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Bharati Vidyapeeth
Deemed University, Pune (India)

‘A’ Grade University Status by MHRD, Govt. of India
Accredited & Reaccredited with ‘A’ Grade by NAAC
and A+ in 2016

MASTER OF SOCIAL WORK PROGRAMME
(MSW)

Structure of the Programme under Semester and
Choice Based Credit Pattern
(To be effective from 2019-20)

Social Science Centre

Paud Road, Erandwane, Pune – 411038

Ph. 020 25448520 or 25431891

Email: mstpune@bharativedyapeeth.edu
drgrrs@gmail.com

BHARATI VIDYAPEETH DEEMED UNIVERSITY, PUNE.
MASTER OF SOCIAL WORK (MSW)
(Structure of the Programme under Semester and Choice Based Credit Pattern 2019-20)

CONTENTS

Preface

About Bharati Vidyapeeth

Bharati Vidyapeeth Deemed University

Social Science Center

Course Structure

Syllabus

Guidelines for Research Project

Rules and Regulations

GLOSSARY OF ABBREVIATIONS

CC	CoreCourses
FCD	Family and Child Development
URCD	Urban and Rural Community Development
HRM&LW	Human Resource Management and Labour Welfare
AE	Ability Enhancement
SE	Skill Enhancement
FW	Field Work
OV	Orientation Visits
RP	Research Project
CVV	Comprehensive Viva-Voce
Lect	Lectures
Tut	Tutorials
UE	University Examinations
CIA	Continuous Internal Assessment
EoTE	End of Term
ST	Study Tour
BPT	Block Placement

PREFACE

As per the changing needs of the society we have revised the syllabus of the MSW programme offered by the Bharati Vidyapeeth Deemed University, Pune that has been implemented from the academic year 2019-20. The present syllabus is of semester and choice based credit pattern. The curriculum is designed under the guidelines given by the UGC. The entire syllabus is very much innovative and need based.

It also contains the brief information of the Bharati Vidyapeeth Deemed University and Social Sciences Centre. For the information of the students, the rules and guidelines of the MSW programme regarding the field work, project report, orientation visits, study tour, attendance, NSS camp, assignments, etc. are described. The students are required to go through the details and follow the rules and regulations accordingly.

Dr. G. R. Rathod
Director

BHARATI VIDYAPEETH

Bharati Vidyapeeth, the parent body of Bharati Vidyapeeth University, was established on 10th May, 1964 by Hon. Dr. Patangrao Kadam with the objective of bringing about intellectual awakening and all sided development of the people of our country through education. Bharati Vidyapeeth is now a leading educational institute in the country, which has created a history by establishing, within a span of 52 years, 180 educational institutions imparting education from pre-primary to post graduate level. Our colleges and institutions of higher education impart education in different discipline including Medicine, Dentistry, Ayurved, Homoeopathy, Nursing, Arts, Science, Commerce, Engineering, Pharmacy, Management, Social Sciences, Law, Environmental Science, Architecture, Hotel Management and Catering Technology, Physical Education, Computer Science, Library Science, Information Technology, Biotechnology & Agriculture.

These educational institutions which have achieved an acclaimed academic excellence cater to the educational needs of thousands of students coming from different parts of India and also abroad. Our teaching faculty includes highly qualified, experienced, dedicated and student-caring teachers. These educational institutions are located at various places viz. Pune, Navi Mumbai, Kolhapur, Solapur, Sangli, Karad, Panchagani, Jawhar and New Delhi. The spectacular success achieved by Vidyapeeth is mainly a creation of unusual foresight, exceptionally dynamic leadership and able guidance of the founder of Vidyapeeth, Hon. Dr. Patangrao Kadam. It has been our constant endeavour to impart high quality education and training to our students and so, no wonder that our institutions have become nationally known for their academic excellence. In recognition of the academic merit achieved by these institutions and potential for development, Government of India and the University Grants Commission of India have accorded the status of university to Bharati Vidyapeeth with its thirty two constituent units.

Besides these 180 educational institutions, Bharati Vidyapeeth has also been successfully running a Co-operative Bank, Co- operative Consumer Stores, a Cooperative Poultry, a Co-operative Sugar Factory, Charitable Hospital and Medical Research Center and the like.

Bharati Vidyapeeth Deemed University, Pune

Bharati Vidyapeeth, the parent organization of this University is one of the largest educational organizations in the country. It has 180 educational units under its umbrella including 67 Colleges and Institutes of conventional and professional disciplines.

The Department of Human Resource Development, Government of India on the recommendations of the University Grants Commission accorded the status of "Deemed to be University" initially to a cluster of 12 units of Bharati Vidyapeeth. Subsequently, 18 additional colleges / institutes were brought within the ambit of Bharati Vidyapeeth University wide various - notifications of the Government of India. Bharati Vidyapeeth University commenced its functioning on 26th April, 1996.

Constituent Units of Bharati Vidyapeeth University

1. BVDU Medical College, Pune.
2. BVDU Dental College Hospital, Pune
3. BVDU College of Ayurved, Pune
4. BVDU Homoeopathic Medical College, Pune
5. BVDU College of Nursing, Pune
6. BVDU Yashwantrao Mohite College of Arts, Science & Commerce, Pune.
7. BVDU New Law College, Pune.
8. BVDU Social Sciences Centre (M.S.W.), Pune
9. BVDU Yashwantrao Chavan Institute of Social Science Studies & Research, Pune.
10. BVDU Centre for Research & Development in Pharmaceutical Sciences & Applied Chemistry, Pune
11. BVDU College of Physical Education, Pune.
12. BVDU Institute of Environment Education & Research, Pune.
13. BVDU Institute of Managements Entrepreneurship Development, Pune.
14. BVDU Poona College of Pharmacy, Pune.
15. BVDU College of Engineering, Pune
16. BVDU Interactive Research School in Health Affairs (IRSHA), Pune.
17. BVDU Rajiv Gandhi Institute of Information Technology & Biotechnology, Pune
18. BVDU College of Architecture, Pune
19. BVDU Abhijit Kadam Institute of Managements Social Sciences, Solapur.
20. BVDU Institute of Management, Kolhapur

21. BVDU Institute of Managements Rural Development administration, Sangli.
22. BVDU Institute of Managements Research, New Delhi
23. BVDU Institute of Hotel Managements Catering Technology, Pune
24. BVDU Yashwantrao Mohite Institute of Management, Malakapur-Karad.
25. BVDU Medical College & Hospital, Sangli
26. BVDU Dental College & Hospital, Mumbai
27. BVDU Dental College & Hospital, Sangli
28. BVDU College of Nursing, Sangli.
29. BVDU College of Nursing, Navi Mumbai
30. BVDU College of Engineering New Delhi.

The status of University was given to a cluster of these Colleges and Institutes in appreciation of the high level of their academic excellence and for their potential for further growth.

During the last 22 years or so, the University has achieved still higher pinnacles of academic excellence and has established its reputation to such an extent that it attracts students not only from various parts of India but also from abroad. According to a survey conducted by Association of Indian Universities, this University is one among the top ten Universities in the country preferred by the overseas students for admissions. At present, there are more than 817 overseas students from 67 countries on the rolls of constituent units of this University.

During the last 20 years, there has been tremendous academic expansion of the University. It now conducts in all 250 plus programmes in its constituent units which includes Post Graduate, Under Graduate and Diploma level courses. All the professional courses which the University conducts such as those of Medicine, Dentistry, Engineering etc., have approval of the respective Statutory Councils, viz., Medical Council of India, Dental Council of India, All India Council for Technical Education etc.

The University is a throbbing center of research activities and has launched Ph.D. programmes in 72 subjects. It has also introduced quite a few innovative academic programmes such as Masters in Clinical Optometry, M.Tech. in Nano Technology.

The University's performance and achievements were assessed by the "National Assessment and Accreditation Council" and it was accredited with a prestigious "A" grade in 2004. Quite a few programmes of the constituent units such as College of Engineering at Pune, Management Institute in Delhi and others

have also been accredited by "National Board of Accreditation". Three constituent units of Bharati Vidyapeeth Deemed University are also the recipients of ISO 9001-2001 certifications.

