UNIVERSITY OF KOTA, KOTA

NEP-2020 BASED CURRICULA AND EXAMINATION SCHEME, UNIVERSITY OF KOTA, KOTA

Syllabus

SCHEME OF EXAMINATION AND COURSE OF STUDY

FACULTY OF SOCIAL SCIENCES

Master of Social Work

(Four Semesters Course)

CBCS pattern (with effect from 2025-2026)

2025-26

Master of Social Work

The Master of Social Work is a two years full time course. The course has been organized in IV semesters over two years. That means two semesters per year.

Scheme of Examination:

Each semester shall be regarded as a unit for working out the result of the candidates. The result of each semester examination shall be worked out separately (even if the candidate has appeared at the paper(s) of the lower semester examination along with the papers of higher semester examination) in accordance with the following conditions:

(i) A candidate, for a semester examination, shall be offered all the papers prescribed for that semester examination and besides he/she also shall be offered paper(s) not cleared by him/her at any of the lower semester examination subject to the limitation that the number of un-cleared papers of the lower semester examinations shall not be exceed the total number of the papers prescribed for any one semester.

(ii) The candidate shall be declared to have passed the examination, if the candidate secures at least 40% marks in each theory paper separately in continuous or internal or mid-term examination & semester or external or end-term examination and 50% marks in each practical / project / seminar with 50% aggregate marks of the maximum marks prescribed for each semester examination. There is no minimum pass marks for the practical record / notebook. However, submission of a practical record / notebook is a mandatory during the practical examination. The candidate should compulsorily attend viva-voce / presentation examination to secure pass in practical / project / seminar.

(iii) A candidate, who has been declared as failed/absent in one or more theory paper(s) at any odd semester examination shall be permitted to join the courses of study for the next higher semester *i.e.* permitted to join the course of second semester after first semester examinations, permitted to join the course of fourth semester after third semester examination, permitted to join the course of sixth semester after fifth semester examinations and so on and eligible to re-appear in that paper(s) as due paper(s) along with next higher semester (next year) examinations provided that he/she must have cleared at least 50% of the papers (including practical / project / seminar as one paper) collectively prescribed for the first and second semester examinations taken together for promotion to the third semester examination.

(iv) A candidate may be promoted in the next semester (odd semester) if he/she has cleared collectively at least 50% of the papers of both semesters of previous academic session with 50% of the aggregate marks. The candidate who does not fulfil this condition will remain in the same semester as an ex-student and will re-appear in the due papers examination along with next odd/even semester examinations.

(v) If any student who is provisionally admitted in higher odd semester but could not secure prescribed minimum marks in previous semesters will be treated as ex-student and his/her admission fee will be carry forwarded to the next odd semester of forthcoming academic session.

(vi) A candidate declared as failed in that paper he/she can re-appear for that paper in the next year examination as a due paper. However, the internal marks shall be carried forward for the total marks of the due examination.

(vii) A candidate may be given only two additional chances for passing the semester thus maximum tenure for completing the two years' postgraduate MSW course will be limited to four years.

(viii) If the number of papers prescribed at the first and second or third and fourth semester examination is an odd number, it shall be increased by one for the purpose of reckoning 50% of the papers.

(ix) A candidate who passes in 50% or more papers of the first and second semester examination, and thereby becomes eligible for admission to the third semester examination, but chooses not to do so and desires to appear in the remaining papers of first and second semester examination only or to re-appear in all the prescribed papers and practical/seminar of the MSW first and second semester examination will be permitted to do so on the condition that in the latter case his previous performance will be treated as cancelled.

(x) If a candidate, who has been promoted to the next semester and wishes to improve his/ her performance in the theory paper(s) of previous semester, can be permitted to do so in case of the theory papers only, not in practical/ project/ seminar, belonging to the immediately preceding semester only for one time in these papers in next odd/even semester examinations. In such a case, he/she shall have to appear in these papers along with the papers of his/ her own semester.

(xi) A candidate shall be declared as passed after the result of the fourth semester examination, if he/she cleared all papers of the all the four semesters and secure minimum 40% of the aggregate marks of the maximum marks in theory papers and 50% of the aggregate marks of the maximum marks for practical / presentation / seminar prescribed for four semesters Master's programme.

(xii) In the case of an ex-student, the marks secured by him/her at his/her last examination as a regular candidate shall be taken into account except in cases where a candidate is re-appearing at the examination as a regular student and in that event, he/she shall have to repeat the internal assessment test which will be finally accounted for working out his result.

(xiii) A candidate who has failed at the MSW third and fourth semester examination but has passed in at least 50% of the papers prescribed for the examination shall be exempted from re-appearing in a subsequent year in the papers in which he/she has passed.

(xiv) If a candidate clears any paper(s) prescribed at the first and second semester (previous) and/or third and fourth semester (final) examination after a continuous period of three years, then for the purpose of working out his/her division, only the minimum pass marks shall be taken into account in respect of such paper(s) as are cleared after the aforesaid period provided that in case where a candidate requires more than 40% marks in order to reach the requisite minimum aggregate, as many marks out of those secured by him/her will be taken in to account as would enable him/her to make up the deficiency in the requisite minimum aggregate.

(xv) In case the candidate is not able to clear his/her due paper(s) in the stipulated period as mentioned above (continuous period of three years), he/she may be given last one mercy attempt to clear due paper(s) subjected to approval of the Vice Chancellor or Board of Management.

(xvi) The grace marks scheme shall be applicable as per university norms.

Classification of Successful Candidates:

The classification of successful candidates after last semester examination shall be as:

Description of Marks Obtained	**Division / Result**
• 80% and above marks in a paper.	Distinction in that paper.
• A candidate who has secured aggregate 60% and above marks	First Division
• A candidate who has secured aggregate 50% and above but less than 60% marks	Second Division

Candidates who pass all the examinations prescribed for the course in the first instance and within a period two academic years in four semesters from the year / semester of admission to the course only are eligible for University Ranking. A candidate is deemed to have secured first rank provided he/she

(i) Should have passed all the papers in first attempt itself.

(ii) Should have secured the highest marks in the whole examination of the programme / course, or should have secured the highest cumulative grade point average (CGPA). MSW Course will follow SGPA and CGPA based evaluation system result.

Following rules have been recommended for internal assessment:

(a) The internal assessment for each theory paper shall be taken by the teacher concerned in the Department during each semester. There will be two components of internal exam. First, will be "Internal Test" of 15% weightage i.e. 15 marks for theory papers in each semester. Internal assessment shall be one hour duration for each paper.
Second, will be **Project Report (Assignment)** 15% weightage i.e. 15 marks for theory paper in each semester. Project Report (Assignment) should be minimum 800 words. The project report should be hand written or typed. Both shall be taken according to academic calendar notified by the University. **There will be no internal examination in the practical paper.**

(b) A student, who remains absent (defaulter) or fails or wants to improve the marks in the internal assessment, may be permitted to appear in the desired paper(s) (only one time) in the same semester with the permission of the concerned Head of the Department. A defaulter / improvement fee of Rupees 250/- per paper shall be charged from such candidates. Duly forwarded application of such candidates by the teacher concerned shall be submitted to HOD who may permit the candidate to appear in the internal assessment after depositing the defaulter/ improvement fee. A record of such candidates shall be kept in the Department.

Following rules are recommended for Semester Assessment or External Assessment:

(a) The external assessment shall be of three hours duration for each theory paper and the duration of field work will be at least two hours per week for practicum. The practicum

examination shall be taken by the panel of at least one external and one internal examiner at the end of each semester.

