of Training in Social Work Education, Domains in Social Work Education (core domain, supportive domain, elective and interdisciplinary domain); Focus, Nature and Content of Social Work Education. Field work and importance of field work supervision.

Bibliography

G – I Social Work Profession

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6. Gore, M. S. (1993) The Social Context of Ideology, Ambedkar's Social and Political Thought, New Delhi : Sage Publication
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8. Institute of Sustainable Development (2004) Encyclopedia in Social Work, New Delhi :Anmol Prakashan.
9. Jha, Jainendra Kumar Encyclopedia of Social Work (1,2,3,4), New Delhi : Anmol Publication
10. Kappen, S. (1994) Tradition, Modernity Counterculture: An Asian Perspective, Bangalore : Visthar Publication
11. Kumar, D. (2006) Social Work (Theory & Practice), Bhopal : Intellectual Book
12. Kumar, Harish, Social Work (1-2-3), Delhi : Isha Books
13. Lawani, B. T. (2002) Social Work Education and Field Instructions, Centre For Social Research and Development, Pune
14. Mark, E. F. Lymbery, Social Work - A Companion to Learning, New Delhi : Sage Publication
15. Mehta, Vena D. (1981) Field Work in Social Work Education, New Delhi : Associations of Schools of Social Work in India
16. Ministry of Welfare, Govt. of India (1987) Encyclopedia of Social Work, New Delhi : Publication Division (Social Welfare Ministry)
17. Mukharjee, Radhakamal (2005) The Philosophy of Social Science, New Delhi : Radha Publication
18. Nair, T. Krishnan & Daniel Babu (1981) Social Work Educators in India, A Profile, Madras : Association of Schools of Social Work in India
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21. O' Neil, Maria Mac Mohan (1996 Third Ed.) : General Methods of Social Work Practice, London : Allyn and Bacon
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23. Patel, Chhaya (1999) Religion – Philosophical Foundation, New Delhi : Rawat Publications
24. Shrivastava, S.K. Shrivastava, A.L. (1988) Social Movements for Development, Allahabad : Chugh Publications
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GII

Methods of Social Work - I : Work with Individuals and Families (Social Casework)

Learner Objectives :

1. To understand the case work method and its application in practice
2. To equip learners with theoretical knowledge for work with individuals and families
3. To develop competencies in learners to use the method in practice while working with individual clients and families.
4. To equip learners with values and skills necessary for working with individuals and families.

Topics :

1. History and Development of Social Casework in U.K., U.S.A and India:

The Almoners, Jane Addams, Ida Canon, Lydia Rappaport, Mary Richmond, Florence Hollis, H.H. Perlman.

2. Social Casework as a Method of Social Work

- i. Concept and Definitions
- ii. Components of casework (Perlman's model)
 - a. Person- client, significant others and collaterals
 - b. Problem- need, impaired social functioning
 - c. Place- agency, objectives, functions, policies and resources.
 - d. Process- casework intervention

3. Principles of Social Casework Practice

- i. Begin where the client is.
- ii. Individualization
- iii. Purposeful expression of feelings
- iv. Controlled emotional involvement
- v. Acceptance
- vi. Non-judgemental attitude
- vii. Client self determination
- viii. Confidentiality

4. Tools of Working With Individuals and Families

- i. Intake-record/sheet and the intake interview (client engagement)
- ii. Casework interview
- iii. Home visit- collateral contacts.
- iv. Recording and its types – narrative, process, problem oriented record keeping (PORK) Subjective –objective assessment plan (SOAP),
Use of case work records as tool of intervention.
- v. Case worker –client relationship
- vi. Knowledge of resources (networking)
- vii. Communication - verbal , non-verbal, eye contact, body language.
- viii. Case presentation as tool of professional development.

5. **The process of intervention with client system and target system**
 - a. Study
 - b. Continuous assessment and analysis
 - c. Psycho-social diagnosis
 - d. Intervention
 - e. Follow-up
 - f. Termination
 - g. Case presentation based on field work practice
6. **Essentials of Working With Individuals and Families**
 - a. Skills for working with individuals and families
 - b. Techniques for working with individuals and families
 - c. Qualities in the caseworker
7. **Models of Casework Practice**
 - a. Social diagnostic (Richmond)
 - b. Supportive and modificatory (Hamilton)
 - c. Problem solving (Perlman)
 - d. Crisis intervention (Rappaport)
 - e. Classified treatment method (Florence Hollies)
 - f. Competence based approach (Elleen Grabrill)
8. **Scope of Casework in Practice**
 - i. Working with individuals and families in primary and secondary settings
 - ii. Social casework & counselling –similarities and differences
 - iii. Limitations of the method

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G II Work with Individuals and Families (Case Work)

Recommended Readings :

1. Aptekar, Herbert (1955) The Dynamics of Casework and Counselling, New York : Houghton Mifflin Co.
2. Babara, J. G. (1991) Beyond Case Work, London
3. Biestek, Felix (1968) The Casework Relationship, London : Unwin University Book
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14. Walter Friedlander (1977) Concepts and Metods of Social Work, New Delhi : Allyn Bacon

G III
Methods of Social Work- II : Work with Groups (Social Group Work)

Learner Objectives :

1. Understand the place of group work in social work intervention
2. Understand group work as an instrument of change/development in individual in groups
3. Understand use of programme as a tool for group development
4. Develop skills to work with different stages and record the process
5. Understand relevance of group in different set up

1. Understanding Concepts of Social Group Work

- i. Concept of group and its importance of groups in human life cycle.
- ii. Definition of social group work
- iii. Characteristics of social group work
- iv. History and development of social group work

2. Social Group Work Method

- i. Theories applicable to group work practice
- ii. Values and distinctive principles of Group Work
- iii. Social group work in different fields
- iv. Types of groups in social group work practice- open and closed groups; social treatment groups (Re-socialization, groups, therapeutic groups, T-groups); task oriented groups (forum, committees and work team); developmental groups (self help groups and support groups)

3. Group Work Process

- i. Steps in group formation
- ii. Stages in group development :- pre-group stage, orientation stage, problem solving stage, termination stage.
- iii. Role of social worker in different stages of group development.

4. Use of Programme in Social Group Work

- i. Concept of programme
- ii. Principles of programme planning
- iii. Importance of programme in group work practice
- iv. Programme planning and implementation

5. Skills of Group Worker

- i. For group development
- ii. For programme planning
- iii. For programme implementation

6. Understanding the Individual in the Group Processes and Group as a Totality.

7. Group Process and Dynamics

- i. Steps in understanding group process
- ii. Analysis of group interaction
- iii. Leadership and its development in group process
- iv. Communication in group
- v. Group dynamics: - group bond, sub-groups, group conflict, confrontation, apathy and group control

8. Use of Techniques and Tools in Group Work

- i. Use of relationship
- ii. Conflict resolution
- iii. Verbal and non-verbal communication
- iv. Purposeful creation of environment
- v. Fishbowe technique

9. Recording in Group Work

- i. Importance of recording in group work
- ii. Principles of recording
- iii. Types of recording- narrative, process and summary
- iv. Techniques of recording –observation, sociogram, interaction diagrams.
- v. Bales' categories of interaction process analysis