Reaccreditation with 'A' Grade in 2011 and A+ 2016.

BHARATI VIDYAPEETH DEEMED UNIVERSITY, PUNE.

MASTER OF SOCIAL WORK (MSW)

Programme Structure under Semester and Choice Based Credit Pattern

Introduction: The degree of Master of Social Work is a professional Post-Graduate degree approved by Department of Social Justice, Govt. of Maharashtra. The graduates have potentiality to professionally seek employment and make career in various positions in governmental, non governmental and UN agencies such as UNO, UNICEF, ILO, WHO, UNDP, World Bank etc. The various areas for job placement are in Rural development, Urban development, Tribal development, Women and Child Development, Welfare of specially challenged persons, Correctional organizations, Corporate social responsibility, Family Courts, Hospital settings etc. The Master's degree programme equips trainees to work as agents of change from grassroots level to policy levels.

Bharati Vidyapeeth Deemed University, Pune offers three specialization courses of eight papers each divided over four semesters. Currently the following specializations are approved by the University.

The following Specialization Courses are offered by the University

1. Family and Child Development (FCD)
 2. Urban and Rural Community Development (URCD)
 3. Human Resource Management and Labour Welfare (HRM&LW)
- 1. MSW Programme Structure. :** The MSW degree will be awarded to students who complete a total of 100 credits in minimum of two years of four semesters. The student shall opt total 24 Courses in four semester which includes; 12 Core Courses, 08 Electives Courses (student shall select any one specialization and minimum two courses out of three in each semester) and 02 ability and 02 skill enhancement Courses. Student shall opt six courses per semester; Field Work and Viva-Voce. The student has to complete Orientation Visits as a part of field work in first semester, Research Project (Dissertation) in third Semester. Study Tour and Block placement in fourth semester.
 - 2. Intake:** The intake for MSW Programme is 60 + 6 (Pune) and 30 + 03 (Solapur).
 - 3. Admission Procedure:** Admission to MSW Programme is open to graduate of any Indian or Foreign recognised University. Candidates who have appeared for the qualifying examination (Bachelor's degrees exam.) in the respective year and awaiting results are also eligible for admission to first year M.S.W. Programme. However, the admission of such students will be confirmed only after producing the original passing certificate.

- 4. Reservation Rules:** The Reservation rules of the Dept. of Social Welfare, Govt. of Maharashtra is applicable for the admission to M.S.W. Programme but the GOI scholarship is not applicable to the backward community students. Hence, the admission will be granted as per the following Reservation Schedule:

Category	Percentage	No. of Seats
Open	48	29
S.C.	13	08
S.T.	07	04
O.B.C.	19	11
V.J.N.T.	11	07
S.B.C.	02	01
Total	100	60

- 5. Duration:** The duration of the Programme shall be of two academic years, in case the student fails in MSW programme he or she has to complete this programme within a maximum period of four years.
- 6. Eligibility:**
Admission to MSW Programme is open to graduate (12+3) of any Indian or Foreign recognized University. Candidates who have appeared for the qualifying examination (Bachelor's degrees exam.) in the respective year and a waiting for the result are also eligible for admission to first year M.S.W. Programme. However, the admission of such students will be confirmed only after producing the original passing certificates such as Marksheet, Leaving / Transfer certificate, Migration etc. within 30 days from the date of admission. In any case the student has to clear his / her eligibility before 30th August of the respective academic year. If the student fails to clear his / her eligibility within the said period he / she will not be allowed for appearing the University examinations.
- 7. Medium of Instruction:**
The medium of instruction shall be English. However, the student can write their theory examination, field work reports, and project reports in Marathi.
- 8. Programme Pattern:** The MSW programme shall have a Choice Based Credit System.
- 8.1** The total marks at University Examinations for each theory courses shall have 100 marks.

8.2 In addition to University Examination, there will be Internal Assessment for each Theory Course based on Paper presentations /Assignments/Term papers/ Class test/ Case-study presentations/Review of Articles or Books/Preparing bibliography/ Field based tasks.

8.3 Internal assessments marks out of 100 and corresponding Grade Points shall be given by the subject teacher and shall be submitted by the Head of the Institute to the University.

8.4 The Grade Points of University examination and Internal Assessment shall be combined with Weightages of 60% and 40% respectively.

9. Field Work:

9.1 The field work in the three semesters will include concurrent field work in the NGOs, Industries, Government Offices, undertakings and other agencies. Orientation vivits shall be part of Field work of Sem I.

9.2. Field Work shall be of 100 marks for each semesters(Sem I, Sem II, Sem III).

9.3. Field work shall be conducted two days (fifteen clock hours) in every week.

9.4. Field work shall be conducted at social work agencies/organizations recognized by the training Institution. Every student shall be supervised by an experienced/professional social worker from the agency and a faculty member from the Institute.

9.5. A weekly individual conference of at least 30 minutes, related to field work of every student, shall be conducted by the field work supervisor. Field work shall be evaluated internally by the assigned Field Work Supervisor.

9.6. 100% attendance at Field work is compulsory.

9.7. A student failing in field work in any semester will not be permitted to appear for theory courses of the respective semester.

9.8. In any case, there is no provision of revaluation or moderation of field work marks, at university level.

9.9. Field Work Components:

a. Semester- I

- Concurrent Field Work
- Individual/Group Conference
- Seminar/ Presentation.

b. Semester- II

- Concurrent Field Work
- Individual/Group Conference

- Seminar/ Presentation.

c. Semester- III

- Concurrent Field Work
- Individual/Group Conference
- Seminar/ Presentation.

10. Comprehensive Viva Voce Examination:

10.1 Viva – Voce shall be of 100 marks each semester.

10.2 A comprehensive Viva-Voce examination shall be conducted by a Panel of Examiners appointed by the University at the end of Semesters I, II, III & IV, based on theory knowledge, professional development and field work practicum. The Semester-III, Viva-Voce Examination will also include the Research component.

10.3 A student failing in Viva-Voce in any semester shall be called again for the Viva - Voce within one month from the date of declaration of the respective Semester Examination results. Only one repeat Viva-Voce is permissible to be conducted during each semester. However a student failing in Viva-Voce Examination shall be eligible for admission to the subsequent Semester.

10.4 A student failing in Viva-Voce (Semester-IV) shall be called again for a repeat Viva-Voce within one month from the date of declaration of the Fourth Semester Examination results.

11. Research Project

11.1 The Research Project shall be of 100 marks.

11.2 Every MSW student is required to select an appropriate topic for his/her research project during the second semester and complete the Project Report and submit it to the Institute, 15 days before appearing the third semester examination.

11.3 There shall be only one Project Report at MSW and it shall be submitted to the University through the Head of the Institution, recommended for submission after Certification and approval of the concerned Research Guide.

11.4 The research project report shall be evaluated externally by the University Examiners.

11.5 A candidate failing in research project will have to re-write and submit the revised project report in the fourth semester.

11.6 The topic of Research must be related to the area of Social Work.

- 11.7** The candidate must follow the scientific process and method of Social Work Research or Social Science Research.
- 12.0 Orientation Visits :** The orientation visit shall be as a part of Fieldwork of Sem I
- 12.1** Every student is required to visit various NGOs, Industries, Government Organisation and other agencies in the first semester. If the student remains absent for Orientation Visits, he/she should revisit to the allotted agencies in first semester only. The student has to submit a brief report on the Orientation Visits to the Institute.
- 12.2.** 100% attendance for Orientation Visits is compulsory.
- 12.3.** Orientation Visits shall be evaluated internally by the Coordinator/Field Work Supervisor.
- 13. Study Tour:** Study Tour shall be of 100 marks.
- 13.1** The study tours will be organized separately as per the specializations. The duration of the study tour will be 7 to 10 days. The students are required to submit the study tour reports in the typed format to the institute (i.e. study tour co-ordinator).
- 13.2** The study tour will be compulsory for all the M.S.W. Second year students. If the Student remains absent for the Study Tour, he/she has to complete the Study Tour in the same semester.
- 13.3** The Study Tour will be internally evaluated by the respective Study Tour Coordinator.
- 14. Block Placement:**
- 14.1** Block Placement shall be of 100 marks.
- 14.2** The Block Placement of 30 days duration is compulsory for the MSW Second year students. The same will be arranged by the institute immediately after the III semester examinations. The students are required to submit the detail report of the block placement in the typed form. They will also submit the certificate of completion of Block Placement duly certified by the organization in the prescribed form.
- 14.3** The Block Placement will be internally evaluated by the respective Field Work Supervisor/Coordinator.
- 15 Heads of passing:**
- 15.1** The following shall be the independent heads of passing:
1. Written theory courses

2. Field work
3. Study Tour
4. Research Project
5. Comprehensive Viva Voce
6. Block Placement

16 Standard of Passing:

For the MSW courses, both UE and IA constitute separate heads of passing. In order to pass in such courses and to earn the assigned credits, the learner must obtain a minimum grade point of 5.0 (40% marks) at UE and also a minimum grade point of 5.0 (40% marks) at IA.