(b) The syllabus for each theory paper is divided into five independent units and the **Pattern of question paper** for each theory question paper will be divided into two sections as mentioned below:

- ***Section-A*** *shall have 01 compulsory question comprising 10 questions (maximum 20 words answer) taking two questions from each unit. Each question shall be of two marks and total marks of this section will be 20. This section will be compulsory in the paper.*
- ***Section-B*** *will carry 50 marks with equally divided in to five long answer type questions (answer about in 400 words) and examiners are advised to set two questions from each unit and students are instructed to attempt five questions by selecting one question from each unit.*

  The pattern of question paper of external examination shall be as follows:

SECTION-A **10x2=20**

(Answer all questions)

(Two question from each unit with no internal choice)

Q. No. 1

(i) ……..…… **2 Mark**

(ii) ……..…… **2 Mark**

(iii) ……..…… **2 Mark**

(iv)……..…… **2 Mark**

(v)……..…… **2 Mark**

(vi)……..…… **2 Mark**

(vii)……..…… **2 Mark**

(viii)……..…… **2 Mark**

(ix)……..…… **2 Mark**

(x)……..…… **2 Mark**

SECTION-B **10X5=50**

(Answer all questions)

(One question from each unit with internal choice) (Maximum two sub-divisions only)

Unit I

Q. No. 2. ……..…… **10 Marks**

Or

Q. No. 3…….....……

Unit II

Q. No. 4. ……..…… **10 Marks**

Or

Q. No. 5…….....……...

Unit III

Q. No. 6. ……..…… **10 Marks**

Or

Q. No. 7…….....……

Unit IV

Q. No. 8. ……..…… **10 Marks**

Or

Q. No. 9. …….....……...

Unit V

Q. No. 10. ……..... **10 Marks**

Or

Q. No. 11. ……..…….....

MSW-(2024-25)

Course Structure

Semester	Paper Code	Nomenclature	Maximum Marks		Credit
			Internal	External	4
First Semester	MSW DCC 1.1	Introduction to Social Work	30	70	4
	MSW DCC 1.2	Indian Society and Social Structure	30	70	4
	MSW DCC 1.3	Personality Development and Human Behaviour	30	70	4
	MSW DCC 1.4	Social Case Work	30	70	4
	MSW DCC 1.5	Concurrent Practicum	200		8
Second Semester	MSW DCC 2.1	Social Group Work	30	70	4
	MSW DCC 2.2	Research Method in Social Work	30	70	4
	MSW DCC 2.3	Community Organization and Community Development	30	70	4
	MSW DCC 2.4	Social Policy and Administration	30	70	4
	MSW DCC 2.5	Concurrent Practicum	200		8
Third Semester	MSW DCC 3.1	Social Security and welfare Administration	30	70	4
	MSW DCC 3.2	Social Action and Human Rights	30	70	4
	MSW DCC 3.3	Social Problem and Social Legislations	30	70	4
	MSW DSE 3.4 (A)	Social Work and Disaster Management	30	70	4
	MSW DSE 3.4 (B)	Women's Rights and Gender Issues	30	70	4
	MSW DSE 3.4 (C)	Rural & Urban Community Development	30	70	4
	MSW DSE 3.4 (D)	Social Work Practice with Children and Youth	30	70	4
	MSW DSE 3.4 (E)	Use of Statistical Methods in Social Work	30	70	4
	MSW DCC 3.5	Concurrent Field Work Practicum & Viva-voce	200		8
	MSW DCC 4.1	Human Resource Management	30	70	4
	MSW DCC 4.2	Management of Non-Profit Organisations and Social Enterprises	30	70	4
	MSW DCC 4.3	Rural Society and Panchayati Raj Institutions	30	70	4

Fourth Semester	MSW DSE 4.4 (A)	Social Work with Senior Citizens	30	70	4
	MSW DSE 4.4 (B)	Social Work with Differently Abled	30	70	4
	MSW DSE 4.4 (C)	Livelihoods and Development	30	70	4
	MSW DSE 4.4 (D)	Political Economy and Development	30	70	4
	MSW DSE 4.4 (E)	Population & Environment	30	70	4
	MSW DPR 4.4 (F)	Dissertation		100	4
	MSW DCC 4.5	Concurrent Practicum and Block Placement Training		200	8

Semester I

Paper MSW DCC 1.1 INTRODUCTION TO SOCIAL WORK

Unit I

Development of social work in India & United states and UK. Basic concepts of social work. Their meaning & Definition: Social services, social welfare, social reform, social security, social movement, social development & social change. Function of Social Work.

Unit II

Social work perspectives, evaluation of ideological perspectives. Evaluation of traditional compartmentalization of social work methods. Rationale for integrated approach to social work practice.

Unit III

Philosophical foundation of social work: democratic & humanitarian philosophy. Values in social work: meaning & links. Ethical aspects of social intervention.

Unit IV

Social work as profession: characteristics, need for professionalization. Evaluation of professional statues of social work as profession in India.

Unit V

Welfare state: concept, relational and different perspectives. Evaluation of Indian police as welfare state. Approaches to social work: integrated, holistic, interactions, problem solving, psycho, social, and sarvodaya.

References:

1. Gore, M.S. Social work, and Social Work Education,1981
2. Shastri, Raja Ram Social work Tradition in India
3. Wadia, A.R. History & philosophy of social work.
4. Dasgupta, Sugata Towards a philosophy of social work
5. Gilbert N, Miller, H. An introduction to social work practice,1980
6. Bisno, H. Philosophy of social work
7. Kassius, Cora New directions in social work
8. Herand, B.J. Sociology and social work
9. Davis, M Companion to social work, Blackwell oxford, U.K.,1997
10. Bailey, Kennath, D.1987 Methods of social research, New York: the free press
11. Blaikie, Norman,1993 Approaches in social enquiry, Cambridge: Polity Press
12. Blalock, H.M.1972 Social Statistics, New York: Mc Graw Hill.
13. Coolidge, Fredrick, I.2000 Statistics: A general Introduction, New Delhi: Sage Publication
14. Denzin, Norman K and Lincon, Handbook of qualitative research (II eds.) New Delhi; Sage Publication
15. Field, andy,2000 Discovering statistics using SPSS for windows advanced techniques for Beginners, New Delhi: Sage Publication.
16. Galtung. 1967 Theory and methods of social research, London: George Allen & Unwin.

17. Moser, C.A. & Kalton G. 1977 Survey Methods in Social Investigation. London: Heinemann Educational Books
18. Padgett, Deborah, k. 1988 Qualitative methods in social work research, new Delhi: Sage Publications.
19. Reid, William J. and Smith, Andrey D.1981 Research in social work, New York: Columbia University Press.
20. Rubia, A. and Babbie. 1993 Research methods for social work, California: Brooks Cole Publishing Co.
21. Claire Selltiz [et al.] 1976 Research Methods in Social Relations: Holt, Rinehart and Winston, New York
22. Yin, Robert, K1994 Case study research: design and methods, New Delhi: Sage Publications.

Paper MSW DCC 1.2 INDIAN SOCIETY & SOCIAL STRUCTURE

Unit I

Sociology & its relevance for social work. Man & society: Relationship, Process, and agencies of socialization. Social groups, community, & institution: Meaning, Characteristics & Function.

Unit II

Indian society: characteristics, unity in diversity, Caste system & Dominant Caste. Social institutions: family, religion, and kinship in India, their nobles, function, and change.

Unit III

Culture: concept, Nature & function, cultural function and cross-cultural contact, cultural lag. Urban, rural, and tribal communities of India: Characteristics, Problems and Change, rural urban gap & continuation.

Unit IV

Social Change: meaning characteristics & factors. Processes of social change.

Unit V

Polity and Society in India: Power, authority and legitimacy meaning, types and characteristics.
Bureaucracy – meaning, function, types & its evaluation in the conflict of Indian society.
Pressure group and civil society: meaning & importance.

References:

1. Dube S.C. Samajh aur Sanskriti
2. Johnson, H.M. Sociology – A Systematic Introduction 1978
3. Kuppuswamy, B. Social change in India
4. Bhardha P. The political Economy

Paper MSW DCC 1.3 PERSONALITY DEVELOPMENT AND HUMAN BEHAVIOUR

Unit I

Human Development: Life span perspectives to studying human development. Methods of studying human development. Determinants of human development: Biological, Environmental, maturation & learning.

Unit II

Stages of development: pre-natal, infancy, childhood, adolescence, adulthood, middle age and old age & their needs tasks and problem. Dimension of development: Physical, language, cognitive, moral and psycho- social

Unit III

Personality: concept & meaning. Factors influencing personality. Personality constitutions: attitude, aptitude, belief, aspiration, and value system. Theories of personality Development: Psychodynamic, behaviour and learning theories.

Unit IV

Motivation: Concept needs & motivation interplay. Scope of motivation in social work. Collective behaviour- concept mass communication, public opinion.

Unit V

Cooperation & conflict – meaning causes and management. Types, causes and management of stress and trauma. Neurosis. Concept meaning, types & treatment techniques, Role of psychiatric social work in treating abnormality.

References:

1. Hall,C. S.& Lindzey Theories of personality, 1978
2. Kuppuswamy Bal vyavhar aur vikas
3. Erikson, E.H. Childhood, and society
4. Coleman, J.C. Abnormal Psychology, and Modern life,1992.
5. Coleman, J.C. Personality dynamics and effective Behaviour.

Paper MSW DCC 1.4 SOCIAL CASE WORK

Unit-1

Introduction to case work as a method of social work. Philosophy of Case Work.