10. Evaluation of Group Work

- i. Importance of continuous evaluation in group work
- ii. Types of evaluation
- iii. Methods of evaluation

Bibliography

G III - Working with Groups

Recommended Reading :

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2. Delhi School of Social Work (1958) Field Work Records in Group Work and Community organization, London : Tavistock Publication
3. Doel, Mark & Sawda, Catherine (2003) The Essentials of Group Worker, London : Jessica Kingsley Pub.
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16. Trecker, Herleigh (1970) Social Group Work-Principles and Practices, New York : Associate Press

General Readings :

1. Battacharya, Sanjay Social Work an Integrated Approach, New Delhi : Deep & Deep Publishers Pvt. Ltd.
2. Berne, Eric (1966) Principles of Group Treatment, New York : Grove Press
3. Bradford (Ed.) (1964) Group Theory & Laboratory Method, New York : John Wiley & Sons
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11. Heap, Ken (1985) The Practices of Social Work with Groups- Systematic Approach, UK : George Allen & Unwin
12. Jha, Jainendra Kumar : Encyclopaedia of Social Work, New Delhi : Anmol Publications Pvt. Ltd.
13. Shaw, Marlin E. (2nd Ed.) Group Dynamics, New Delhi : Tata – McGraw Hill Publishing
14. Wilson, Gertrude & Ryland, Gladys (1949) Social Group Work Practice, Houghton Mifflin Company

G IV
Psychology for Social Workers

Learner Objectives :

1. Understand the fundamental components of human behaviour.
2. Gain insight into factors contributing to development of personality.
3. Understand growth and development of individual at various stages in the life span.
4. Understand the processes of adjustment and not-adjustment and its impact on human behaviour.

Topics :

1. Nature and Scope of Psychology.

Concept of Human Behaviour, Schools of Psychology: Structural, functional, behaviourist. Various definitions of Psychology: Science of mind, behaviour, consciousness, subconscious processes and motivation. Normal, abnormal, clinical, educational, industrial, experimental, developmental, child and adult psychology.

2. Factors Influencing Human Behaviour

- i. Heredity- concept, mechanism and influence of heredity on human behaviour
- ii. Environment – concept and influence of social, physical and family environment
- iii. The self and the self concept.

3. Psychological Processes in Behaviour

- i. Needs and Motives.
- ii. Emotions
- iii. Perception
- iv. Intelligence
- v. Learning and motivation

4. Social Bases of Behaviour

- i. Social perception –attitudes, prejudices, biases, stereotyping
- ii. Individuals in groups –group norms, group conformity vs. deviation.
- iii. Propaganda, rumours and the social affects.

5. Processes of Adjustment

- i. Concept and factors
- ii. Stress and frustration
- iii. Conflicts
- iv. Coping mechanisms
- v. Defence mechanisms

6. Theories of Human Development

- vi. Freud's Psycho-Sexual theory
- vii. Erickson's psycho-social theory
- viii. Adler's theory

7. Principles and Areas of Human Development

Social, emotional, cognitive and physical. Stages in Life Span Approach from Conception to Old Age, Characteristics , needs, tasks and problems at each stage.

8. Maladjustment and Intervention

- a. Behavioural problems in children
- b. Personality problems
- c. Social deviation and addiction
- d. Psychological Counselling
- e. Psychological testing and its relevance to treatment
- f. Measurements in psychology.

Bibliography

G – IV Psychology For Social Workers

Recommended Readings :

1. Clifford, Morgen and King, Richard (1975) Introduction to Psychology, New York : McGraw Hill Inc
2. Colman, James C. & Broen William E. (1972) Abnormal Psychology and Modern life, India : D. B. Taraporevala Sons and Co. Pvt. Ltd.
3. Gardner, Murphy (1964) An Introduction to Psychology, Calcutta : Oxford and IBH Publishing Co
4. Hurlock, Elizabeth (1976) Personality Development, New Delhi :Tata McGraw Hill Publishing Co. Ltd.
5. Mangal, S. K. .(2007) General Psychology, New Delhi : Sterling Publisher Pvt. Ltd.
6. Munn, Norman (1962) Introduction to Psychology, Boston : Houghton Mifflin Company
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2. Bee Helen L., Mitchell Sandra K. (1984)The Developing Person : A Lifespan Approach, New York : Harper and Row Publishers
3. Berry, John W., Mishra R. C., Tripathi R. C. (2003) Psychology in Human and Social Development, London : Sage Publications
4. Bhattacharya Srinibas (1972) Psychometrics and Behavioural Research, New Delhi : Sterling (P) L. T. D.
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13. Hurlock, Elizabeth (1968) Developmental Psychology, New Delhi : Tata McGraw Hill Publishing Co. Ltd.
14. John Radford, Ernest Govier (1987) A Textbook of Psychology, London : Sheldon Press

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16. Lawrence, Cole (1953) Human Behaviour, New York : World Book Company
17. McInnell James V. (1977) Understanding Human Behaviour, New York : Holt, Rinehart and Winston
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20. Payne, David A., Morris Robert F. M. (1967) Educational and Psychological Measurement, New Delhi : Oxford & IBH Publishing Co.
21. Pervin Lawrence A. (1975) Personality : Theory, Assessment and Research, New York : Johnwiley and Sons Inc.
22. Shariff Iqbal (2006) Personality Development and Social Work, Jaipur : Raj Publishing House
23. Skinner Charles E. (1970) Educational Psychology, New Delhi : Prentice hall of India Pvt. Ltd.
24. Thibalt, John W., Kelle,y Harold H. (1961) The Social Psychology of Group, New York, London : John Wiley & Sons
25. Writenbeg, Earl G. (1970) Interpersonal Exploration in Psycho Analysis, New York : Basic Books INC Publisher.

G V

Social Sciences for Social Workers

Learner Objectives:

1. Understand the role of individual in the society and importance of various social institutions and their impact
 2. Get a scientific insight about the social structure, stratification and issues related to caste, class and gender
 3. Understand the socio-economic and political factors and their impact on society
 4. The various social problems and its impact on the society, various issues and challenges
 5. Develop the clarity about social issues and challenges in the social work field
-
1. **Sociological perspective and importance of sociology for social work practice.**
Contribution of thinkers - Durkheim K. Mark, Auguste Comte, Max Weber, Foccolt, Darida, Talkat Parson, Amrtya Sen, Mahhomad Unus.
-
16. **Individual , society and culture**
 - v. Society as system of relationships
 - vi. Concept of Culture, traditions, customs, values and norms
 - vii. Socialization- meaning, theories of socialization, process and agents.
 - viii. Social Porcessess.
-
17. **Social Structure and Functioning.**
 - v. **Social institutions** – marriage, family, religion, kinship, caste, class, occupation,economy, polity, education and legal system
 - vi. **Social control** – concept of social control, conformity and deviance; agents of social control
 - vii. **Social structure-** systems of social stratification, caste, class, occupation,culture,tribe and gender. Issues related to social stratification.
 - viii. **Social functioning:** Pattern maintenance and tension management, goal direction,adaptation and integration
-
18. **Social Mobility:** Nature and characteristics of social mobility, types of social mobility; factors contributing and restricting social mobility. Strategies of upward mobility. Social work and social change.
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19. **Social Processes and Social Change** : Concepts, processes, agents of social change and theories of social change, social strcuture and anomy, Conflict theory,conformity and deviance,culture lag.
-
6. **Definition, Nature and Scope of Economics**
 - i. Factors of production – Land, Labour, Capital Organisation.
 - ii. Economic System – Capitalism, Socialism, Communism
 - iii. Mixed economy – Public Sector, Private Sector a critique of the systems.
 - iv. Supply and demand,effort at reversing adverse cycles.Microcredits and management.
 - v. Theories of population.:Malthus.