If a student fails in IA, the learner passes in the course provided he/she obtains a minimum of 25% in IA and GPA for the course is at least 6.0 (50% in aggregate). The GPA for a course will be calculated only if the learner passes at the UE.

A student who fails at UE in a course has to reappear only at UE as a backlog candidate and clear the head of passing. Similarly, a student who fails in a course at IA has to reappear only at IA as a backlog candidate and clear the head of passing.

The 10-point scale Grades and Grade Points according to the following table.

Range of Marks (Out of 100)	Grade	Grade Point
$80 \leq \text{Marks} \leq 100$	O	10
$70 \leq \text{Marks} < 80$	A+	9
$60 \leq \text{Marks} < 70$	A	8
$55 \leq \text{Marks} < 60$	B+	7
$50 \leq \text{Marks} < 55$	B	6
$40 \leq \text{Marks} < 50$	C	5
Marks < 40	D	0

The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the course. The weights for performance at UE and IA shall respectively be 60% and 40%.

GPA is calculated by adding the UE marks out of 60 and IA marks out of 40. The total marks out of 100 are converted to grade point, which will be the GPA

Formula to calculate Grade Points (GP)

Suppose that 'Max' is the maximum marks assigned for an examination or evaluation based on which GP will be computed. In order to determine the GP, Set $x = \text{Max} / 10$ (since we have adapted 10-point system). Then GP is calculated by

the formulas shown as below.

Range of Marks at the evaluation	Formula for the Grade Point
$8x < \text{Marks} < 10x$	10
$5.5x < \text{Marks} < 8x$	Truncate (Marks / x) + 2
$4x < \text{Marks} < 5.5x$	Truncate (Marks / x) + 1

Two kinds of performance indicators, namely, the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the courses in a particular semester, while the CGPA measures the cumulative performance in all courses since his/her enrolment. The CGPA of learner when he/she completes the programme is the final result of the learner.

The SGPA is calculated by the formula $SGPA = \frac{\sum C_k \times GP_k}{\sum C_k}$, where C_k is the credit value assigned to a course and GP_k is the GPA by the learner in the course, in the above, the sum is taken over all the courses that the learner has undertaken for the study during the semester, including those in which he/she might have failed or those for which he/ she remained absent. **The SGPA shall be calculated up to two decimal place accuracy.**

The CGPA is calculated by the formula $CGPA = \frac{\sum C_k \times GP_k}{\sum C_k}$ is the credit-value assigned to a course and GP_k is the GPA obtained by the learner in the course. In the above, the sum is taken over all the courses that the learner has undertaken for the study from the time of his/her enrolment and also the during the semester for which CGPA is calculated, including those in which he/she might have failed or those for which he/she remained absent. **The CGPA shall be calculated up to two decimal place accuracy.**

The Formula to compute equivalent percentage marks for specified CGPA:

% Marks (CGPA) =	$10 \times CGPA - 10$	if $5.00 \leq CGPA \leq 6.00$
	$5 \times CGPA + 20$	if $6.00 \leq CGPA \leq 8.00$
	$10 \times CGPA - 20$	if $8.00 \leq CGPA \leq 9.00$
	$20 \times CGPA - 110$	if $9.00 \leq CGPA \leq 9.50$
	$40 \times CGPA - 300$	if $9.50 \leq CGPA \leq 10.00$

Award of Honours :

A student who has completed the minimum credits specified for the programme shall be declared to have passed in the programme. The final result will be in terms of letter grade only and is based on the CGPA of all courses studied and passed.

The criteria for the award of honours are given below.

Range of CGPA	Final Grade	Performance Descriptor	Equivalent Range of Marks (%)
$9.50 \leq \text{CGPA} \leq 10.00$	O	Outstanding	$80 \leq \text{Marks} \leq 100$
$9.00 \leq \text{CGPA} \leq 9.49$	A+	Excellent	$70 \leq \text{Marks} < 80$
$8.00 \leq \text{CGPA} \leq 8.99$	A	Very Good	$60 \leq \text{Marks} < 70$
$7.00 \leq \text{CGPA} \leq 7.99$	B+	Good	$55 \leq \text{Marks} < 60$
$6.00 \leq \text{CGPA} \leq 6.99$	B	Average	$50 \leq \text{Marks} < 55$
$5.00 \leq \text{CGPA} \leq 5.99$	C	Satisfactory	$40 \leq \text{Marks} < 50$
CGPA Below 5.00	F	Fail	Marks Below 40

17 Rules of Promotion:

- 17.1** A Student is allowed to keep term from Semester – I to Semester – II, if he/she fails in any number of theory papers in Semester – I.
- 17.2** If the student fails either in internal examinations or University examination, he / she declared fail in the respective subjects, then a student is allowed to keep term for Semester – III, if he/she has cleared minimum 8 courses out of total 12 courses of Semester – I and Semester – II together.
- 17.3** A student failing in field work in any Semester will not be permitted to appear for theory courses of the respective semester. The student will not be eligible to continue with the subsequent Semesters unless he/she satisfactorily clears Field Work and Theory papers of the Semester.

18. Field work and Dissertation (Project Report) will be evaluated as per the evaluation criteria and standards framed by the respective training Institute and the University, from time to time.

- 19.** Results will be declared for each semester and the final examination result will give total marks, grade and grade points average.

20. Structure of Question Papers at University Examination

- 20.1** Each theory course is of 100 marks and 3 hours duration. Question paper will consist 2 sections of total 6 questions:
- 20.2** A) Section No. 1 will consist 3 questions. Question No. 1 will be compulsory and will have 3 short notes, out of which any 2 may be attempted (10 marks x 2 = 20 marks). Question no. 2 and question no. 3 will have internal options and carry 15 marks each (15 marks x 2 = 30 Marks)

B)Section No. 2 will consist 3 questions. Question No. 1 will be compulsory and will have 3 short notes, out of which any 2 may be attempted (10 marks x 2 = 20 marks). Question no. 2 and question no. 3 will have internal options and carry 15 marks each (15 marks x 2 = 30 Marks)

21. **Grant of terms:** 100 per cent attendance is expected at the orientation programme, orientation visits, and field work. Minimum 75% attendance is required for class room lectures. Leave is ordinarily not granted. In very exceptional circumstances leave with prior permission of the Head of the Institution must be obtained. The Head of the Institution reserves the right to grant terms. Every student will have to give an undertaking in relation to compliance of all rules and regulations of the training institution. The decision of the Head of the Institution shall be final and binding in all matters pertaining to discipline and professional behavior.