Unit-2

Principles of case work. Process in case work: study assessment intervention, termination, and evaluation.

Unit - 3

Theories and Approaches of client systems.

Unit - 4

Case Work Tools: observation listening, interview, home visit, Communication skill, report building and recording.

Unit -5

Counselling. Conflict & dilemmas of professional social work in working with individuals & families.

References:

1. Brandler S. And Roman, C.P. 1999 Group work skills and strategies for effective intervention, New York the Haworth press.
2. Klein A.F.1970 Social work Through group process: school of social welfare Albany: state university of New York.
3. Barry J.G.1991 Beyond case work London: Mac Millan.
4. Hollis, Florence 1964 Case work Psychosocial Therapy, New York: Random House

Paper MSW DCC 1.5 CONCURRENT PRACTICUM

Concurrent Practicum will be suitably selected as per the specialization paper of the student. The Paper will have following components:

i) Field Work

Report & Viva – voce: 200 Marks (A Report based on the field work shall be Submitted in a Practical Note book within a limit of 25-30 hand written pages)

Concurrent Practicum will be carried out under expert supervision in the open community setting. The students are required to make an observation on any particular organisation which is involved in social welfare activities. The report should be prepared focussing the organisational structure and function of the selected organization/agency.
Each Student is required to devote sixty hours spread over first semester. During this period a field work should be carried out as above.

Note: The field work may be organized in such a way so that the students should be accompanied by the respective supervisors for the guidance.

Semester II

Paper MSW DCC 2.1 SOCIAL GROUP WORK.

Unit-1

Introduction and history of group work definition, characteristics, purpose, and evaluation.

Unit -2

Theories and models in group work practice. Group meaning significance types.

Unit-3

Values and principles in group work. Factors of group formation. Fear and anxieties of group work.

Unit-4

Characteristics of pre group and initial phase. Group process- patterns & importance bond leadership isolation, decision making contagion, conflict, and communication

Unit-5

Techniques of effective work with groups problem solving. Recording Evaluation and termination of group work.

References:

1. Brandler S. And Roman, C.P. 1999 Group work skills and strategies for effective intervention, New York the Haworth press.
2. Garwin C 1987 Contemporary group work New York prentice hall Inc.
3. Klein A.F.1970 Social work Through group process: school of social welfare Albany: state university of New York.
4. Middleman R.R.1968 The non-verbal method in working with group.
5. Northern II 1969 Social work with groups, New York: Colombia university press.
6. Siddiqui H. Y. 2008 Group Work: Theories and Practices, Rawat Publications, Jaipur.
7. Trecker, Harleigh B.1990 Social group work: principles and practice, New York Press.

Paper MSW DCC 2.2 RESEARCH METHOD IN SOCIAL WORK

Unit-1

Scientific inquiry: concept of social: research, nature and scope, concept, meaning, formal and operational, definition, hypothesis, meaning characteristic, types.

Unit-II

Social work research: Meaning purpose, of research process and research and theory Qualitative research scope and importance of social work research.

Unit-III

Basic research question meaning and importance formation of problem in research, Survey cases study sampling meaning and types.

Unit-IV

Primary secondary data: qualitative and quantitative method of data collections scaling procedures Thurston liker, boards, semantic diffraction processing of computers and SPSS.

Unit-V

Measures of central tendency: mean medium mode. Measures of dispersion: range quartile, deviation, mean deviation standard deviation, Coefficient of contingency coefficient of predictability.

References:

1. Babbie, E (ed) 2004, The Practice of Social Research, Thomson Wadsworth, Belmont (USA).
2. Champion, D.J. (ed) 1981, Basic Statistics for Social Research, Macmillan Publishing Company, New York.
3. Claire, S, et al (3rd ed), 1976, Research Methods in Social Relations Holt, Rich and Winston, New York.
4. Costello, P.J.M. 2003, Action Research Continuum, London. Clarke, A., 2003, Evalua tion Research Sage Publications, New Delhi
5. Denzin, N.K., Lincoln, Y.S. (ed), 1994, Handbook of Qualitative Research, Sage Publ ications, New Delhi.
6. De Vaus, D.A., 1986, Survey in Social Research, London University, Hyman Gregory, Ivan. 2005 Ethics in Research Continuum, London
7. Nachmias, F.C. Nachmias, D., 1996, Research Methods in Social Sciences, St. Martin Press, London
8. Polansky, N.A. (ed).1960, Social Work Research, University of Chicago Press, Chicago.
9. Silverman, D. 1997, Qualitative Research, Theory, Method and Practice, Sage Publica tions, London.
10. Singleton, R.AStraits, B.C. (ed), 1999,Approaches to Social Research
11. Strauss, A, Corbin, J., 1990Basic Qualitative Research, Sage Publications, New Delhi
12. Whyte, W.F (ed), 1991 Participatory Action Research Sage Publications, London. Young, P.V. (4th ed), Scientific Social Surveys and Research, Prentice Hall, Eaglewo od Cliff, N.Jersey.

Paper MSW DCC 2.3

COMMUNITY ORGANIZATION AND COMMUNITY DEVELOPMENT

Unit- I

Community: Concept, Meaning, Types-Rural, Urban, Tribal, Slum, Migrant & Marginalized. Community Power Structure & Dimensions of Power Relevant to Community.

Unit-II

Community Organization as a method: Concept, Principles, Techniques, Skills, Process and Strategies.

Unit-III

Empowerment: Concept, Barriers to the Process & Cycle of Empowerment, Gender Sensitivity in Community organization Practice.

Unit-IV

Role of Social Worker: Conscientization, Unionization, Qualities of a Community Leader. Indigenous approach to community organization: Gandhian – Sarvodaya & Reconstruction, Bhoodan & Gramdan.

Unit-V

Sustainable Development & Use of Indigenous Knowledge, Rural and Urban Community Development Programmes in India and their Critical Evaluation. Participatory Techniques in Development: PLA, PRA, RRA, PPA.

References:

1. Batten, T.R. 1962 The non-Directive Approach in Group and Community Work, London : Oxford University Press.
2. Ohmer, Mary L. and Karen DeMasi Consensus Organizing – A Community Development Workbook. Sage 2008
3. David Cox and Manohar Pawar International Social Work, Vistar Pub. 2006 Rs. 595
4. Sumi Krishna (ed.) Women's Livelihood Rights – Recasting Citizenship for Development, Sage 2007, Rs. 695.
5. E. T. Stringer Action Research (3rd ec.) Sage 2007.
6. Brager, G. and Specht. H. 1969 Community Organisation, New York : Columbia University Press.
7. Dantwala, Sethi and Visaria Social Change through Voluntary Action, Sage , 1998.
8. B. Mikkelsen Methods for Development Work and Research. Sage, 1995.
9. Dayal, R. 1960 Community Development Programme in India, Allahabad : Kitab Mahal Publishers.
10. Gandhi, M.K. 1958 Sarvodaya (The Welfare of all), Ahmedabad :Navjivan Publishing House.
11. Gangrade, K.D. 1971 Community Organisation in India, Bombay : Popular Prakashan
12. Lal, A.K. 1977 Politics of Poverty: A study of bonded labour, New Delhi :Chetana Publications.

13. Mayo, H. Jones, D. 1974 Community Work, London : Routledge and Kegan Paul.
14. McMiller, W. 1945 Community organization for Social Welfare, Chicago :University of Chicago Press.
15. Murphy, C.G. 1954 Community Organisation Practice, Boston : Houghton Miffin Co.
16. Ross Murray, G. 1955 Community Organisation : Theory, Principles and Practice, NewYork : Harper and Row.
17. Siddiqui, H.Y. 1997 Working with Communities: an introduction to community work, New Delhi : Hira Publications.
18. Volken, H.et al. 1982 Learning from the Rural Poor: Shared experiences of the mobile orientation and training team, New Delhi : L Indian Social Institute.
19. Weil, M. (Ed.) 1965 Community Practice: Conceptual Models, New York; The Haworth Press. Inc.
20. Dr.C.K.Josri Unionism in a Developing Economy Sri Ram Centre

Paper MSW DCC 2.4 SOCIAL POLICY AND ADMINISTRATION

Unit.1

Social policy in India: Need for a Social Policy Resolution. Social Legislation in India and its inadequacies, Social Planning in India : Social Development.

Unit.2

Concepts: Meaning, Nature, Scope and principles of Social Administration. Methods of Social Administration. Social Case Work, Group work and community organisation.

Unit.3

Organisation : Social Administration at the Central Level. The Ministry of Social Justice and Empowerment. The scatter nature of Social affairs at Central level. Central Social Welfare Board: Its composition, function and status.