7. **Social Disorganization and social problems.**
 - a. Meaning, nature and factors responsible for social disorganization
 - b. Classification of social disorganization- individual, family, community and societal disorganization.
 - c. Marital conflict, family violence, divorce, dowry deaths suicide, superstitions, generation gap, ageing, orphanhood, destitutes, child abuse, juvenile delinquency, childlabour, commercial sex work and human trafficking.
 - d. Addictions Drug peddling, beggary, un-employment squatter settlement and slums.
 - e. Caste conflicts
8. **Impact of globalization on Indian Economy.** - Strategies of intervention at micro and macro levels.
 - Issues and challenges – Occupations, livelihood, work, corporate and unorganised sector
 - Implication of current socio- economic context on the unorganised sector
 - Urbanization – changing socio demographic profile legislative rights of people - Issues of displacement and rehabilitation.
 - Role of Welfare State, its need and importance in the changing scenario
9. **Polity and Governance:** The democratic ideology and process, Impact of polity on social system.

Bibliography

G – V : Social Sciences for Social Workers

Recommended Readings :

1. Adinarayan, S. P. (1964) Social Psychology, New Delhi : Allied Publishers Pvt. Ltd.
2. Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi : Commonwealth Publishers
3. Bhatnagar, Ved (1998) Challenges to India's Integrity : Terrorism, Casteism, Communalism, New Delhi : Rawat Publication.
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5. Flippo, Osella and Katy, Gardner (2003) Contrivations to Indian Sociology , Migration Modernity and Social Transformation in South Asia, New Delhi : Sage Publication
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2. Amartya Sen(2006). Identity and Violence : The Illusion of DestinyNew Delhi, Penguin Books, 2006, xx, 215 p., \$20. ISBN 0-713-99938-1. Details No. 44798
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6. Amartya Sen (1999):On Ethics and Economics xv, 131 p., \$11. ISBN 019562761-X. Details No. 14387
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8. Jean Dreze and Amartya Sen India(2005) : Development and Participation/. New Delhi, Oxford University Press, xxvii, 512 p., tables, figures, \$15 (pbk). ISBN 019-567857-5. Details No. 42041
9. Jean Dreze and Amartya Sen (1997): Indian Development : Selected Regional Perspectives/edited by, xx, 420 p., map, \$39. Details No. 11942

MSW Programme- Semester - II

G VI

Methods of Social Work IV : Social Work Research and Statistics

Learner Objectives :

- 1) Develop an understanding about the scientific approach to human inquiry
- 2) Develop an appreciation of the value and approach in social work research in addressing problems in the field of professional practice
- 3) Develop attitudes and skills appropriate for social work research
- 4) Develop skills for use of library and documentation in research work
- 5) Acquire the skills for data analyses and research writing

Social Research and Social Work Research

1. Scientific Method, Social Research & Social Work Research

- i. Meaning and characteristics of scientific method
- ii. Goals of research
- iii. Basic elements of social research- concepts, constructs, variables, hypothesis, theories, operational definitions
- iv. Distinction between social research and social work research
- v. Steps in the process of research- problem selection, formulation and planning, field investigation, data editing & classification, data processing and analysis, report writing.

2. Social Work Research

- i. Use of research in social work : intervention research and practice based research, Difference between social science research and social work research.
- ii. Types of social work research – need assessment studies, situational analysis, monitoring and evaluation, impact assessment, policy research
- iii. Steps in Social Work Research: identification of problem; need assessment; selection of social work research design; baseline study; intervention; assessment of intervention effects/impact.

3. Research Designs in Social Work Research

- i. Scientific Social Surveys
- ii. Experimental study design, logic of experimentation, causation and control, randomization and matching internal validity
- iii. Types of experimental design (pre-experiment, true experiment, quasi experiment, external validity)
- iv. Qualitative and quantitative research designs- grounded theory, case study, ethnography and phenomenology
- v. Other research approaches supportive to social work research: Action research; Participatory research

4. Ethics in Social Work Research

- i. Need for ethics in research
- ii. Ethical guidelines in social science research and social work research.

5. Sampling

- i. Purpose of sampling
- ii. Concepts related to sampling –population, universe, sampling frame and sampling unit
- iii. Meaning of probability and non-probability sampling
- iv. Types of probability and non-probability sampling
- v. Techniques and procedures in sample selection.

Statistical applications and Report Writing

6. Basics of Single Subject Designs, Multiple subject designs and Evaluatory Research

7. Measurement in social research

- i. Levels of measurements –nominal, ordinal, interval and ratio
- ii. Scaling- Likert, Thurstone, Guttman
- iii. Problems and tests of Reliability and Validity
- iv. Quantification of qualitative data.

8. Data Processing, Classification and Analyses Plan and Use of Statistics

- i. Coding, mastersheet, tabulation plan
- ii. Univariate, bivariate, trivariate and multivariate analyses of data
- iii. Measures of central tendency (mean, median, mode) and dispersion
- iv. Inferential Analyses: measures of association, tests of significance (chi square, t-test,) analysis of variance (ANOVA)

9. Statistical Package for Social Sciences (SPSS) – introduction, basic steps, defining data, data entry, data transformation, data analysis, graphical (diagrammatic) presentation, statistical application using SPSS.

10. Reporting Research Structure of reports for differing readership, planning outline of report, editing for accuracy and neatness, standard formats for referencing, footnotes and bibliographies, preparing research abstract. Dissemination of research findings.

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G – VI Social Work Research & Statistics

Recommended Readings :

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G-VII
Personal & Professional Development for Social Work Practice

Learner Objectives :

1. Understanding the process of self-awareness and relevance of self-awareness for personal and professional development.
2. Develop practice based skills and positive life skills for competence in personal life and professional practice.
3. Understand and uphold professional values and ethics.

1. Self and Self Awareness

- i. Significance of understanding self
- ii. Meaning of self : self concept, self esteem, self image and self acceptance
- iii. Self as “being” and “becoming”
- iv. Factors affecting self : attitudes and values
- v. Understanding one’s own emotions and self defeating behaviour.
- vi. Reactions of self to various life situations :-Achievements, frustration, failures, crisis.