22. **Programme Structure: Details**

Programme structure shall be as under:	Credits
1. Written theory courses 3 per semester x 4 Seminars: 12 courses x 03 credits	36 Credits
2. Written theory courses 2 per semester x 4 Seminars: 8 courses x 02 credits	16 Credits
3. Ability and Skill Enhancement Courses 1 per semester x 4 courses X 2 credits	08 Credits
4. Field work: 08 credits per semester 03x08 credits	24 Credits
5. Research Dissertation (Project Report) shall submit in Semester III	03 Credits
6. Study Tour in fourth semester	01 Credits
7. Block Placement after third semester examination	08 Credits
8. Comprehensive Viva Voce: 01 credit per semester 04 x 01 credit	04 Credits
Total	100 Credits

23. **Theory Courses:**

Class	Semester	Credits
MSW – I	Sem - I	
	Core Compulsory Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	Ability Enhancement 01x02 credits	02
MSW – II	Sem – II	
	Core Compulsory Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	Skill Enhancement 01x02 credits	02
	Sem – III	

	Core Compulsory Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	Ability Enhancement 01x02 credits	02
	Sem - IV	
	Core Compulsory Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	Skill Enhancement 01x02 credits	02
	Total	60

24. Field Work Practicum :

Class	Semester	Credits
M.S.W. – I	Semester – I	08
	Semester – II	08
M.S.W. - II	Semester – III	08
	Total	24 credits

25. Block Placement:

Class	Semester	Credits
M.S.W. II	Sem. IV	08

26. Study Tour:

Class	Semester	Credits
M.S.W. II	Sem. IV	01

27. Research Project Report :

Class	Semester	Credits
M.S.W. II	Sem. II and III	03

28. Comprehensive Viva – Voce :

Class	Semester	Credits
M.S.W. I	Semester – I	1
	Semester – II	1
M.S.W. - II	Semester – III	1
	Semester – IV	1
	Total	4

MSW Regular CBCS 2019-20 Patterns

The MSW Programme is of 100 credits which is to be completed in a minimum of two years. The distribution of Credits over the Semesters is given below:

SEMESTER – I

Course Number	Course Title	Credit Value	#Lect.	#Tut.	Weightage for UE/CIA (%)	EoTE
Core Course – Compulsory Courses						
CC-1	Social work: history and ideology	03	30	30	60/40	Uni.
CC-2	Methods of social work practice: work with individuals and groups	03	30	30	60/40	Uni.
CC-3	Social Work Research	03	30	30	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Family & Child Development						
FCD-1	Family Dynamics and Working with Families	02	20	20	60/40	Uni.
FCD-2	Child Development and Socialization	02	20	20	60/40	Uni.
FCD-3	Education and social work intervention	02	20	20	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Urban And Rural Community Development						
URCD-1	Urban Development	02	20	20	60/40	Uni.
URCD-2	Rural Development	02	20	20	60/40	Uni.
URCD-3	Community planning for development	02	20	20	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Human Resource and Labour Welfare						
HRM&LW-1	Organisation Behaviour	02	20	20	60/40	Uni.
HRM&LW-2	Trade Unions in India	02	20	20	60/40	Uni.
HRM&LW-3	Labour Economics	02	20	20	60/40	Uni.
Ability Enhancement Course						
AE-1	Corporate Social responsibility	02	20	20	60/40	Uni.
Field Work & Viva-voce						
FW-1	Field Work-I	08	-	-	Internal assessment	Inst.
CVV-1	Comprehensive Viva-Voce-I	01	-	-	-	Uni.

SEMESTER – II

Course Number	Course Title	Credit Value	#Lect.	#Tut.	Weightage for UE/CIA	EoTE
Core Course – Compulsory Courses						
CC-4	Psychology for Social Workers	03	30	30	60/40	Uni.
CC-5	Methods of Social Work Practice – Work with Community & Social Action	03	30	30	60/40	Uni.
CC-6	Statistics and Computer Applications in Social Work Research	03	30	30	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Family & Child Development						
FCD-4	Family Life and Population Education	02	20	20	60/40	Uni.
FCD-5	Women Empowerment	02	20	20	60/40	Uni.
FCD-6	Feminist Social work practice	02	20	20	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Urban & Rural Community Development						
URCD-4	Tribes in India	02	20	20	60/40	Uni.
URCD-5	Panchayat Raj System	02	20	20	60/40	Uni.
URCD-6	Community Development Models and Approaches	02	20	20	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Human Resource Management and Labour Welfare						
HRM&LW-4	Labour Legislation	02	20	20	60/40	Uni.
HRM&LW-5	Human Resource Management	02	20	20	60/40	Uni.
HRM&LW-6	Business Communication and Presentation Skills	02	20	20	60/40	Uni.
Skill Enhancement Course						
SE - 1	Social Work and Skill development	02	20	20	60/40	Uni.
Field Work & Viva-voce						
FW-2	Field Work-II	08	-	-	Internal assessment	Inst.
CVV-2	Comprehensive Viva-Voce-II	01	-	-	-	Uni.

SEMESTER – III

Course Number	Course Title	Credit Value	#Lect.	#Tut.	Weightage for UE/CIA	EoTE
Core Course – Compulsory Courses						
CC-7	Introduction to Sociology and Indian Social Problem	03	30	30	60/40	Uni.
CC-8	Social Legislations	03	30	30	60/40	Uni.
CC-9	Social Policy and Planning	03	30	30	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Family & Child Development						
FCD-7	Programmes and Services for Children	02	20	20	60/40	Uni.
FCD-8	Youth Development	02	20	20	60/40	Uni.
FCD-9	Child and Family laws in India	02	20	20	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Urban & Rural Community Development						
URCD-7	Urban Planning and Governance	02	20	20	60/40	Uni.
URCD-8	Natural Resource Management and Livelihood Resource	02	20	20	60/40	Uni.
URCD-9	Cooperative Practices in Rural Development	02	20	20	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Human Resource Management and Labour Welfare						
HRM&LW -7	Social Security Laws	02	20	20	60/40	Uni.
HRM&LW -8	Human Resource Development	02	20	20	60/40	Uni.
HRM&LW -9	Performance Management	02	20	20	60/40	Uni.
Ability Enhancement Course						
AE-2	Environmental Issues and Disaster management	02	20	20	60/40	Uni.
Field Work & Viva-voce						
FW-3	Field Work-III	08	-	-	Internal assessment	Inst.
CVV-3	Comprehensive Viva-Voce-III	01	-	-	-	Uni.
RP	Research Project	03	-	-	-	Uni.

SEMESTER – IV

Course Number	Course Title	Credit Value	#Lect.	#Tut.	Weightage for UE/CIA	EoTE
Core Course – Compulsory Courses						
CC-10	Counselling in Social Work	03	30	30	60/40	Uni.
CC-11	Introduction to Constitution and Human Rights	03	30	30	60/40	Uni.
CC-12	Community Health and Health Care System.	03	30	30	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Family & Child Development						
FCD-10	Family Counselling	02	20	20	60/40	Uni.
FCD-11	Gender Studies	02	20	20	60/40	Uni.
FCD-12	Introduction to Gerontology	02	20	20	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Urban & Rural Community Development						
URCD-10	Sustainable development	02	20	20	60/40	Uni.
URCD-11	Community Participation and Management	02	20	20	60/40	Uni.
URCD-12	Tribal Development	02	20	20	60/40	Uni.
Compulsory Elective - Opt any two courses from the specialization						
Specialization: Human Resource Management and Labour Welfare						
HRM&LW -10	Labour Welfare	02	20	20	60/40	Uni.
HRM&LW -11	Industrial Relations and Case Studies	02	20	20	60/40	Uni.
HRM&LW -12	Compensation Management	02	20	20	60/40	Uni.
Skill Enhancement Course						
SE -2	Media and Development	02	20	20	60/40	Uni.
Field Work, Viva-voce & Research						
CVV-4	Comprehensive Viva-Voce-IV	01	-	-	-	Uni.
ST	Study Tour	01	-	-	Internal assessment	Inst.
BPT	Block Placement	08	-	-	Internal assessment	Inst.