Unit.4

Social Administration at the State Level. The Department of Social Justice and Empowerment, Govt. of Rajasthan/Directorate of Social Welfare-the controversy. State Social Welfare Board, SC/ST development and Finance co-operative corporation Ltd., Social Administration at the Local level i.e. District and Panchayat levels.

Unit.5

Role of voluntary organisation in India and their relationship with State. Personnel system for Social Administration. Need for the creation of a special cadre of Social Administration Personnel at the central, State and Local levels and determination of their conditions of service. Problems of Social Administration in India:

(a) Co-ordination
(b) Human Relations
(c) Grants-in-aid
(d) Common Civil Code
(e) Gender Justice

References:

1. David C. Marsh : An Introduction to Social Administration.
2. Friendlander : Introduction to Social Welfare
3. G.B. Sharma : Social Administration in India
4. D.K. Mishra : Samajik Prashaan (Hindi)
5. A.R.C. Report on personnel administration
6. Indian Encylopedia of Social Work (Publication Division New Delhi 1968)
7. American Social Work year book.
8. India, Committee on plan projects, Planning commission report of the study team on Social Welfare and Welfare of Backward Classes (1968)
9. C.R. White : Public Welfare Adminsitration
10. T.H. Marshall : Social Policy
11. Surendra Kataria; Samajik Prashashan

Paper MSW DCC 2.5 CONCURRENT PRACTICUM

Concurrent Practicum will be suitably selected as per the specialization paper of the student. The Paper will have following components:

i) Field Work

Report & Viva – voce: 200 Marks (A Report based on the field work shall be Submitted in a Practical Note book within a limit of 25-30 hand written pages)

A survey is to be carried out of a particular area selecting twenty families. The focus would be to examine and understand the socio-economic status of the selected families in view of contemporary social problems. Preferably the families chosen for the survey should be from lower income group, rather the BPL card holders. For this purpose, an interview schedule should be prepared and administered as a tool of data collection.
Each Student is required to devote sixty hours spread over first semester. During this period a field work should be carried out as above.

Semester III

Paper MSW DCC 3.1 SOCIAL SECURITY AND WELFARE ADMINISTRATION

Unit-I

Social security: Concept and scope of social security, social assistance, and social insurance; Institutional and non-institutional mechanisms for social security; Social security measures in India.

Unit-II

Meaning and need of social welfare administration; Distinction between public welfare administration and social work administration; Approaches to social administration: Weberian, classical, systems, structural – functional.

Unit-III

Elements of Administration: policy making & planning, organizing, staffing, directing, coordination, reporting, budgeting & accounting.

Unit-IV

The structure of welfare administration in India NGOs and international agencies in the administering of social and welfare services.

Legislation relating to organisation and management of non-governmental or non-profit organisations: Societies Registration Act 1860, The Rajasthan Societies Registration Act 1958, organisation registered under section 25 of Companies Act 1956, Indian Trusts Act 1882.

Unit-V

Registration of welfare agencies; Requisites for effective and efficient welfare administration; Community and stakeholders Participation; Accountability and transparency in organisations, Social Audit; Role and scope of professional social work in social welfare organisations.

References:

1. Abraham, Anita. (2003) Formation & Management of Non-Govt. Organizations, Universal Law Publishing Co. N. Delhi.
2. Choudhary, Paul. Social Welfare Administration.
3. Credibility Alliance: Norms for Enhancing Credibility in the Voluntary Sector. July 2006. Mumbai.
4. Encyclopedia of Social Welfare (2008). Social Work Education: Social Welfare Policy
5. Jain A. & Unni, S. Seth Development Administration. Publishers Pvt. Ltd. Mumbai 2000 Chp. 1

6. The Constitution of India. Seventh Schedule. Bakshi PM Universal Law Publishing Coop. Pvt. Ltd.2007. pps. 362-370
7. Louise C. Johnson & Charles L. Shwartz. Social Welfare: A Response to Human Need.
8. Nagendra, Shilaja. (2007). Voluntary organizations & Social Work., Oxfoord Book Co.
9. Sachdeva, D.R. (2003) Social Welfare Administration in India. (4^{th} Edition)
10. Singh, Hoshiyar. (1995) Administration of Rural Development in India. Chp.1 – Sterling Publishers Pvt. Ltd. New Delhi.
11. Social Welfare Administration (1998) Vol. 1. Theory & Practice, Deep & Deep Publications.
12. Social Work Administration & Development. Bhattacharya, Sanjay. Rawat Publications. N. Delhi,
13. Social Work Administration & Development. Bhattacharya, Sanjay. Rawat Publications, Mumbai.200.
14. The People's Movement. Vol. 1, No. 6 Nov.- Dec.2004. News. Magazine of the National Alliance of People's Movements.
15. Commentary on the Mumbai Municipal Corporation Act, 1888 III of 1888 as Amended by the Mumbai Municipal Corporation Act 43 of 2000.
16. Desai, Shruti. Chps. 1,2. Snow White Publishers Pvt. Ltd. 2001.

Paper MSW DCC 3.2 SOCIAL ACTION AND HUMAN RIGHTS

Unit 1

Concept of Human Rights and Duties
-Classification of Rights
- Historical evolution of Human Rights, a brief review of
different theories of Rights: Natural Right Theory, Legal Positivist Theory, Liberal Theory, Marxist Theory, Gandhian Thought.
- Relevance of the Study of Human Rights in the Present , Context.
- Human Rights Movements: International and National

Unit 2

International Concern for and Recognition of Human Rights, Norms and Standards:
United Nations Charter
Universal Declaration of Human Rights, 1948 (UDHR).
International Covenant on Economic, Social and Cultural Rights, 1966.
International Covenant on Civil and Political Rights, 1966.
Duty to respect the rights of others (UDHR, 1948)
U.N.declaration on the Right and Responsibility of Individuals, Groups and Organs of Society to Pro mote and Protect Universally Recognized Human Rights and
Fundamental Freedoms, 1999.
UNESCO Declaration on the Responsibilities of the Present Generations towards Future Gen erations, 1997

Unit 3

Protection and Enforcement of Human Rights at the International
Level:
U.N. General Assembly
Economic and Social Council
Human Right Commission
Committees under the International Covenants and Conventions.

Unit 4

Human Rights Violations: Rights of Women and Children:
- Convention on Elimination of All Forms of Discrimination
against Women, 1979.
- Convention on the Rights of the Child, 1989.
Human Rights in Armed Conflict and Rights of Refugees:
- Geneva Conventions on International Humanitarian Law,
1949.
- Geneva Protocols I & II of the Geneva Conventions, 1977.
- Convention on Protection of Refugees, 1951 and 1967
Protocol.

Unit 5

Human Rights Violations in India – Some Specific Problems:

- Discrimination and Violence against Women and Children.
- Custodial Violence
- Rights of Minorities
- Rights of SCs / STs / OBCs.
- Rights of the Displaced.

References:

1. Bajwa, G.S. and D.K. Bajwa, Human Rights in India: Implementation and Violations (New Delhi: D.K. Publishers, 1996)., BO15595
2. Brownlie, Ian, ed., Basic Documents on Human Rights (Oxford: Clarendon Press, 1983)., B020672
3. Diwan, Paras and Peeyushi Diwan, Children and Legal Protection (New Delhi: Deep and Deep, 1994)., B014941
4. Iyer, V.R. Krishna, Human Rights, and Inhuman Wrongs (New Delhi: D.K. Publisher s, 1996)., B017600
5. Jaswal, P.S. and N. Jaswal, Human Rights, and the Law (New Delhi: APH Publishing House, 1996)., B011441, B015718
6. Kapoor, S.K., Human Rights under International Law and Indian Law (Allahabad: Central Law Agency, 1999)., B019172
7. Kothari, Smitu and Harsh Sethi, Rethinking Human Rights (1991)., B015464
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10. Mohanti, M., Peoples Rights (New Delhi: Sage Publications, 1998)., B016614
11. Peters, Tulic and Andrea Wolper, eds., Women's Rights, Human Rights (New York: Routledge, 1995)., B016935
12. Rehman, M.M. and others, Human Rights and Human Development: Concepts and Contexts (New Delhi: Manak Publications, 2000)., B017538
13. Sanajaoba, N., Human Rights in the New Millennium (New Delhi: Manas Publicatio ns, 2000).

Paper MSW DCC 3.3 SOCIAL PROBLEMS AND SOCIAL LEGISLATIONS

Unit-I

Concept of social organization and disorganization, social change, and social pathology.