2. Techniques of understanding self : (Intra and interpersonal)

- i. Transactional Analysis
- ii. SWOT analysis
- iii. Jo-Hari window
- iv. Mirror reflection techniques
- v. Six thinking Hats techniques

3. Self Development

- i. Concept and need for self development.
- ii. Difference in real self and ideal self.
- iii. Setting goals for self development.
- iv. Achievement orientation and striving behaviour.
- v. Use of yoga, meditation for self development

4. Communication for effective functioning

- i. Concept, definition and principles of communication
- ii. Elements of communication
- iii. Types of communication
- iv. Blocks and distortions in communication
- v. Developing skills for effective interpersonal relationships: Listening, observation, use of appropriate language, facilitation, responding
- vi. Written communication skills: formal writing and creative writing
- vii. Public speaking: planning, preparation, presentation

5. Development of Professional Self

- i. Concept of professional personality
- ii. Professional values and value conflict
- iii. Professional ethics and ethical dilemmas

6. Attributes of Professional Personality

- i. Qualities & traits
- ii. Values and attitudes
- iii. Creativity
- iv. Habits
- v. Skills

7. Stress and Burnout in Professional Practice

- i. Causes and impact of stress
- ii. Stress management
- iii. Causes and impact of burnout
- iv. Prevention of and coping with burnout

8. Professional Integrity, Competence and Internalization of professional values.

Honesty, Professional knowledge, Lifelong Learning, Critical thinking, Ethical decision making, Self –Understanding, Acceptance of self and others, Self control,

Bibliography

G - VII - Personal and Professional Development

Recommended Readings :

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3. Khwaja, Ali (2000 Ed.) Booklets on Counseling, Bangalore : Banjara Academy
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G VIII
Methods of Social Work III
Work with Communities : Community Organization and Social Action

Learner Objectives:

1. Develop understanding regarding community organization as a method of social work
2. Understand the critical elements of community organization practice
3. Enhance the understanding of the roles of the agencies and community organizer
4. Enhance critical understanding of the models and strategies for community organization
5. Develop perspective and skills for participatory processes in the community and civil society

1. Understanding Community

- i. Concept of community:- Sociological, cultural and social work perspective of community - geographical and functional community.
- ii. Functions of community.
- iii. Deconstructing concept of communities: Dalit, Feminist and Racial connotations of communities, community and identity.
- iv. The process of community integration and disintegration.

2. Community Organization as Practice Method

- i. Concepts :- Definitions of community organization : a critique, community mobilization, community participation, outreach, working with groups; community welfare, community development, community centres and services;
- ii. Principles of community organization
- iii. Processes in community organization- steps and processes
- iv. Approaches and Modes: directive vs. non-directive, external agent and internal resource; and Rothman's Models of community organization.

3. Strategies in Community Organization Practice and Role of Community Organization Practitioner

- i. Role of community organization practitioner in community centres (the guide, enabler, expert and social therapist) and in Rothman's models.
- ii. Strategies and techniques in community organization: PRA and related techniques, formation and capacity building of CBOs, capacity building of community level institutions (e.g- PRI), strategies for capacity building of the marginalized groups, committee formations, leadership and cadre building and networking.
- iii. Skills required in community organization practice: interaction skills, information gathering and assimilation skills, observation skills, analytical skills, skills in listening and responding skills; organizing skills, resource mobilization (external and internal) skills, conflict resolution skills
- iv. Planning, monitoring and evaluation in community work.
- v. Recording:- community profiling, recording (administrative and process records; PORK, SOAP, data banks, monitoring report, evaluation reports) and documentation of the community organization processes.(documentation of the best practices, case studies)

4. Community organization as a Para-political Process

Community organization as a para-political process, Concept of power, sources of power, Understanding community power structure, Powerlessness and empowerment, Cycle of empowerment, Challenges in participation.

5. Community Organization Practice in the Context of Various Settings

Health, Education, Residential institutions, Livelihood and work, Natural resource management, Sustainable development, Working with tribal population, Working with rural and urban vulnerable communities, Displaced population and rehabilitation, Community organization in risk education and disaster response, Peace and peace building.

6. Social Action

Social work and social action, History of social action in India, Radical or emancipatory social work; Rights based approach, Different forms of protest, various contributions to the theory of social action (Lees, Saul Alinsky, Paulo Friere, Mahatma Gandhi (Sarvodaya) and Siddique.) Strategies for social action from various social movements.

7. Advocacy

Concept of advocacy as a tool; Strategy for advocacy; Campaigning; Lobbying; Use of media and public opinion building in advocacy; and Coalition and Network building; Linking up protest movements with development work.

Bibliography

G VIII Working with Community : Community Organization and Social Action

Recommended Readings :

1. Alinsky Saul (1971) Rules for Radicals : A Practice Primer for Realistic Radicals, Vintage Books
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3. Boon Andrew and Book Andy (1999) Advocacy, USA : Cavendish Publications
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21. Shrivasta, S. K (1988) Social Movements for development, Allahabad : Chugh Publications
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2. Butcher, Hugh & others (1988) Community Groups in Action, London : Rutledge ad Kegan Paul.

3. Dayal, Rekha, Christine Van Wijk, Mukarjee, Niranjana, (1999) Sustainability Planning and Monitoring In community water supply and sanitation, Water and Sanitation Department, World Bank, Washington D. C., U.S.A.
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5. Hardina, Donna (2000) Analytical Skills for Community Organization Practice, New Jersey : Prentice Hall
6. Hayden Roberts (1979) Community Development: Learning and Action
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Recommended Journals

Community Development Journal: An Alternative Forum, UK, Oxford University Press

Social Action, A Quarterly Review of Social Trends and Social Action Trust, Delhi Seminar, New Delhi

FAMILY AND CHILD WELFARE

FCW I

Family Sociology and Working with Families

Learner Objectives :

1. To understand the family as a social institution
2. To understand the impact of Globalization on family & social system.
3. To sharpen the skills, techniques & interventions required for working with family.
4. To understand the Governmental efforts for strengthening the families.

1. Family as a social institution

- Concept of family
- Types of family
- Functions of family
- Family dynamics – power, myths, role and patriarchy in family
- Concept of Marriage
- Review of changing situations in marriages and marital relationship

2. Life span approach in understanding family.

- characteristics, goals, needs, tasks and problems of each stage in the family life cycle (Evelyn Duwall and Eric Ericsson)

3. Family and the household

- Family and gender, equity and equality.
- Displacement and disaster generated changes in the family (war, conflict, riots and natural calamities) and its implications.
- Vulnerability of families, marginalised families due to poverty, caste, cultural inequalities.

4. The Family in the context of Social Change

- Concept and characteristics of social change.
- Impact of migration, industrialization, urbanization, liberalization, privatization and globalization on family –changing functions, values, relationship, communication.

5. Quality of Life and Family

- concept of quality of life
- Indicators of quality of life
- Family nad Millennium Goals

6. Work with families : interventions, techniques and skills

- a) Family centred social work – problem solving approach.
- b) Life enrichment programmes – developmental approach.
- c) Programmes for family empowerment and protection of human rights

d) Efforts of government in strengthening families – Policy, Legislation and programmes. (Brief review)

ICDS, Micro-credit, component plan, Schemes for families, Public Distribution System, Health – Family Welfare Programme, Health Insurance.