MSW Regular (CBCS 2019-20 pattern)

CC-1: SOCIAL WORK: HISTORY AND IDEOLOGY

Section – I

Unit – I: Indian History of Ideologies for Social Change – I

- Concept of ideology
- Lokayat/Charvak
- Vedic and Vedant
- Jainism and Buddhism

Unit – II: Indian History of Ideologies for Social Change – II

- Hindu Reform Movement
- Dalit Movement
- OBC / VJNT Movements

Unit –III: Western History of Ideologies

- Rationalism
- Liberalism
- Utilitarianism
- Welfarism
- Socialism

Section – II

Unit –IV: Contemporary Ideologies

- Neo-liberalism
- Post-Modernism
- Globalization
- Ideology of Sustainable Development

Unit – V: History of Social Work Profession in India

- Social work education in India
- Goals of social work education
- Social work as a Profession

Unit –VI: Values and Ethics of Professional Social Work

- Concept of values and ethics
- Code of ethics for social workers
- Spirituality and social work

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CC- 2: METHODS OF SOCIAL WORK PRACTICE: WORK WITH INDIVIDUALS AND GROUPS

Unit -I: Introduction to Case Work as a Method of Social Work

- Concept and definitions of case work
- History of case work in India
- Assumptions in case work
- Ethics and Values in case work

Unit-II: Components of Case Work-

- Person
- Problem
- Place
- Process

Unit-III: Principles and Process of Case Work

- Principles of case work
- Process of case work - Study, diagnosis, treatment, evaluation, termination and follow up.
- Tools and Techniques in case work

Section –II

Unit – IV: Introduction to Group Work

- Concept, meaning and definition of Social Group work
- Characteristics of social group work
- Principles of social group work
- Group work in various settings – hospital, school, correctional setting

Unit – V: Process of Social Group Work

- Orientation phase,
- Assessing and establishing objectives,
- Preparation of plan,
- Group formation phase,
- Rapport establishment phase
- Programme implementation
- Evaluation phase,
- Termination phase

Unit – VI: Recording in Social Group Work

- Significance of Recording in group work
- Principles of recording
- Types of recording- narrative, process and summary

- Techniques of recording –observation, fish-bowl, sociogram.

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CC- 3: SOCIAL WORK RESEARCH

Section – I

Unit – I: Introduction to Social Work Research

- Concept and Definitions of Social Work Research
- Goals of Research
- Scientific Methods

Unit – II: Elements of Research

- Concept and construct
- Hypothesis
- Objectives
- Variables: Dependent and Independent

Unit III: Stages in Research

- Selection of Topic
- Problem Formulation
- Formulation of Hypothesis and Objectives
- Formulation of Research Design
- Designing various Tools of Data collection
- Data Processing – Scrutiny, Editing, Coding, Data Analysis and Interpretation
- Report writing

Section – II

Unit – IV: Types of Research and Research Designs

- Types of research: Qualitative research and Quantitative research
- Action Research and Participatory research,
- Experimental and Intervention research
- Research Design
- Descriptive and Exploratory
- Evaluative

Unit – V: Research Methodology Sampling Methods

- Universe of study
- Sampling methods
- Probability sampling: Random sampling- simple, stratified and systematic
- Non probability sampling: Purposive, Quota, convenience, Snow-ball

Unit – VI: Data Collection

- Sources -Primary and Secondary
- Methods- Observation, Interview, Focused Group Discussion
- Tools - Questionnaire, Interview schedule and interview guide, standardised scales

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- 2 Social Analysis Methodology Dr.V.V.Kulkarni Dr. M.P.Kanaskar,(2014), - Published by Current Publications, Agra.
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5. Action Research Dr. M.P.Kanasker and Dr. V.V.Kulkarni, (2019) Published by Current Publications, Agra
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FCD – 1 : FAMILY DYNAMICS AND WORKING WITH FAMILIES

Section - 1

Unit – 1: Family as a Social Institution

- Origin, meaning & definition of family
- Evolution of family as a social institution.
- Types and functions of family.

Unit – 2: Changing Family Structure

- Re-constituted families
- Child-less families
- Live-in relationships
- Single parenthood

Unit – 3: Factors affecting Family

- Urbanisation,
- Modernisation
- Globalisation

Section -II

Unit – 4: Issues affecting the Family

- Desertion, separation
- Divorce
- Familial violence and abuse

Unit – 5: Issues of Marginalized families

- Nomadic family
- Tribal family
- Scheduled caste family

Unit – 6: Services for the Family

1. An overview of family laws
2. Family support programmes- Institutional and Non- institutional

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1. Women Empowerment Dr.Usha Verghese and Dr.Kirtiraj D.C.- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
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FCD- 2 : CHILD DEVELOPMENT AND SOCIALIZATION

SECTION-I

Unit-1:Conceptual Framework

- Definition of child
- Demographic profile of children
- Overview of situation of children in India

Unit-2 : Child Socialization

- Meaning, concept and definition
- Process and goals of socialization
- Agencies of socialization

Unit-3:Child Development

- Concept of child development
- Principles of child development
- Stages in the life-span (up to childhood) & areas of development

SECT- II

Unit-4:Issues Related to Children

- Child abuse
- Street children
- Child labour

Unit-5:Legal Initiatives For Children

- UN Convention on Rights of Children (CRC)
- National Policy for Children
- Juvenile Justice (Care and Protection of Children) Act 2015

Unit-6:Programmes and Services For Children

- Family based programmes– adoption , foster care, sponsorship
- Institutional services for children
- Family Strengthening Programmes (FSP) - Integrated Child Development Services (ICDS), Child Line,

REFERENCES:

1. Child Development and socialization Dr.Usha Verghese and Dr.Nisha Waghmare.- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
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FCD-3 EDUCATION AND SOCIAL WORK INTERVENTION

Section – I

Unit – I: Conceptual Framework

- Concept ,Definition and Objectives of Education
- Historical review of Education in India
- Factors affecting access to Education

Unit – II: Non-Formal Education

- Definition ,Relevance and Scope of non-formal education
- Objectives and Characteristics of non-formal education
- Non-formal education as a methodology in formal education

Unit – III: Lifelong Education

- Concept and meaning of lifelong education
- Government policies and programmes for lifelong Education
- NGO initiatives for lifelong Education

Section – II

Unit – IV: Pre-requisites for Education

- Socio-economic background of adults and children affecting learning process
- Role of facilitator and facilitation in learning environment
- Psychological aspects of Education

Unit – V: Contents in Education

- Basic principles of curriculum development
- Techniques in Education: Formal – lectures, presentations, symposium, seminar, discussion, Role play, Street play,
- Importance of Mass-media education

Unit- VI: Training in Education

- Concept and Importance of training
- Content of training
- Types of training

REFERENCES:

1. Unorganised Labour Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
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URCD – 1: URBAN DEVELOPMENT

Section – I

Unit – I: Basic Concepts in Urban Development

- Meaning and concept of Urban Development
- Characteristics of urban development.
- Need for Urban Development

Unit – II: Urban Development Policies

- Slum Rehabilitation policy
- Urban Housing Policy

Unit – III: Basic Services and infrastructure in Urban areas

- Basic services: City transport, Internal roads, public toilets, electricity, etc.
- Sanitation and Water supply
- Health and education

Section – II

Unit – IV: Urban Development and Slums

- Growth of slum areas
- Issues in slums
- Impact of slums on urban development

Unit – V: Problems and issues in Urban Development -I

- Migration
- Solid waste management
- Crime in cities

Unit – VI: Problems and issues in Urban Development -II

- Environmental Protection
- Housing
- Urban Poverty
- Social inclusion and slum development

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2. Urban Development Ramanath Jha and Dr. V.V.Kulkarni (2018) Published by Current Publications, Agra
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URCD – 2: RURAL DEVELOPMENT

Section – I

Unit-I: Introduction to Rural Development

- Concept and meaning of Rural development
- Need of Rural development
- Significance of Rural development

Unit – II: Rural Development theories

- Economic Development theory,
- Social Change theory
- Infrastructure Development theory

Unit-II: Rural Development Policies

- Rural Infrastructure development policy
- Agriculture development policy
- Rural Employment policies
- Challenges in rural Development

Unit-III: Rural Development Planning

- Concept of Rural development planning
- Levels of Rural Development Planning – Micro and Macro
- People's Participation in Planning-Gram Panchayat Development Plan
- Role of District Planning Committee (DPCs)

Section – II

Unit-IV: Rural Development Programmes

- [Mahatma Gandhi National Rural Employment Guarantee Scheme](#)
- National Rural Livelihood Mission (NRLM)
- Swachh Bharat Yojana
- Deen Dayal Upadhyaya Gramin Kaushalya Yojana
- Pradhanmantri Awas Yojana Gramin
- National Social Assistance Programme
- Antodaya Yojana

Unit-V: Role of NGO's and Corporate's in Rural Development

- Poverty alleviation and Employment Generation
- Education, Health and Women Empowerment
- Environment protection and Disaster management

Unit-VI: Globalization and its impact on Rural Development

- Globalization and its impact on rural community
- Globalization and Rural Economy – Agriculture, Marketing, etc.
- Globalization and Rural Employment

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Unit I: Community planning

- Need and Objectives of Community planning
- Principles and Dimensions
- Planning methods and tools

Unit II : Community Development

- Areas of Community development
- Holistic approach in Community development
- Application of Social work methods in Community planning

Unit III Relationship of Community planning with:

- Community organization
- Social Development
- Sustainable development

Section II

Unit IV Community planning process

- Developing Community Vision
- Community Need assessment
- Forming planning Committees
- Participatory planning

Unit V Community planning types

- Integrated community planning
- Strategic community planning
- Comprehensive community planning

Unit VI Community planning skills

- Community organization
- Resource mobilization
- Group facilitation
- Reporting and Documentation

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and Techniques of community work" 2001.