Unit-II

Individual pathology: concept of impairment, handicap, and disability: Alcoholism, concept of substance –abuse: meaning, definition, cause, effects and prevention, Suicide: concept, cause, and effect.

Unit-III

National problems: concept of poverty and inequality, unemployment , environment, dowry, casteism, beggary, disaster, terrorism, juvenile offenders and cyber crime.

Unit-IV

Social legislation: Meaning & concept, Issues like prevention of Immoral traffic Act 1986, juvenile justice Act 2000, RTI, Elderly, domestic violence and sexual harassment.

Unit-V

Domestic violence (prevention) for women Avt-2006. problems and Care of women and children. Problem of foeticide. Role of social workers and NGOs in redressal of social problems.

References:

1. Ahuja, Ram, Social Problems in India,
2. James Crone, 2007, How Can We Solve Our Social Problems ? Pine Forge Press/Sage
3. Berreman, G.D. 1979, Caste and Other Inequalities : Essays in Inequality, Folklore Institute, Meerut.
4. Beteille, Andre 1974, Social Inequality, OUP, New Delhi.
5. Beteille, Andre 1992, Backward Classes in Contemporary India, OUP, New Delhi.
6. Ramchandra 1994, Sociology and the Dilemma of Development, OUP, New Delhi.
7. Inden, Ronald 1990, Imaging India, Oxford, Brasil Blackard.
8. Kothary, Rajni (Ed.) 1973 ,Caste In Indian Politics.
9. Lewis, Oscar 1966, " Culture of Poverty", Scientific American Vol. II & V, No. 4, PP.19-25.

10. Sharma, Ursula 1983, Women, Work and Property in North West India, London, Tavistock.

11. Desai, M. (ed.) 1994, Family and Intervention: A course Compendium, Tata Institute of Social Sciences, Mumbai.

12. Khasgiwala, A. 1993, Family 'Dynamics : Social Work Perspectives, Anmol New Delhi.

13. Raju, M.L. and Krishna, G.R. (Eds.) 1996, Future of Indian Family Challenges for Social work Education, : Sri Padmavati Mahila Visvavidyalam Triupati.

14. Rajora S.C. 2007, Samkaleen Bhart Men Samajik Samasyanyen, 2nd ED. Rajasthan Hindi Granth Academy, Jaipur.

15. Sahni, Rohini et.al. (ed.), Prostitution and Beyond, Sage 2008, Rs. 395.

16. Gangarde K.D., Social Legislation in India (vol. I & II)

17. Kishna Lal ,Legislative Process in India; Deep and Deep Publication, New Delhi.

Paper MSW DSE 3.4 (A) SOCIAL WORK AND DISASTER MANAGEMENT

Unit-I

Disaster related concepts & definitions, Hazard, Risk, Vulnerability & Disaster; different forms of natural & man-made disasters. Vulnerability factors enhancing vulnerability to natural & manmade disasters.

Unit-II

Disaster management policy & programmes in India, National Disaster Management framework. Administrative, institutional structure for disaster management. Techno –legal Framework. Stakeholder participation in Disaster management.

Unit-III

Information, Education & Communication in Disaster Management. Capacity buildings of Communities with special emphasis on vulnerable communities/groups. Community participation in managing & mitigating disasters.

Unit-IV

Contingency planning & crisis management. Rapid health assessment & emergency health management. Restoration & rehabilitation interventions, livelihood security & social justice concerns in disaster recovery & reconstruction, Compensation & related issues in disaster management.

Unit-V

Principles & techniques of psycholosocial care in post disaster situations. Specific psychosocial needs of vulnerable groups like children, Women, Older persons with disability. Post trauma care & counselling including grief counselling with survivors.

References:

1. Pelling, M., 2003, Vulnerability of Cities: Natural Disaster and Social Resilience Tata Institute of Social Sciences Mumbai.

2. Gandevia, K., 2001, Disaster Management and Social Work, Tata Institute of Social Sciences Mumbai.

3. Streerer, Calvin L.;Murty, Susan A., 1996, Reasearch on Social Work and Disasters, Tata Institute of Social Sciences Mumbai.

4. Bahro, Rudolf, 1994, Avoiding Social and Ecological Disaster, Tata Institute of Social Sciences Mumbai.

5. Singh, R B, 2000, Disaster management, Rawat Publications, Jaipur

6. Queally, D. 2002, Community based disaster management, VANI, New Delhi.

7. SAMAL, Kishor c. 2005, State ,NGOs and disaster management, Rawat Publications, Jaipur.

8. SINGH, Jagbir 2007 Disaster management: Future challenges and opportunities, I K International Publishing House, New Delhi.

Paper MSW DSE 3.4 (B) WOMEN'S RIGHTS AND GENDER ISSUES

Unit-I

Definition of gender, gender sensitivity, gender equality. Historical overview of Gender in India/Rajasthan. Feminism: history, ideology, feminist movement, approaches to feminism, reconstructing gender towards collaboration.

Unit-II

Demographic profile of Indian Women: rural, urban, tribal - with reference to health. Education, and employment, changing roles and status of women in India. Issues relating to women: destitute women, widows, un-wed mothers, single women. Women from socially vulnerable groups: SC, ST.

Unit-III

Empowerment of women: Meaning and frame work for empowerment principles, Multiple dimension empowerments: Social empowerment of women - Economic Empowerment of Women - Entrepreneurship in women - Self Help Group for women empowerment. Women's contribution for the development of society: International, national.

Unit-IV

Women's Rights: Human rights for women - Constitutional provisions - Women's right at home, work place and in society - violation of the rights of women National Commission for Women - National policy for the empowerment of women (2001). Governmental and non-governmental programmes for women.

Unit-V

Social Work Practice for and with Women: Relevance of Social Work Values, Ethics, Methods and Skills Related to Social Work Practice, with Women. Strategies of Prevention and Intervention with a variety of problems and life situations experienced by Women.

References:

1. Liz Mackenzie, (1993) *On our feet taking steps to challenge Women's Oppression: A Handbook on Gender and Popular Education Workshops*, South Africa: CACE Pub.

2. Lotika Sarkar & Sivaramoyya B.Ed., (1996) *Women and Law: Contemporary Problems*, New Delhi.: Vikas Pub.References House Pvt. Ltd.,

3. Nalini Nayak, (1992) *Struggle within the struggle: An Experience of a group of women, Programme for Community Organization.*

4. Neerja Ahlawat, (1995), *Women Organizations and Social Networks*, Rawat Publications, New Delhi,

5. Sangeetha Purushothaman (1998), *Empowerment of Women in India: Grassroots Women's Networks and the State*, New Delhi: Sage Pub.

6. Sushama Sahay, (1998) *Women and Empowerment: Approaches and Strategie*s, New Delhi: Discovery Pub. House

7. Mukherjee, Mukul (1992), *Human Rights and gender issues*, New Delhi: Institute of Social Sciences

8. Gupta K R (2009), *Gender: Problems and policies*, New Delhi: Atlantic Publishers

9.. Mary Evans (2003), *Gender and Social Theory*, New Delhi: Rawat Publications

10. Manoranjan pal (2009), *Gender and Discrimination: Health, Nutritional status, and role of women in India,* London: Oxford University Press

11. Shilaja Nagendra (2007), *Issues in Women Education and Empowerment*, Jaipur: ABD Publishers

12. feJ Mk- jksfgr , *lekt dk;Z ,oa efgyk l'kfDrdj.k* , New Royal Book Company, Lucknow.

Paper MSW DSE 3.4 (C) RURAL & URBAN COMMUNITY DEVELOPMENT

Unit-I

Introduction to Rural and Urban Community Development: Definitions, concepts and objectives of rural community development, Concepts of urban, urbanism, urban community development, urbanization. Principles and Theories of urban development.

Unit-II

Rural and Urban Problems: Rural Poverty and unemployment. Water and Sanitation, Problems of Agriculture farmers and workers and food security issues in Rural India. Urban social problems: overcrowding, urban disorganization, and maladjustments, urban migration. Poverty and unemployment in urban areas. Urban housing and slums.

Unit-III

Strategies, Approaches and Policies in Rural and Urban Community Development: Concept of sustainability and sustainable development. Various Approaches to rural development in India. National and state polices for urban development. Five year plans and urban development welfare programmes for urban poor. Urban development authorities at national and state levels.

Unit-IV

Programmes for Rural and Urban Development: Ongoing programmes of Ministry of Rural Development and Panchayati Raj of GOI and GOR. Analysis of Mahatma Gandhi National Rural Employment Grantee Scheme (MGNREGS). Programmes of Ministry of Urban Development at national and state levels. Urban housing schemes in Rajasthan.