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FCW 1 : Family Sociology & working with families

Recommended Readings :

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2. Burgess, Ernest W., Locke Harvey J., Thomes Mary Margare (4th edition), New York : The Family from Traditional to companionship Van Nostrand Reinhold Co.
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7. Singh, Yogendra (1997) Social Stratification & Change in India1997, New Delhi : Manohar Publication

FCW –II

Socialization of the Child and Child Welfare

Learner Objectives :

1. To understand the concept & process of socialization
2. To understand the situation of children in India
3. To understand the history & philosophy of child welfare in India
4. To understand the national & international efforts for child welfare
5. To know the child related laws.
6. To know the programmes & services for child welfare
7. To understand & acquire the skills for working with children

1. **Socialization of Child**

- Concept and process of socialisation
- Goals of socialisation
- Theories of socialisation
- Child rearing practices
- Agents of socialisation – family, school, peer group, neighbourhood, mass media, religion.
- Socialization of children with special needs

2. **The Situation of children in India**

- Demographic characteristics
- Needs and Problems of children in India
- Street child, destitute, delinquent, abandoned, orphaned, sexually abused, child labour, child trafficking, natural calamity affected children, HIV-AIDS affected and infected children, tribal child, child beggar, child prostitute, children from poverty groups, special problems of girl child, child labour

3. **Child Health : A Situational Analysis**

- Causes of infant mortality and morbidity
- Reproductive and child health, health of adolescent girls
- Common childhood diseases
- Nutritional deficiencies
- Genetic disabilities

4 **Child Welfare :**

- Historical review of child welfare in India
- Changing philosophy of work with children
- UN Declaration on the Rights of the Child and other international initiatives

- Constitutional Provisions, National Policy for Children, National Charter for Children, National Action Plan for Children, Commissions for Protection of Child Rights and Maharashtra State policy for children.
 - Review of Legislations for children to ensure child rights
 - Juvenile Justice (Care and Protection of Children) Act, 2000
 - Hindu Adoption and Maintenance Act
 - Guardianship and Wards Act
 - Child Labour (Prohibition and Regulation) Act 1986
5. **Services for children**
- Current initiative : Statutory and non-statutory services, Supportive service (for example, supplementary nutrition) Developmental services (for example, non-formal education) Remedial services (e.g. residential care, child guidance clinic), Child Right approach
 - Challenges in developing comprehensive approach to child protection
6. **Skills of Social Working with children.**
- Communication – individual and group
 - Use of creative activities
 - Skills in Behaviour modification techniques
 - Skills in Advocacy and campaigning for children

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MEDICAL & PSYCHIATRIC SOCIAL WORK

MPSW I

The Field of Medical and Psychiatric Social Work

Learner Objectives :

1. To orient learners to the field Medical & Psychiatric Social Work
2. To develop understanding and expected competence about the task, role and function of Medical & Psychiatric Social Workers in various settings.

1. **Concept of Medical and psychiatric social work**

- i. Evolution of medical and psychiatric social work in UK, USA and in India.
- ii. Functions of medical and psychiatric social workers.

2. **Present practice and equipment of medical social work in various settings :**

- a) General Hospitals, Government, Corporate and private, Specific disease hospitals, Specialized Clinics, community health centers, blood banks, eye banks, health camps
- b) Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged.

3. **Present practice and equipment of psychiatric social work in various clinical settings**

Mental health Institutions, psychiatric departments in general hospitals, private psychiatric clinics, half way homes, day care centres , sheltered workshops ,child guidance clinics, Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges.

(Note: The course will be strengthened with visits to all organisations above.)

4. **Practice of medical and psychiatric social work in facilitative settings :**

- a) Social Work in Schools.
- b) Social Work in Industry.

1. Supportive services and networking for practice of medical and psychiatric Social Work. Teamwork in Medical and Psychiatric settings.
2. Skills and techniques used in medical and psychiatric social work practice.

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3. Park, J. E & Park, K.(1997) Preventive and Social Medicine, Jabalpur : Banaridas Bhanot
4. Varma, Ratna ((1991) Psychiatric Social Work in India, New Delhi : Sage Publication

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MPSW II

Advanced Medical Information for Medical & Psychiatric Social Workers

Learner Objectives :

1. To equip students with basic knowledge of human anatomy & physiology
2. To orient them to advanced medical information
3. To equip the students for their role as Medical Social Workers

Topics :

1. **Anatomy and Physiology of the human body.**
 - a) Respiratory System
 - b) Digestive System
 - c) Central Nervous System
 - d) Cardio Vascular System
 - e) Skeleto-Muscular - System
 - f) Geneto- Urinary System
 - g) Reproductive System (male and female)
 - h) Endocrine System (in brief)
2. **Infectious diseases** :Etiology, prevention,presentation, investigations and treatment of Tuberculosis , Leprosy,Sexually Transmitted Diseases (bacterial and viral)HIV,AIDS, Hepatitis, Poliomyelitis, Amoebiasis, Dysentery and Worm infection, Rabies
3. **Infectious Diseases of Childhood -**
 - a) Chicken Pox, Mumps, Rubella, Roseola, Dyptheria, Tetanus, Meningitis,Encephalitis
 - b) Respiratory infections – common cold, influenza, pneumonia
 - c) Skin infections.
 - d) Nutrition and Health - Protein calorie malnutrition, Kwashiorkar, Merasmus, Vitamin A and D deficiency diseases/conditions/Arithmia
4. **Diseases of Cardio Vascular System** – Myocardial infarction, Ischemic Heart disease, Hypertension, Stroke/paralysis, Diabetes, Conginital heart disease, Coma.
5. **Genetic disorders:** Epilepsy, Asthma, Mental deficiency,Minimal brain damage: Social work intervention for management of genetic disorders. Importance of genetic counselling.. Pre-Natal and neo-natal conditions,trauma at birth leading to : Spasticity,Retarded intellectual development and other traumatic neuropathies.
6. **Degenerative Diseases and Gereatric Medicine-** Management of Arthritis, Parkinson's disease, Cataract, Glaucoma , Retinal detachment, Senile dementia, Alzheimer's diseases.
7. **Human Blood , chemistry and components of blood**
 - a) Blood groups and cross-matching
 - b) Immuno-Hematology
 - c) Rhesus factor
 - d) Measurement in pathological tests Blood tests for diagnosis of infectious and debilitating conditions diseses and AIDS,HIV

8. **Disease Conditions related to the reproductive system -**
Pregnancy, Child Birth – normal and complications, Gynecological conditions – Prolapse uterus, Ectopic pregnancy, Molar pregnancy etc., Infertility – causes and Treatment, Menopause – symptoms, treatment, implications
9. **Cancers -** Types, presentation, treatment (including side effects) Cancers of reproductive organs, cancer breast, cancers of the mouth, abdomen, Bone cancer etc.
10. **Conditions of the geneto urinary tract –** Prostate related benign and malignant conditions, urinary incontinence, renal failure
11. **Conditions of the Gastro Intestinal tract -** Acidity, Ulcers, irritable bowl syndrome Piles, issues
12. **Other Medical conditions requiring intervention -** Burns, Poisoning including snake bite Psoriasis, Pellagra Jaundice (conceptual + alcohol + neonatal)

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URBAN AND RURAL COMMUNITY DEVELOPMENT

URCD - I

Urban, Rural and Tribal Social Systems

Learner Objectives :

1. Understand Urban, Rural and Tribal social systems and their problems
2. Understand the change processes in Urban, Rural and Tribal Communities
3. Understand issues and their implications on Urban, Rural and Tribal Communities
4. Understand the challenges for interventions by community workers

Understanding Urban, Rural and Tribal Communities

1. **Distinct Characteristics of Urban, Rural and Tribal communities.**
2. **Changing Patterns of Social Institutions in Urban, Rural and Tribal communities**
– family, marriage, kinship, religion, caste.
3. **Economic systems and changing patterns**
 - i) Occupational Patterns
 - ii) Stratification
 - iii) Resources: access, control and use.
4. **Factors Leading to Change and their Impacts on Urban, Rural and Tribal Communities**
- Urbanization, Migration, Dispersion of industries, Changing relations with land, Forest, Water resources, Development of transport and communication, Influence of liberalization, privatization and globalization.
5. **Changing Face of Urban communities:** Infrastructural development, Growing heterogeneity, Merging of fringe villages, the 'global city' and socio-cultural and economic implications.