HRM&LW – 1: ORGANISATIONAL BEHAVIOUR

Section – I

Unit - I: Organizational Behaviour

- Definition and Scope of Organizational Behaviour
- Importance of Organizational Behaviour
- Models of Organizational Behaviour

Unit -II: Human Behaviour at Work

- Human Needs
- Attitudes – Their formation, measurement and change
- Job satisfaction

Unit – III: Motivation

- Theories of motivation
- Industrial morale
- Stress and Management

Section – II

Unit –IV: Industrial Conflicts

- Concept and causes of Industrial conflicts
- Types of conflicts
- Conflict Management

Unit-V: Human Problems in Industry

- Nature and Types of Human Problems
- Management Initiatives
- Social Work interventions

Unit – VI: Factory as a Social Organization

- Formal and Informal Groups
- Group Dynamics

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18. Keith Devis : Orginizational Behaviour

HRM&LW – 2: TRADE UNIONS IN INDIA

Section – I

Unit – I: Trade Unions

- Definitions of Trade Union
- Types of Trade unions
- Functions of Trade unions

Unit –II: Trade Union Movement in India

- Factors responsible for the Growth of Trade Union Movement
- Stages of Trade Union Development
- Future of Trade Unionism in India

Unit –III: Registration and Recognition of Trade Unions

- The India Trade Unions Act, 1926
- Status of Recognized Union

Section – II

Unit – IV: Problems of Trade Unions

- Problems of Leadership in Public, Co-operative and Private Sectors
- Post-Globalisation Issues

Unit – V: Central Trade Unions in India

- All Indian Trade Union Congress
- Bharatiya Mazdoor Sangh
- Hind Mazdoor Sabha
- All India Railwaymen's Federations

Unit – VI: Role of Trade Unions

- Labour Welfare
- Job Security and Wage Determination
- Labour Productivity and Standard of living

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HRM&LW – 3: LABOUR ECONOMICS

Section – I

Unit – I: Labour Economics

- Definitions of Labour Economics
- Scope of Labour Economics
- Characteristics of Labour

Unit – II: Employment

- Theories Of Employment
- Full Employment
- Unemployment & Under Employment

Unit – III: Wages

- Meaning And Definitions of Wages
- Wage Policy For Developing Economy

Section – II

Unit – IV: Theories of Wages

- Subsistence Theory of Wages
- Marginal Productivity Theory of Wages
- Demand And Supply Theory of Wages

Unit –V: Methods of Wage Payment

- Time Rate System
- Piece Rate System
- Balance Method System
- Performance Based System

Unit – VI: Labour Productivity

- Definition of Labour Productivity
- Labour Efficiency and Productivity
- Factors of Productivity

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AE-1: CORPORATE SOCIAL RESPONSIBILITY

Section – I

Unit – I: Introduction

- Concept, meaning and definitions of CSR
- Objectives and Scope of CSR
- Development of CSR
- Functions of CSR
- Scope for Social Work in CSR Activities

Unit – II: Fields of Corporate Social Responsibility

- Education
- Health and Sanitation
- Gender Empowerment
- Infrastructure development
- Rural Development
- Environment

Unit – III: Essentials of Corporate Social Responsibility

- Identifying Priorities of the Community
- Community Investment and Employee Volunteering
- Partnership and Stakeholder Dialogue
- Managing CSR Along with Supply Chains

Section – II

Unit – IV: Aspects of Corporate Social Responsibility

- Social Aspects
- Economical Aspects
- Environment Aspects
- Role of Social Worker in CSR activities

Unit – V: Corporate Social Responsibility Policy and Programmes

- Policies and Programmes of CSR
- CSR programmes for employees
- Networking with Stakeholders

Unit – VI: Corporate Social Responsibility Strategic Planning and Management

- Non-financial Risk Assessment and Management
- Aligning CSR Strategies with Financial Performance
- CSR Investment for Poverty Alleviation
- Long Term Development and Commitment

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Semester II

CC – 4: PSYCHOLOGY FOR SOCIAL WORKERS

Section – I

Unit – I: Nature and Scope of Psychology

- Concept and definitions of Psychology
- Areas of Application of Psychology
- Scientific Methods in Psychology

Unit – II: Human Development and Human Behaviour

- Concept of Human Growth, Human Development and Human Behaviour
- Environmental Factors affecting Human Behaviour and Development
- Social Factors affecting Human Behaviour and Development

Unit – III: Theories of Human Development and Behaviour

- Freud's Psycho-sexual Theory,
- Erickson's Psycho-social Theory
- Jean Piaget's Cognitive Theory

Section – II

Unit – IV: Developmental Stages in Life Span

- Life span Approach to the understanding of Human Development
- Principles of Human Growth and Development
- Stages of Human Development-from conception to Old Age

Unit – V: Biological Factors in Human Development and Behaviour

- Heredity-Concept, mechanisms
- Influence of Heredity on Human Development and Behaviour
- Role of Endocrine Glands

Unit – VI: Psycho-social Factors in Human Development

- Motivation
- Conflict among Motives
- Coping and Defense Mechanisms

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CC-5 : METHODS OF SOCIAL WORK PRACTICE – WORK WITH COMMUNITY AND SOCIAL ACTION

Section – I

Unit - I: Community Organization

- Concept and Definition of Community Organization
- Values of Community Organization
- Principles of Community Organization
- Steps in community Organization Process

Unit -II: Models and techniques in Community Organization Practice

- Models of Community Organization- Locality development model, Social Planning model, Social Action model, Rothman's Model
- Techniques in Community Organizations –
 - Participatory Rural Appraisal
 - Rapid Rural Appraisal techniques

Unit – III: Role and Skills of Community Organizer

- Role of Community Organizer – Guide, Enabler, Expert and Social therapist.
- Skills in community organization practice: interaction skills, documentation skill, organizing skills, resource mobilizing (internal and external) skills and conflict resolution skills.

Section – II

Unit –IV: Community Organization Practice

- Community Organization Practices in
- Tribal, Rural and Urban / Slum settings
- Areas of community organization – health, education, natural resources management , livelihood resources

Unit-V: Social Action

- Concept and definition of social action
- Rights based approach
- Forms of Protest
- Strategies for Social Action

Unit – VI: Social Advocacy

- Concept and Definition of Social Advocacy
- Strategies for advocacy; campaigning, lobbying, use of media.
- Public opinion building in advocacy
- Coalition and Network building.

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CC –6: STATISTICS AND COMPUTER APPLICATIONS IN SOCIAL WORK RESEARCH

Section – I

Unit – I: Statistics

- Concept, Meaning, Definition of Statistics
- Characteristics and Functions of Statistics
- Social Statistics, Source of Statistics
- Problems in obtaining Social data

Unit – II: Measurements in Social Research

- Levels of Measurement-Nominal, Ordinal and Ratio
- Scaling Techniques- Likert's, Thurston, Guttman's Scales
- Problems in test of Reliability and Validity of scales
- Quantification of Qualitative data.