Unit-V

Local self-government and Cooperatives in Rural and Urban Development: An Analysis of 73rd and 74th constitution amendment act. Administrative set up for Panchayati Raj Institution (PRI). Programmes of rural and urban local bodies in Rajasthan. Role of local self-government (LSG) in local development. An Analysis of Cooperative Movement and its contribution towards Rural development in India.

References:

1. Barik, C.K & Sahoo, U.C. (2008). *Panchayati raj institutions and rural development*. Jaipur: Rawat.
2. Bhose, J.S.G.R. (2003). *NGOs and rural development: Theory and practice*. New Delhi: Concept.
3. Johri, P.K. (2005). *Social work for community development*. New Delhi: Anmol.
4. Munjal, S. (1997). *Rural development and cooperation* .Jaipur: Sublime.
5. Sharma, R.K. (1997). *Rural sociology*. New Delhi: Atlantic.
6. Singh. (2009). *Rural development principles, policies and management*. New Delhi: Sage.
7. Sisodia, Y.S. (2007). *Rural development: Macro-micro realities*. Jaipur: Rawat.
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9. Das, A.K. (2007). *Urban planning in India*. New Delhi: Rawat.
10. Goel, S.L. & Dhaliwal, S.S. (2004). *Slum improvement through participatory urban based community structures*. New Delhi: Deep & Deep.
11. Jayapalayan.N. (2002). *Urban Sociology*. New Delhi: Atlantic.
12. Nath, V. & Aggrawal S.K. (2007). *Urbanization, urban development, and metropolitan cities in India.* New Delhi: Concept.
13. Reddy J.S. (2006). *Indian's urban problems*. New Delhi ISI.
14. Thudipara J.Z. (2007). *Urban community development* (ed.2). New Delhi: Rawat.

Paper MSW DSE 3.4 (D)

SOCIAL WORK PRACTICE WITH CHILDREN AND YOUTH

Unit-I

Introduction to Child Development: Emerging philosophy of child development, Needs and problems of a growing child.

Unit-II

Situational Analysis: National and State Level: Situational analysis of normal children. Situational analysis of children with special needs: child labour, child abuse, street children, child trafficking, juvenile delinquents, Children of sex workers, Children affected by natural calamities and manmade disasters, Children suffering from terminal/incurable disease(HIV/AIDS), children with disability(Physically-visual, hearing, speech, orthopaedic, Mentally- Special children, autism, learning disabilities.

Unit-III

Programmes and Policies for Children: Existing policies, legislations – National and international Institutional care and management- scope, limitations, types. Non-Institutional programmes- adoption, foster care, sponsorship, Child line. Programmes for child welfare- health, nutrition, education, recreation, Child rights. National and international organization in the field of child welfare.

Unit-IV

Introduction to Youth: Definition, characteristics, needs, aspirations. Problems of youth: unemployment, youth unrest, substance abuse, HIV/AIDS, suicide, generation gap and terrorism. Situational analysis of youth in India: Student and non-student youth in rural and urban areas

Unit-V

Programmes and Policies: Governmental and non-governmental programmes for youth: educational, recreational, vocational, guidance and counselling, leadership and health. Policies: National youth policy Youth welfare organizations: international, national Youth for social change.

References:

1. Suchitra S Dinkar (2010). *Child Development and Psychology.* New Delhi : Axis Publications

2. Shyam Sunder Shrimali (2008). *Child Development*. New Delhi : Rawat publications

3. Rashmi Agrawal (2008). *Education for Disabled Children.* New Delhi : Shipra publications

4. Michele Henderson, (2009). *How to Motivate Children to Learn*. Newyork : Epitome Books

5. Saraswathi,S (2008). *Indian Youth in the New Millennium*. RGNIYD [Rajiv Gandhi National Institute of Youth Development], Coimbatore,

6. Vasanthi Rajendran (2006). *Youth and Globalisation*, RGNIYD [Rajiv Gandhi National Institute of Youth Development] Coimbatore

7. Sarumathy, M; Hiranniya Kalesh (2007). *Youth Policies & programmes in South Asia Region*, RGNIYD [Rajiv Gandhi National Institute of Youth Development], Coimbatore

8. Maureen Jowitt (2005). *Socialwork with children and families*. UK : Learning Matters Ltd

9. Brotherton Graham (2010). *Working with Children, young people and families*. Newyork :Sage Publications.

10. Slentz Kristine L (2001). *Teaching young children :Contexts for Learning.* New Jerse : Lawrence Erlbaum Associates Pub

11. Devendra Agochiya(2010). *Life competencies for Adolescents*. New Delhi : Sage Publications

12. Sharry, John (2005). *Counselling Children, Adolescents and Families.* : Sage Publications, New Delhi.

Paper MSW DSE 3.4 (E) USE OF STATISTICAL METHODS IN SOCIAL WORK

Unit-1

Introduction – Definition of Statistics. Levels of, Measurement – Normal Ordinal and Ratio. Tables – Textual, Semi-Tabular Tables, Frequency Distribution – Construction Frequency Distribution Table for Discrete and Continuous Variable. Graphical and Diagrammatic Representations of the Data. Bar Diagram, Histograms, Frequency Polygon, Frequency Curve, A give Pie Diagrams.

Unit-2

Measurement of Central Tendency – Arithmetic Mean, Median. Mode and Geometric Mean. – Definitions, Characteristics and Uses. Measure of Dispersion – Range, Mean Deviation, Quartile Deviation and Standard Deviation – Definitions, Characteristics Uses.

Unit-3

Coefficient of Variations Correlation – Simple correlation Coefficient, Rank Correlation coefficient. Linear Regressions; Constants of Regression Equation.

Unit-4

Index Number, Analysis of Time Series and Curve Fitting, Probability, Mathematical Expectation and Probability distributions (Binomial, Poisson, and Normal).

Unit-5

Sampling Techniques, Sampling Errors- Type I and II, Applications of Z, t, F & x2 (Chi-square test) Tests, Testing of Hypothesis. Introduction to Data analysis through Statistical Packages: MS Exel, SPSS, PSPP.

References:

1.S.P.Gupta: Statistical Methods, Sultan Chand & Sons,New Delhi.

2.Kailash Nath Nagar: Sankhyiki Ke Mool Tatva (Hindi) Meenakshi Prakashan,Meerut.

3.A.L. Nagar & R.K.Das: Basic Statistics, Oxford University Press, New Delhi.

4.Nachmias, F.C. Nachmias, D., 1996,Research Methods in Social Sciences, St. Martin Press, London

5.Claire, S, et al (3rd ed), 1976, Research Methods in Social Relations Holt, Richand Winston, New York.

6.Ram Ahuja, Research Methodology. Rawat.

Paper MSW DCC 3.5 CONCURRENT FIELD WORK PRACTICUM & VIVA- VOCE

Concurrent Practicum will be suitably selected as per the specialization paper of the student.

The Paper will have following components:

i) Field Work

Report & Viva – voce: 200 Marks (A Report based on the field work shall be Submitted in a Practical Note book within a limit of 25-30 hand written pages)

Concurrent Practicum will be carried out under expert supervision in the any one of the Tribal Community, De-notified Tribes, Rural Community and Slums etc. The unit of field survey may be a small village, community of any selected area. The focus would be evaluated the prescribed scheme/programme implemented by the state/centre government. The students will examine the changes and impacts occurring due to the selected scheme/programme.

Each Student is required to devote sixty hours spread over first semester. During this period a field work should be carried out as above.

Semester IV

Paper MSW DCC 4.1 HUMAN RESOURCE MANAGEMENT

Unit-I

Indian Industrial working class : Indian Industrial Growth & development, Industrial workers of India, Workers of the organized & unorganized sector: Characteristics of organized sector and problems of unorganized sectors workers.

Unit-II

Personnel Management_ Role of personnel Management in the organization.

Man Power strategy – Need of manpower planning, Manpower Recruitment, selection Recruitment.

Performance Appraisal- Definitions, Appraisal process, Methods of performance appraisal.

Unit-III

Promotion & Transfer- Personnel policy regarding promotion, Merit promotion, Time-bound promotion Notional promotion, Transfer-policy, types of transfer.

Unit-IV

Industrial disputes, Definitions Causes: Economic, Psychological, personnel and political .

Industrial Disputes- Strikes, Lockouts, Go-slow, Gherao and other forms of Industrial Disputes, the various consequence of Industrial Disputes.

Settlement of Industrial Disputes- Internal Machinery, Labour Welfare Officer, Voluntary Arbitration.