Issues, Implications and Challenges

6. Issues

All issues to be discussed within the framework of their implications and challenges for intervention in the context of urban, rural and tribal communities

- i) Economic issues: Poverty, Unemployment and Inequity in resource access.
- ii) Environmental issues: Ecological imbalance, Degeneration of resources, pollution, waste disposal and sanitation
- iii) Socio-Cultural issues: Inequality (class, caste and gender), Cultural invasion and changes in life styles and culture, Impact of global culture on local communities, Caste polarization, Communalism and regionalism
- iv) Infrastructure and amenities: Water, Energy (power and fuel), Housing, Road, Transport & Communication, Health care services, Education

- v) Displacement: Forest eviction, Development Projects (Highways, Dams, Special Economic Zones, Firing Range, Large scale industries, Malls and Commercial Complexes, etc.)

7. Challenges before the Community Worker in addressing problems/issues of Rural, Urban and Tribal communities.

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URCD - II

Governance and Community Development

Learner Objectives :

- 1) Understand the context, meaning and relevance of decentralised governance for urban, rural and tribal areas.
- 2) Develop knowledge about the structure and functioning of governing bodies at various levels.
- 3) Understand contemporary issues and challenges in accessing governance bodies for people's development.

Rural and Tribal Governance

1. Democratic Decentralization

- i) Meaning, objectives and importance
- ii) Governance : meaning and structures

2. Concept & Evolution of Panchayati Raj

- Historical development of the concept, national level committees in the evolution of Panchayati Raj (Balwantrao Mehta, Ashok Mehta, Singhvi committees)
- Panchayati Raj in Maharashtra

3. The Constitutional 73rd Amendment

- Background of and obstacles to its passage
- Review of 73rd Constitutional Amendment

4. The Functions of Panchayati Raj Institutions:

Structure, functions and powers at each level, revenue sources, committees in village level Panchayati Raj bodies, gram sabha (including mahila gram sabha), its role and importance, Community participation in governance.

5. PESA (Panchayat Extension in Scheduled Areas) : Context of its emergence and its significance; issues and challenges in its implementation for tribal self rule

6. Role of PRIs in rural & tribal development

Urban Governance

7. History of Urban Local Self Government in India

8. Types of Urban Local Self Government in India

- i) Municipal Corporation, Municipal Council/Nagar Palika
- ii) Sources of Revenue
- iii) Structure, powers and functions at each level
- iv) Committees and their functions

- v) System of elections to Urban Local Self Government
 - vi) Ward Committees and citizen participation
 - vii) Relation of Urban Local Self Government with bodies of Governance at the state level issues
8. **74th Constitutional Amendment** Review of content and implementation
 9. **Role of Urban LSG bodies in Urban Development**
 10. **Contemporary Issues and Potentials through Local Self Government**
Women's participation; participation of marginalized groups (SC & ST & minorities); political parties; autonomy and control; factionalism in governance.
 11. **Challenges in developing partnerships** between elected bodies, bureaucracy and civil society.

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URCD – II Governance and Community Development

Recommended Readings :

1. Alochana (2007), Gender, Women and Panchayat Raj, Pune : Alochana Centre for Documentation and Research on Women
2. Chahar, S.S. (Ed.) (2005) Governance of Grassroots Level in India, New Delhi : Kanishka Publishers
3. Devas, Nick and Others (2006) Urban Governance, Voice and Poverty in Developing World London : Earthscan
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5. Hooja, Prakash and Hooja, Meenakshi (2007) Democratic Decentralization & Planning, Jaipur : Rawat Publications
6. Jain, S. C. (1967) Community Development & Panchayat Raj, Madras : Allied Publishers Pvt. Ltd
7. Kumar, Krishna Direct Democracy & Village Governance, New Delhi : Deep & Deep Publication
8. Lele, Medha Kotwal, Kulkarni, Vandana Power and Empowerment, Pune : Alochana Centre for Documentation and Research on Women
9. Maheshwari, Shriram (1994-95) Local Government in India, Agra : Laxminarayan Agarwal
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11. Palenithurai, G. (Ed.) (1966) New Panchayati Raj System – Status and Prospects, New Delhi : Kanishka Publishers

12. Ramesh, Asha & Ali, Bharti (2001) 33 1/3 % Reservation Towards Political Empowerment, Bangalore: Books for Change
13. Sharma, B. D. (2001) Taming the Transition in Scheduled Areas, New Delhi : Sahyog Pustak Kutir
14. Sharma, B. D. (undated) Tide Turned, New Delhi : Sahyog Pustak Kutir
15. Sharma, B. D.(undated) Fifty years of Anti-Panchayat Raj, New Delhi : Sahyog Pustak Kutir
16. Singh, Amita (Editor) (2005) Administrative Reforms (towards sustainable practice), New Delhi : Sage Publications
17. Singh, Amita, (Ed.) (2005), Administrative Reforms (Towards Sustainable Practice), New Delhi : Sage Publications
18. Singh, U. B. (2004), Urban Administration in India, New Delhi : Serial Publications
19. Social Watch India(2007) Citizen's Report on Governance and Development, New Delhi : Sage Publication

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1. Awasthy, S.S. Indian Government and Politics (Revised Edition), New Delhi : Har-Anand Publication Pvt. Ltd.
2. Baluchamy, S. (2004) Panchayat Raj Institutions, New Delhi : Mittal Publication
3. Bhattacharya, S.N. Community Development-An Analysis of the Programme in India, Kolkata : Academic Publisher
4. Dutta, Mishra Anil & Dadage Mahadev Shivappa (2002) Panchayati Raj (Gandhian Perspective), Mittal Publication
5. Jain, Gopal Lal (2000) Rural Economy and Society Towards Development, Jaipur : Mangal Deep Publication
6. Jeo, Kalyani : Human Rights and Women's Rights
7. Mukerji, B. (1967 Revised Ed.) Community Development in India, New Delhi : Orient Longmans
8. Mukherjee, Amitava (1995 2nd Ed.) Participatory Rural Appraisal : Methods and Applications in Rural Planning Essays in Honor of Robert Chambers, New Delhi : Concept Publishing Company
9. Ray G. L., Sagar Mandal, Gram Panchayat – Organisation : Effective Management for Rural Development.
10. Sathe, Nirmala (2007) Women and Panchayat Raj, Pune: Alochana Centre for Documentation and Research on Women
11. Singh, K.K, Ali, S (2001) Role of Panchayat Raj Institution for Rural Development, New Delhi : Sarup & Sons Publication
12. The Indian Journal of Public Administration (Vol.2, No.1 – Jan.-March 2004, No.2 – April-June 2004, No.3 -July-Sept. 2004 & No.4 – Oct.-Dec.2004) : Governance for Development, New Delhi : IIPA