Unit – III: Statistical Techniques

- Measures of Central Tendency for Grouped and Ungrouped Data
- Measures of Dispersion - Range, Deviation, Standard Deviation, Mean Deviation and Variation
- Test of Association: Chi. Square Test, T- Test

Section – II

Unit – IV: Report writing

- Writing research proposal
- Data analysis and Interpretation
- Presentation and Use of graphs
- Writing research Report

Unit – V: Use and Applications of Computer in Social Research.

- Introduction to Windows Operating System
- MS-WORD - Word processing, File operations, Formatting documents, working with various tools

Unit – VI: Computer Softwares in Social Research

- MS-EXCEL - Introduction to Excel applications, Working with Spreadsheets, Type of Data entries, Basic statistical functions & Formulas, Graphical presentations, Handling of Database operations.
- Data Analysis with SPSS package.

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FCD – 4 : FAMILY LIFE AND POPULATION EDUCATION

SECTION-I

Unit – 1: Family Life Education

- Concept and meaning of family life education
- Significance of family life education
- Objectives of family life education

Unit-2 Areas of family life education

- Adolescent Life Skill Training
- Premarital And Marital Preparation
- Planned Parenthood
- Home Management,

Unit-3 :Agencies in family life education

- Family
- School
- Mass Media
- Religion

SECTION-II

Unit – 4: Family life Cycle

- Concept of family life cycle
- Definitions of family life cycle
- Developmental stages in the family life cycle

Unit – 5: Human Sexuality

- Concept of human sexuality
- Myths and misconceptions regarding sexuality
- Sexually Transmitted Diseases (STD's)

Unit – 6: Sexuality Education

- Concept of sexuality education
- Objectives and Significance of sexuality education
- Sexuality counseling

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FCD- 5: WOMEN EMPOWERMENT

Unit-1: Status of women : Historical Review

- Vedic and Pre-Vedic period
- Buddhist period
- British period

Unit-2 :Issues Related To Women

- Religion
- Politics
- Domestic violence

Unit-3 : Women Empowerment

- Concept, meaning and definition of empowerment
- Indicators of empowerment
- Factors affecting empowerment

Section II

Unit-4:History of Women Empowerment

- Global context
 - Indian context

Unit-5: Empowerment of Women

- Role of the Government
- Role of International Agencies- UN and UNESCO
- Role of People's Movements

Unit-6: Women's Movements

- Women's Movement in India (19th and early 20th century)
- International Women's Movement
- Dimensions of Women's Movements

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FCD-6 : DEVELOPMENT COMMUNICATION FOR SOCIAL WORKERS

SECTION-I

Unit – 1: Concept and Functions of Communication

- Concept and meaning of communication and development communication
- Objectives and importance of communication in development
- Functions of development communication

Unit – 2: Communication Planning

- Meaning and scope of communication planning
- Training for effective communication.
- Role of social worker in development communication

Unit – 3: Communication Process

- Meaning and components of communication process
- Selection of communication channels
- Barriers to communication

SECTION-II

Unit – 4: Organizational Communication

- Meaning and components of organizational communication
- Types of organizational communication
- Process of organizational communication

Unit – 5: Media in Communication

- Audio Visual Media
- Electronic media
- Folk media

Unit-6: Communication Skills for Development Functionaries

- Writing Skills: News release, feature writing, reports, case studies, stories, letters to the editor
- Verbal Skill : Presentation Skills and Public speaking
- Interfacing with mass media (Film, TV, Press, Radio conferences/interviews) and media advocacy

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URCD – 4: TRIBES IN INDIA

Section – I

Unit – I: Tribal Communities in India

- Meaning and definition of tribe
- Origins of tribes– India and Worldwide
- Characteristics of tribes

Unit – II: Typology of Tribes

- Primitive Tribes
- Schedule Tribe (ST),
- Particularly Vulnerable Tribal Groups (PVTG) and
- Nomadic Tribes (NT)

Unit III: Identity of Tribals

- Spatial distribution of tribals in India
- Tribes in Maharashtra
- Tribal Culture
- Tribal habitat and its characteristics

Section II

Unit IV:Demography of Tribals

- Trends of tribal population
- Key demographic indicators (sex ratio, high IMR and MMR, etc)
- Government Interventions

Unit V Issues of Tribal community

- Social Exclusion
- Indebtedness
- Forced Migration
- Vulnerability to calamities

Unit VI: Institutional Mechanisms and Interventions for Tribal Development

- Panchayat Extension Scheduled Area (PESA),
- Forest Rights Act (FRA),
- Tribal Sub Plan(TSP)
- Initiatives of non-government organizations and through CSR

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URCD – 5: PANCHAYAT RAJ SYSTEM

Section – I

Unit – I: Panchayat Raj System

- Meaning, Concept of Panchayat Raj System
- Objectives of Panchayat Raj System
- Historical development and committees on Panchayati Raj

Unit – II: Panchayati Raj in Operation

- Concept of democratic decentralization
- Organizational and administrative structure of Panchayati Raj
- Panchayati Raj functionaries at village, block and district level with reference to Maharashtra

Unit – III: Aspects of Panchayat Raj Administration

- Functions of Panchayati Raj institutions
- Gram Sabha and Mahila Sabha– organization, strengths and limitations
- State control over Panchayati Raj bodies
- Financial resources to PRIs- Central and State and **Own Self Resources**

Section – II

Unit – IV: Laws related to Panchayat Raj

- The Constitution 73rd Amendment Act, 1992
- Panchayat Raj Act, 1993
- [Panchayats Extension to Scheduled Areas Act \(PESA\) 1996.](#)

Unit – V: Rural development and PRIs

- NGOs and Peoples participation in PRI
- Social Justice through PRI
- Politics in Panchayat Raj
- **Women Empowerment through PRIs**

Unit – VI: Challenges in Panchayat Raj System

- Community dynamics and Panchayati Raj
- Social inclusion and Panchayati Raj
- Globalisation and Panchayati Raj

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URCD – 6: Community development models and approaches

Section – I:

Unit – I: Introduction

- Concept, meaning and definition of community development
- Process of community development
- Issues in community development
- Community development Administration

Unit – II: Models of Community Development

- Rothman's Model
- Locality Development Model
- Social Planning Model
- Social Action Model
- Life cycle model

Unit – III: Community Development Approaches

- Technical Assistance approach,,
- Self-Help Approach
- Field approach
- Integrated approach

Section – II:

Unit – IV: Community Resource Management

- Resource management – Concept, meaning, importance and elements
- Types of resources - Human, material and financial resources
- Role of Government in resource management

Unit – V: Sustainable Community Development

- Concept, significance and implications
- Areas of sustainable development – Agriculture, Health, Infrastructure and Environment.
- Problems in sustainable community development

Unit – VI: Community Development Project

- Process of project Planning
- Project formulation
- Project implementation
- Monitoring and evaluation of project
- Management Information Systems (MIS) in community development

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HRM&LW – 4: LABOUR LEGISLATION

Section – I

Unit – I: Labour Legislation in India

- Concept and Meaning of Labour Legislation
- Objectives and Importance of Labour Laws
- Development of Labour Laws

Unit – II: The Factories Act, 1948

- Conceptual framework
- Health, Safety and welfare provisions
- Leave provisions

Unit – III: A) The Bombay Shops and Establishment Act, 1948 B) Contract Labour (Regulation and Abolition) Act, 1970

Section – II

Unit – IV: A) The Plantations Act, 1951 B) Mines Acts, 1952

Unit – V: A) The Bombay Industrial Relations Act, 1946 B) The Industrial Employment (Standing Orders) Act, 1946

Unit – VI: The Industrial Disputes Act, 1947

- Definition of Industrial Dispute
- Machinery for settlement
- Machinery for prevention

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HRM&LW – 5 : HUMAN RESOURCES MANAGEMENT

Section – I

Unit – I: Human Resources Management

- Definitions and Scope of H.R.M.
- Objectives of H.R.M.
- Functions of H.R Manager

Unit – II: Human Resources Management Sub-System

- Career Planning and Development
- Performance Appraisal
- Organizational Development

Unit – III: Training and Development

- Need and Importance of Training and Development
- Types and Methods of Training
- Executive Development Programmes

Section – II

Unit – IV: Wage and Salary Administration

- Definitions and Types of Wages
- Principle of Wage and Salary Administration
- Executive Compensation Plans

Unit – V: Total Quality Management

- Concept and Principles of Total Quality Management
- Quality Management Process
- Productivity and Quality Management

Unit -VI: Professional Management and Skill Development

- Managerial Levels and Skills
- Institution Building : Skills of Top Executive
- Tasks of a Professional Manager

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HRM&LW – 6: BUSINESS COMMUNICATION AND PRESENTATION SKILLS

Section – I

Unit – I: Concept and Nature of Communication

- Process and Objectives of Communication.
- Barriers to Communication.
- Seven Cs of effective communication

Unit – II: Verbal and Non-Verbal Communication

- Meaning of Verbal and Non-Verbal Communication
- Essentials of effective communication,
- Professional dressing and body language.