Unit-V

Industrial Relations Laws in India- Tribunals, National Tribunals. The Industrial Disputes Act, 1947, The Bombay Industrial Relations Act, 1946, The Trade Unions Act,1926, The Industrial Employment [standing orders] Act, 1948. Trade Unions-Definition & concepts, Types of Trade Unions, Objectives, Functions and Role of Trade Unions.

References:

1. Dr. S.P. Shah & Dr. J.B. Thakore, Human Resource Management & Industrial Relations, Mahajan Publishing, Ahmedabad.
2. C.B.Memoria, Personnel Management, Himalaya Publication, Bombay.
3. C.B.Memoria, Dynamics of Industrial Relations, Himalays Publication, Bombay.

4. Rudrabasauraj , Dynamics of Personnel & Administration, Himalaya Publication Bombay.
5. N.S.Gupta, Organization Theory & Behavior, Himalaya Publication, Bombay.
6. Biswanath Ghosh, Human Resources Development & Management, Vikas Publishing.
7. R.C. Saxena (Hindi), Labour Problems & Social Welfare, Vikas Publishing.
8. V.V. Giri (Gujarati), Labour Problems in Indian Industry, Gujarat University, Ahmedabad.
9. N.D.Kapoor, Industrial Laws, Himalaya Publishing, Bombay.
10. Keith Davis, Human Behaviour at work, Tata MC Graw Hills, New Delhi.
11. C.B. Memoria , Personnel Management, Himalaya Publishing.
12. V.B. Kartik, Trade Unionism in India, Himalaya Publishing
13. Dr. C.K.Josri, Unionism in a Developing Economy, Sri Ram Centre.
14. Dr. P. Majmandor, Peaceful Industrial Relations, N.M.Tripathi.

Paper MSW DCC 4.2

MANAGEMENT OF NON-PROFIT ORGANISATIONS AND SOCIAL ENTERPRISES

Unit-I

Concept of NPO: Meaning, Definition; Types of NPOs – similarities & differences, emerging trends; NPO- Government interface

Unit-II

Social Entrepreneurship, self Help Group, primary co – operatives, Micro- credit, micro-finance, Micro insurance, Micro- enterprise, Enterprise Management and Scaling – up; Historical evolution of the credit sector.

Unit-III

Policy of Government of India for the voluntary organization; Mechanisms and processes involved in micro-credit & micro- finance; concept of micro-credit institutions; Informal Credit Markets and financial institutions, Problems and challenges associated with the micro – finance sector.

Unit-IV

Organization and function – Capacity, capability enhancement and training; Liaisoning and networking, MIS; Resources and finance- Resource mobilization, Budgeting, accounting, and auditing, management, and maintenance of records.

Unit-V

Project formulation and designing of development projects and enterprises; Role of social worker in social enterprise development and NPOs. Role of key institutions like NABARD, SIDBI, KVIC, Rashtriya Mahila kosh (RMK) in promotion of social enterprises. Case studies of leading NPOs and successful social enterprises.

References:

1. Chaudhari D. Paul, Social welfare administration; Atmataram and Sons Delhi.
2. Dubey S.L. and Tribhuwan R.D., Administration of Social Welfare Programme in India; Bombay.
3. Shevkari S.R.,2000, How to Write Funding Project Proposals; Discovery Publishing House, New Delhi.
4. Gray. C. F. & Larson E. W, 2000, Project Management; Mcgraw Hill Higher Education, Boston.
5. Lewis David & Wallace Tina , 2003, Development NGOs and the Challenges of Change; Rawat Publications, Jaipur.

6. Ashok Kumar Sarkar, 2008, NGOs and Globalisation Developmental and Organisational Facets, Rawat Publications. Mumbai.

7. Hellriege, Don; Slocum, john W. Jr.; Woodman, Richard W. (2001). 9th ED. Organizational Behaviour. South Western Thomas Learning. US

8. Koontz, Harold. (2004). 1st Edition. Principles of Management. Tata McGraw Hill.

9. Luthans, Fred. (2005). Organisational Behaviour. McGraw- Hill. N. Delhi.

10. Rao, TVS (2005) 2nd Edition. Human Resources Management. Excel Books.

11. Robbins, Stephen P. (1978). The Administrative Process: Integrating, Theory & Practice, Prentice Hall of India Pvt. Ltd.

12. Robbins, Stephen P. (2009). 13th Edition. Organizational Behaviour. Pearson Education.

13. Tripathi, P.C. & Reddy, P.N. (1991) Principles of Management. McGraw Hill Co. New Delhi.

14. Weinhrich, Heinz & koontz, Harold (2006). Management: A Global Perspective, 11th Edition. Tata McGraw-Publication Co. Pvt. Ltd. New Delhi.

Paper MSW DCC 4.3 RURAL SOCIETY AND PANCHAYAT RAJ INSTITUTIONS

Unit-I

Indian Rural Community: Characteristics, nature and significance growth and development of Indian rural communities, Rural social institutions: Joint Family, caste. Problems and Challenges faced by Indian rural communities and Rajasthan rural communities.

Unit-II

Panchayat Raj Institutions: Concept, evolution, significance, and place in national planning. Functional aspects of Panchayati Raj Institutions: Financial political and administrative. Problems faced by Panchayat Raj institutions with special reference to Rajasthan.

Unit-III

Gram Sabha: Concept, significance, structure, functions and powers, Panchayat: Concept, significance, structure functions and powers. Panchayat Samiti: Concept, significance, structure and functions and powers, Zila Panchayat: Concept, significance, structure, functions, and powers.

Unit-IV

Community Participation: meaning and importance, community awareness: importance objectives and means, participatory Rural Appraisal (PRA): Concept, charactistices, methods and application of PRA Preferred Rural Appraisal. Social Audit.

Unit-V

Social Work Intervention for strengthening Panchayat Raj Institutions, Role of social worker in mobilizing people participation in rural development, Advocacy: concept and objectives.

References:

1. Ahuja R., Indian Social System, Rawat Publication, Jaipur, 1994.
2. Ahuja R., Society in India: Concepts, Theories and Recent Trends, Rawat Publication, Jaipur, 1994.
3. Beteille Andre, Caste and Power, Oxford University Press.
4. Mathur M.V. Panchayati Raj Administration, IIpa, New Delhi, 1970.
5. Yarram Raju B., Commercial Banks and Rural Development, Issues and Trands, Data News Features.

Paper MSW DSE 4.4 (A): SOCIAL WORK WITH SENIOR CITIZENS

Unit-I

Concept of aging; as a golden period of life, pain, and agony. Definition of the aged concept of Geriatrics, Gerontology, and senior citizens. Perception of the role of the aged in India and in a changing socio-economic structure Biological and physical aspects of ageing.

Unit-II

Family and its role in the promotion of physical, mental, and emotional health of the aged. Society and the aged; identification of their potentialities.

Unit-III

Service for the aged: Government and non-governmental, institutional, and non-institutional Counselling for the old age and family members, mobile health services, recreation centres, senior citizens clubs and day care centres, Institution for the aged; need and problems of institutionalization types, Integration of the aged with the other sections.

Unit-IV

Legislation pertaining to the aged; pension, provident fund, social security, and other statutory provisions. Gaps in legislation; social work with the aged-need and areas of practice. Role of N.G.O.

Unit-V

Home/ family-based services, emergency response systems: Helpline, peer Counselling, Community services; multi service day care centres, information & referral services. Social work interventions in Hospice & Palliative care.

References:

1. Betty Friedan. *The Fountain of Age*. 1993.
2. Rabbi Zalman Schachter-Shalomi. *From Age-ing to Sage-ing*. 1997.
3. Bernard L. Strehler [1925 - 2001], *Time, Cells, and Aging,* 1st Edition (1962); 2nd Edition (Academic Press, New York; 1977); 3rd Edition (Master Print Demetriades Brothers, Ltd., Cyprus; 1999).
4. Leonard Hayflick, *How and Why We Age* (Ballantine Books, New York; 1994).
5. Michael Fossel, *Reversing Human Aging* (William Morrow and Company, Inc., New York; 1996).
6. William R. Clark, *A Means to an End: The Biological Basis of Aging and Death* (Oxford University Press, New York; 1999).
7. Wendy L Harrison . The Tarnished Golden Years: A Guide to Parenting Your Elderly Parent (Paperback) .

Paper MSW DSE 4.4 (B): SOCIAL WORK WITH DIFFERENTLY ABLED

Unit-I

Definitions: Impairment, disability & handicap. Modals of disability. The charity model, bio-centric model, functional modal & human rights model.