HRM – I

FUNDAMENTALS OF MANAGEMENT

Learner Objectives :

1. Develop an understanding of management theories and approaches, and gain insight into global perspectives of management.
 2. Understand the role, responsibilities and functions to be handled by the managers.
 3. Develop the skills required to program the managerial functions.
 4. Develop the knowledge of changing socio-economic, political and industrial environment and its impact on industrial organisation.
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1. **Management:** Meaning, Definition, Nature of management, Management as a profession, Historical perspectives, Henry Fayol, Principles of Scientific Management, F. W. Tylor, Management Vs. Administration, Human Resource approach, System approach.
 2. **Managerial Role, Functions & skills :** Managerial Role, levels of management, functions, managerial skills of an effective manager.
 3. **Planning:** Meaning Definition, Features of Planning, Planning process, Types of planning, Strategic planning and Management.
 4. **Organizing & Co-ordination:** Meaning of organization, process, organizational structure, hierarchy, authority, power and responsibility, Line and staff functional organizations, departmentation. Virtual organization, Learning Organization. Coordination: Meaning, need for co-ordination, principle of co-ordination, co-ordination process, span of control, delegation of authority.
 5. **Direction and Supervision:** Meaning, Features Importance, Principles of Direction, elements of direction. Supervision: Skills & Role of supervisor, its need and importance.
 6. **Communication:** Concept, nature, goals, basic-principles and key elements of effective communication, types, methods, channels and barriers of communication, Drafting skills, interpersonal communication and its role in organization.
 7. **Controlling: Meaning** , concept, Features, Importance of Control, Characteristics of an effective controlling systems, types of control, dimension of control, break even analysis, budgetary control, PERT, CPM, Social Audit, TQM.
 8. **Managing Change:** Concept of Change, dilemma of change, factors/ agents of change, resistance to change, overcoming resistance to change, impact of change on organization and employees, planned change, types of planned change. Management of change and Organizational Development.
 9. **Conflict Management:** Meaning, types of Conflict, impact of Conflict on organizational performance, Conflict management and strategies.

10. Management global perspective and role of managers: Changing concepts, socio-economic, political and industrial environment, global economy & market, MNC's, TNC's, impact of Liberalization, Privatization and Globalization- downsizing, outsourcing, mergers and acquisitions and its impact on industrial organizations, manpower and management.

Case studies: Selected case studies on above topics- role and functions of management/manager, communication, change management, conflict management, and global issues- LPG.

BIBLIOGRAPHY : HRM – I FUNDAMENTALS OF MANAGEMENT

Recommended Readings :

1. Aggarwala, D. V. (1977) Handbook of Management Principles and Practice; Chandigarh : All India directions Publication
2. Batra, Promod and Mahendra, Deepak (1992) Management Ideas in Action; New Delhi : Think inc.
3. Chatterjee, S. S (1974 Think inc.) Introduction to Management - Principles and Techniques; Calcutta : World press Pvt. Ltd.
4. Davar, Rustom S (1973) Management – Process, Bombay : Progressive Co.
5. Krishna, S. Ed (1973) Management : Today and tomorrow; Delhi : Hemkant Press
6. Lele, R. K. and Mahajan, J. P (1982) Principles of Management; New Delhi : Pitambar publishing Co.
7. Robbins, Stephen P. and Decenzo, David A. (2002) Fundamentals of Management, Delhi : (Essential Concepts and Applications) Pearson Education Asia
8. Thornhill, Adrian P. Lewis, M. Millmore, Mark Saunders (2000) Managing Change Pearson Education Asia, Delhi

General References :

1. Allen, Louis A. (1958) Management and organization; London : McGraw Hill, Kogakush
2. Appley, L. A. (1969) Management in action; Bombay : Times of India Press
3. Chakraborty, S. K. (1971) Management; Theory & Practice; Navbharat, Calcutta : Publication.
4. Cook, Elizabeth (1996) Working with Management; New Delhi : Sterling Publication
5. Dale, h. Besterfield (2001) Total Quality Management, Delhi : Pearson Education Asia
6. Davar, Rustom S (1966) General Management, Bombay : Progressive Corporation Pvt. Ltd.
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8. Lamb, W. and Turner D (1969) Management Behavior; London : General Duckworth & Co.
9. Lawrence, Peter (1984) Management in Action, London : Routledge & Kegan Paul
10. Moore, F. G. (1964) Management Organization & Practice, New York : Harper & Row

11. Parkinson, C. N. (1992) Towards Management in 2001, Mumbai : IBH Publishers Pvt. Ltd.
12. Sethi, Narendra (1972) Management Perspectives, Bombay : Progressive Corporation Ltd.
13. Stoner, James A. & Freeman R. (1987) Management, Edward New Delhi : Prentice Hall of India Pvt. Ltd.
14. Terry, George R. (1977) Principles of Management, Bombay : D. B. Taraporwala
15. Valentinr, R. F. (1970) Performance Objectives for Managers, Bombay : D. B. Taraporwala
16. Weihrich, Heinz and Koontz, Harrld (1993) Management Ed. 10; New York : McGraw-Hill
17. Yewdall, G. Ed. (1969) Management decision Making; London : PAN Books Ltd.

EMPLOYEE WELFARE

Learner Objectives :

1. Develop the knowledge of employee welfare: pre-independence, post independence and its changing nature in the era of globalization.
 2. Understand the importance of Health, Hygiene and problems related to industrial hazards, occupational diseases and its safety management.
 3. Knowledge of various government organisation working for employee welfare.
 4. Develop insight of employee welfare programme and its relevance to work culture and productivity.
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1. **Welfare** : concept, definition, philosophy, objectives, principles, scope and Machinery of Labour Welfare in India.
 2. **Historical Development of labour Welfare**: Industrial revolution and changing welfare concept, Impact of Industrialization, automation, computerization, Liberalization, Privatization, Globalization on the working conditions of workmen, remedial, ameliorative and preventive measures undertaken by industrial and welfare organizations for the industrial workforce.
 3. **Approaches to Labour Welfare**: Philanthropic, utilitarian, legalistic, humanitarian and democratic approach. Traditional welfare to developmental approach. Labour Welfare as a Management philosophy.
 4. **Employees Welfare**: Intra-mural & extra mural measures/ agencies of Labour Welfare, Its special characteristics and facilities, Statutory and Non-statutory Labour Welfare provisions/ facilities/ & programmes.
 5. **Welfare Officer**: Duties, responsibilities, role and functions of welfare/ labour welfare officer in industry. Changing role and challenges before welfare officer in emerging new industrial set-up.
 6. **Health & Hygiene and Safety management**: Industrial hygiene and occupational health. Health at work and at home, problems of hygiene and industrial safety in the factory, mines, plantations, safety management -policy & programmes, safety climate, role of safety officer.
 7. **Industrial accidents**: nature, types and causes, human factor in industrial accidents. Prevention of industrial accidents, rehabilitation of the disabled and their families, Statutory role and responsibilities of industry in reporting accidents. Occupational Hazards and Diseases: nature, types, hazardous industries, prevention and remedial measures.
 8. **Disaster Management in industry**: disaster situations & conditions, factors responsible, DM planning and management – role of Government, Employer and Employees. Role of Safety officer and Labour Welfare Officer in Industry in the context of prevention, rehabilitation of accidents cases, safety and disaster management.

9. **The Maharashtra Labour Welfare Board & Centers:** Structure and functions, objectives, programmes and its contribution to the well being of the working class.
10. **Workers' Education:** Concept, goals and organization structure, history of the Workers' Education scheme and its implementation. Critical review of WE scheme in India.
11. **Quality of Work Life:** meaning, Criteria, various aspects, measures of QWL Obstacles, Programmes & Strategies for enriching QWL.
12. **Social Work In industry:** concept, evolution, goals, scope and application of social work method, tools, techniques and intervention strategies, its application and limitations, role of social work in welfare, problem solving, employees counseling, rehabilitation of employees, CSR activities.
Case studies: Selected case studies on welfare, accident, role of welfare officer, disaster management, social work in industry.

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HRM II EMPLOYEE WELFARE

Recommended Readings :

1. Laldas, D. K. (1991) Personnel Management industrial relations & Labour Welfare; Agra : Y. K. Publishers
2. Rao, Maju (1995) Labour Welfare Policy In India : First publication
3. Sarma, A. M. (1997) Aspects of Labour Welfare and Social Security, Mumbai : Himalaya Publishing House
4. Sharma, A.M. (1990) Welfare of Special Categories of Labour; Mumbai : TISS
5. Vaid, K. N. (1970) Labour Welfare in India; Delhi : Shri Ram Centre for IR & HR

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1. Kumar, Shiv (1994) Labour Welfare & Incentive Plans in Incentive Plans in Industries; New Delhi : Radha Publications
2. Lal, D.K. (1991) Personnel Management, Industrial Relations and Labour Welfare, Das Publication
3. Mongia, J. N. (1976) Readings in Indian Labour & Social Welfare; Delhi : Atmaram & Sons
4. Moorthy, M. V. (1982 Ed.2.) : Principles of Labour Welfare; New Delhi : Oxford & IBH Publishing Co.
6. Mustafa, M. (1990) Labour Problems & Welfare; New Delhi : Deep & Deep Publications
7. Rao, Manju (1995) Labour Welfare Policy in India, Printwell
8. Singa, Ram Chandra (1989) Labour Welfare administration in India; New Delhi : Deep & Deep Publication

TW- I :
Tribal Social System

Learning Objectives :

The specific objective of this course is to enable the student to understand the concept, meaning and definition of tribe, their social condition, Culture, custom, power system, population.

1) Identity of Tribe

- A) Definition & concept of tribe
- B) Characteristics of tribe
- C) Population Strength
- D) Numbers & Distribution – demographic, geographic
- E) Major tribes in Maharashtra and India
- F) Women status in tribes

2) Tribal Social Life & Organization

- A) Tribal village – nature, structure, habitat & Characteristics
- B) Tribal family, marriage
- C) Kin ship
- D) Yavagrah
- E) Sub-division
- F) Clan organization, tenacity

4) Tribal Traditions & Culture

- A) Tribal Folkways, faiths, Mores, Costumes
- B) Dance –Drama-Instruments
- C) Historical reviews of Tribal Culture.
- D) Component of Tribal Culture
- E) Nature & Change in Tribal Culture

5) Tribal and Non-Tribal

- A) Relation - Inter-tribal, intra-tribal
- B) Exchange of Culture
- C) Co-operation
- D) Exploitation

6) Introduction to Tribal Economic System.

- A) Tribal Economic – Forest economy
- B) Forest good – and recent legal provision.
- C) Goods exchange method

7) Political System.

- A) Tribal Traditional and
- B) New power structure
- C) The 73rd Constitutional amendment : Panchayat Raj And new Political Structure

Recommended Readings :

1. Gare G.M. (1974) social change among the tribal of western Maharashtra.
2. Shab. D.V. (1979) Education and social change among the tribal in India.
3. Tripathi R.N. Ashish publishing house 8/81, Punjabi bag , New Delhi .
4. D.V.V.Ramana Road- Discovery publishing house New Delhi.
5. R.N. Mishra Tribal cultural and Economy – Ritu publication.
6. V.K.puri Indian Economy –S.K. Mishra ,–Himalaya publishing House .
7. Sub hash Naik Social and political Envirment in India–Everest publication .
8. Dynamics of tribal migration – sonali publications New Delhi-
9. K. Narindar Jetly, Man power Employment policy and Labor welfare — New Century publication , New Delhi .
10. Tribal culture Economy and health – Shahi Bairathi – Rawat publications.

TW – II:
Problems of Tribal Society

Learning Objectives:

The objective of this course is to enable the student to understand the various problems of tribal people. i.e. social, educational, Infrastructural, health & women.

1) Social Problems : Major challenges to tribal classification and causes, Challenges in Relation to social asperse exploitation migration communication (Oral and Written), Challenges in Relation to education dropouts, inadequate facility and resources, Challenges in Relation to cultured traditions. Costumes civil interaction, change in life style

2) Health Problems: Malnutrition, Sick cell Anemia, Skin disease, Anemia,
Traditional heath practice and approaches to treatment, HIV/AIDS, Health services, drinking water and health, sanitation problem,

3) Economical Problems: Automation, Modern life, impact of media, scarcity the media resources, Challenges in relation to fortifiers, chemical industries, improving productivity Challenges in relation to cultivation use of new variety improving Agriculture, Challenges in relation to horticulture land fence nice, equitation of land Alienation, Challenges in relation to forests, Minor forest product (M.F.P.), Challenges in relation to employment Misappropriation. Challenges of development to development project and displacement.

4) Political Problems : status of political systems/problem, Challenges of unity and fictionalize among communities. Tribal power structure (traditional)

5) Women Problems: women status in tribal community, workload and impact on health educational status, illiteracy, Non adjustment, malnutrition, early marriage. Challenges related to physical and mental health ,Psychological disorders , women in local self Government specific reference to women in decision making position and 73 Amendment, developmental schemes and women position, Case study about MAVIM ,DRDA, ICDS.

6) Infrastructural Problems : Transporting, communication tools, roads, recreation & related facilities.

7) Retention of Tribal cultures in the context of social change and development.

Recommended Readings:

1. Gare G.M. Social Change among the tribal of western Maharastra 1974
2. Shah D.V. Education and social change among Tribal in India 1979.
3. Patil R.N. Shish publishing house 8181, Punjabi Bagh, New Delhi – 110028
4. D.V.V. Ramona Rao – Discovery publishing house New Delhi –110002 (Indian) Tribal Development New Approaches
5. R.N.Mishra: Tribal cultural and economy – Ritu publication
8. S.K.Misra V.K.Puri : Indian economy -- Himalaya Punlishing House
9. Subhush Naik : Social and political environment in India - Everest publication
10. Dynamics of tribal migration – Sonoli Publications New Delhi
11. K. Narindar Jetty :Man Power employment policy and Labour Welfare — New Sentury
12. Shashi Bairathi : Tribal culture economy and health– Rawat Publications,