Unit-II

Societal attitude toward persons with disability (PWD). Stigma, discrimination oppression & social exclusion. Psychosocial factors & coping with disability. Human rights violations & protection of rights.

Unit-III

Critical analysis of various legislations (RCI Act, PWD Act & National Trust Act). Existing services & programmes for persons with disabilities, Role of government & NGOs. Mainstreaming; philosophy & strategies.

Unit-IV

Prevention of disabilities at primary, secondary & tertiary level. Rehabilitation services for the PWD (Educational, vocational, economic & social). Multidisciplinary framework of disability work. Roles & functions of professionals. Community based rehabilitation; philosophy; approaches & programmes.

Unit-V

Social work intervention for prevention & rehabilitation. Disability counselling components and approaches. Institutional & non-institutional & communal settings. Influencing societal attitudes, empowerment ideology as social intervention. Networking & advocacy approaches, strategies & processes.

References:

1. Lennard J. Davis. The Disability Studies Reader, Routledge.
2. Dan Goodley. Disability Studies: An Interdisciplinary Introduction. Sage. 2011.
3. S P K Jena. Learning Disability: Theory to Practice. Sage Publications.
4. Colin Cameron. Disability Studies-A Student's Guide.
5. Gary L Albrecht. Encyclopedia of Disability. Sage.
6. John H. Stone. Culture and Disability-Providing Culturally Competent Services
7. Susan Wendell. The Rejected Body: Feminist Philosophical Reflections on Disability (Paperback). Routledge.
8. Rosemarie Garland-Thomson. Extraordinary Bodies (Paperback). Columbia University Press.

Paper MSW DSE 4.4 (C) LIVELIHOODS AND DEVELOPMENT

Unit-I

Concept and meaning of livelihood; Structural inequality and poverty- land ownership/entitlements and alienation, indebtedness; Issues of livelihood and food security; hunger and starvation.

Unit-II

Common property resources and implications for the poor and marginalised. Impact of globalization and climate change on sustainable livelihood. Micro Finance and Micro Enterprises as listing solution to livelihoods of the poor.

Unit-III

Livelihood analysis: portfolio, magnitude and sustainability, sub-sector analysis and livelihood promotion; Micro – planning – tools, approaches, and types; stakeholder analysis; capacity building of stakeholders.

Unit-IV

National and regional strategies for sustainable livelihood of diverse populations like the slum dwellers, urban and rural poor, tribal communities, and project affected persons. Regulatory/ promotional/market institutions and mechanisms; integration of diverse stakeholders for win-win partnerships.

Unit-V

Social Work intervention: replication for best practices, social audit, and social costs of macro and micro level development planning, right- based approaches and advocacy for sustainable livelihoods; Self- help, community organizing and social action as strategies for meeting livelihoods & entitlements.

References:

1. Edward Royce. Poverty and Power: The Problem of Structural Inequality Paperback. Rowman and Littlefield Publication, USA.2008.
2. Fikret Berkes (Editor). Common Property Resources: Ecology of Community-Based Sustainable Development. John Wiley & Sons. 1989
3. Naresh Singh. Governance for Poverty Eradication And Sustainable Development: Issues In Development Co-operation.
4. Morse, Stephen, McNamara, Nora. Sustainable Livelihood Approach: A Critique of Theory and Practice. Springer. 2013.
5. Ruedi Baumgartner & Ruedi Hogger. In Search of Sustainable Livelihood Systems: Managing Resources and Change. Sage. 2004.

Paper MSW DSE 4.4 (D) POLITICAL ECONOMY & DEVELOPMENT

Unit-I

Political Economy: Meaning & Significance, Economic Systems: Capitalism, Socialism & Mixed Economy: Meaning, features, Merits and Demerits.

Unit-II

The New Economy Trends in India in the Context of Reforms: Liberalization, Privatization & Globalization, External Assistance to India: Assistance from Foreign countries, Assistance from International Institutions- World Bank, IMF.

Unit-III

Economic Institution: Concept of development & Under development, Meaning & determinants o economic development, Planned economic development.

Unit-IV

Development: Concept, Meaning & Objectives, Theories & Models of Development, Right to Development in Human Rights Perspective, People- centered Sustainable Development.

Unit-V

Poverty: Concept, Meaning, Poverty Line, Poverty in India: Causes, Effects & Implications Major Poverty Alleviation Programme in India.

References:

1. Aggarwal Ashish, GATT and the Developing Countries, Mohit Publications
2. Aggarwal A.N. & Lal Kundan, Economics and Development and Planning, Vikas Publishing House Pvt Ltd.
3. Art James, Political Economics, Routledge; 1st edition (December 13, 2006)
4. Ackerman Frank, Human Well Being and Economic Gain, Washington: D.C. Island Pres, (1997).
5. Agarwal A.N. Indian Economy: Problems of Development & Planning, New Delhi: Wishwa Prakashan 1997.
6. Art James, Political Economics, The Macmillan Press.

Paper MSW DSE 4.4 (E) POPULATION & ENVIRONMENT

Unit-I

Population: Characteristics, Aspects & Dimensions. Major Determinants of Population Growth: Fertility, Mortality & Migration, Characteristic of Indian Population.

Unit-II

Population Policy in India, Family Planning in India, Role of voluntary agencies at National & International level in the field of population control.

Unit-III

Pre Malthusian-Theories of Population; Malthusian Theory of Population; Post Malthusian Theory of Population & Contemporary.

Unit-IV

Environment: Concept, Meaning; Environmental Management: Scenario, Problems and Perspective; Emerging Concerns and Challenges; Environmental Movements in India.

Unit-V

Law Relating to Environment Protection: Forest Conservation Act; Environment Protection Act; Water (Prevention and Control of Pollution) Act.

References:

1. Agarwal S.N. India's Population Problem, Tata McGraw- Hill Co, Bombay.
2. Cassen R.H., Population, Economy and Society, India, Macmillan.
3. Khan M.Z., Trends in Family Welfare Planning, Inter-India Publications.
4. Reddy Laxmi M.V. Population Education, Ashish Publication, New Delhi.
5. Prasad R.K., Population Policy, Planning and Programme, Deep & Deep Publications, New Delhi.

Paper MSW DPR 4.4 (F) DISSERTATION

Regular students, having scored at least 55% marks in previous examination, may be considered to offer this paper based on field work under the guidance of Head of the Department or Post Graduate teacher as supervisor. The Head of Department shall determine the Candidate's suitability and competence to offer this paper.

I. The fieldwork shall be related to the collection of primary data and their Sociological analysis.
II. The text of the fieldwork report should not be of less than 40 pages.
III. Candidates shall submit three typed and bound copies of their dissertation to the Head of Department before one week from the commencement of the IV Semester examination.
IV. The fieldwork report shall bear the following certificate from the Head of the Department or the Supervisor:
"To the best of our knowledge, we certify that the facts reported by the candidate in the report have been collected first hand by the candidate under our guidance and supervision; and that other sources wherever used have been duly acknowledged."

Paper MSW DCC 4.5

CONCURRENT PRACTICUM AND BLOCK PLACEMENT TRAINING BLOCK

Placement will be suitably selected as per the specialization paper of the student. The paper will have following components:

Field Work Report & Viva – voce: 200 Marks (A Report based on the field work shall be Submitted in a Practical Note book within a limit of 25-30 hand written pages)

i) Field Work 100 Marks

ii) Report Writing 50 Marks

iii) Viva- voce 50 Marks

iv) The students are required to go for a block placement training programme. For this purpose, the training programme may begin before commencement of fourth semester examination every student should complete his/her training programme for duration of one month. The training programme should be carried out with associating to an industry/organization/NGO or any other agency with repute. The total period for the purpose should not be less than 125 hours (at least 5 hours per day).

v) The Practicum would aim at guiding students to develop capacity and acquire abilities to initiate and carry out of tasks in areas of Social Action, Change and Development. Process and method of practice would be given importance, At the end of the practicum the student should be able to understand the community, identify its needs, resources, problems, and areas requiring interventions.

University/ Institution in consultation with the agencies and communities in and around Kota will selected agencies and community settings (rural/ Urban) for the conduct of Concurrent Practicum and Block Placement. Block Placement performance will be rated by the placement agency on a 3 point scale: Average, Satisfactory, Excellent. The student will have to submit such certificate bearing the rating from the placed agency after the successful completion of the block placement to the university and that rating will be shown in Mark sheet of the student.

MSW offers two courses of 2 credits namely

(i) Women welfare in India & (ii) Labour welfare legislation in India for the session 2025-26 these courses will follow the Marking and evaluation pattern as decided by the University.