Unit – III: Types of Speeches

- Managerial speeches
- Presentations and Extempore speech
- Speech of thanks,
- Theme speech.

Section – II

Unit – IV: Effective Presentations:

- Organising Presentation
- Principles of Effective Presentations,
- Qualities of skillful Presenter

Unit –V: Interview Skills:

- Mastering the art of giving interviews in:
 - Selection or placement interviews,
 - Appraisal interviews,
 - Exit interviews,
 - Web /video conferencing,
 - Skype Interview
 - Tele-meeting

Unit – VI: Report Writing:

- Report Planning and outline,
- Types of reports
- Logical Sequencing, Graphs and Charts,
- Executive Summary

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SE-1-: SOCIAL WORK AND SKILL DEVELOPMENT

Section – I

Unit – I: Self Awareness and Development

- Self-concept and Factors affecting Self-concept
- Concept and meaning of Self-Development
- Significance of Self Development for Social Workers

Unit – II: Sensitivity

- Meaning of Sensitivity
- Gender Sensitivity
- Sensitivity regarding Special- Needs

Unit – III: Perception

- Understanding Perception
- Distortions in Perception
- Understanding Stereotypes

Section – II

Unit – IV: Communication

- Concept of Communication
- Communication Process
- Barriers in Communication
- Use of Audio-Visual Media

Unit – V: Skills for Social Work Methods

- Skills for working with Individuals
- Skills for working with Groups
- Simulation Games
- Role Play and Street Plays

Unit – VI: Career and Work

- Models of career choice and development: Holland and Super
- Work life balance: Work holism, family roles, recreation

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Semester III

CC-7: INTRODUCTION TO SOCIOLOGY AND INDIAN SOCIAL PROBLEMS

Section – I

Unit – I: Introduction

- Definition and scope of Sociology
- Basic Concepts of Sociology – Society, Groups, Community, Culture and Norms
- Importance of sociology and its relevance to social work practice

Unit – II: Indian Society

- Meaning, Concept and definitions of Society
- Characteristics of Indian Society
- Social Classification: Tribal, Rural & Urban
- Social Stratification: Caste & Class

Unit – III: Society and Culture

- Culture,
- Customs,
- Traditions,
- Values,
- Norms,
- Folkways and
- Mores

Section – II

Unit – IV: Indian Social Problems-1

- Population explosion
- Corruption
- Terrorism
- Naxalism

Unit – V: Indian Social Problems-2

- Casteism
- Problems of elderly
- Crime and juvenile delinquency
- addiction

Unit – VI: Social Change

- Meaning and Characteristics of Social Change
- Factors Inducing Social Change
- Social disorganization

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CC – 8: SOCIAL LEGISLATIONS

Section – I

Unit – I: Introduction to Social Laws

- Nature and Scope of Social Legislation
- Objectives of Social Legislation
- Role of the Social Worker in Promoting Social Legislations

Unit – II: Laws Related to Marriage

- The Hindu Marriage Act, 1955
- The Child Marriage Restraint Act. 1929

Unit – III: Laws Related to Children

- Juvenile Justice Act (Care and Protection), 2015
- Right to Education Act, 2009
- Protection of children from sexual offences Act 2013

Section – II

Unit – IV: Laws Related to Women

- The Family Court Act 1984
- The Dowry Prohibition Act, 1961

Unit – V: Protective Laws

- The Sexual Harassment of Women at Work Place (prevention , prohibition and redressal) Act, 2013
- Protection of Women from Domestic Violence Act 2005
- The Pre-conception and Pre-natal Diagnostic Techniques (Prohibition of Sex Selection) Act ,1994

Unit – VI: General Laws

- Right to Information Act, 2005.
- The Scheduled Castes and Scheduled Tribes (Prevention and Atrocities) Act 1989
- Maintenance and Welfare of Parents, Senior Citizens Act, 2007

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CC-9: SOCIAL POLICY AND PLANNING

Section – I

Unit – I: Social Policy

- Concept and definitions of Social Policy and Social Welfare Policy
- Relationship between Social Policy, Social Welfare Policy and Social Development
- Values underlying Social Policy based on the Constitutional Provisions

Unit – II: Approaches to Social Policy

- Unified Approach
- Integrated Approach
- Sectoral Approach

Unit – III: Sectoral Social Policies

- Women's Policy
- Backward Class Policy
- Youth Policy
- Family Policy

Section – II

Unit – IV: Social Planning

- Concept of Social and Developmental Planning
- Scope of Social Planning
- Planning as an Instrument and Source of Policy
- The Constitutional status for Planning

Unit – V: The Machinery of Social Planning.

- Niti Aayog of India – The Legal Status, Structure and Functions
- State Niti Aayog
- District Planning Committee

Unit – VI: Process of Planning in India

- Role of Central Government
- Role of State Government
- Role of Panchayat Raj Institution

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Section – I

Unit – I: Child Welfare

- Concept and Goals of Child Welfare
- Constitutional Provisions for Children in India
- Juvenile Justice (Care and Protection of Children) Act 2015

Unit – II: Special Initiatives for Children

- UN Convention on Rights of Children (CRC)
- National Policy for Children

Unit – III: Family based Programmes / Non- Institutional Services

- Adoption ,
- Foster Care,
- Sponsorship

Section – II

Unit – IV: Institutional Services For Children

- Observation Homes
- Juvenile Homes
- Special Homes
- SOS Children's Village

Unit – V: Family Strengthening Programmes (FSP) –

- Integrated Child Development Services (ICDS),
- Child Guidance Clinic,
- Crèches

Unit – VI: Factors Affecting Child Welfare Services

- Social Factors
- Political factors
- Economic factors

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FCD-8 : YOUTH DEVELOPMENT

SECTION-II

Unit – 1: Meaning of Youth

- Concept and definition of youth
- Characteristics of youth
- Demographic profile of youth in India.

Unit – 2: Needs of Youth

- Psycho-social needs.
- Health
- Education
- Employment

Unit -3: Problems of Youth

- Unemployment
- Addiction
- Violence and crime

SECTION-II

Unit – 4 : Issues concerning Youth

- Identity Crisis
- Youth Unrest
- Casteism
- Politics

Unit – 5 : Youth and Social Change

- Youth as an agent of social change
- Youth Movements in India

Unit – 6: Programmes and Policies.

- Youth Policy
- Government initiatives
- Non-Governmental initiatives

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FCD – 9: FEMINIST SOCIAL WORK PRACTICE

Section – I

Unit – I: Feminism: Conceptual Framework

- Concept and Meaning of Feminism
- Types of Feminism
- Importance of Feminism in Social Work

Unit – II: Feministic Understanding of Power

- Patriarchal Structure and its Ideology
- Social Construction of Gender
- Patriarchy and its manifestations with relation to power

Unit – III: Relating Feminism to Social Work

- Locating gender in Social Work Practice
- Gender and Development
- Gender Analysis of poverty

Section – II

Unit – IV: Applications of Feminist Theories to Practice

- Liberal
- Radical
- Socialist
- Cultural, modernism and Post-Modernism

Unit – V: Practice Methods and Intervention Strategies

- Working with Men on Women's issues
- Working with gender based violence
- Working with Female offenders

Unit – VI: Feminist Social Work Practice With

- Individual
- Couple
- Families

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URCD –7: URBAN PLANNING AND GOVERNANCE

Section – I

Unit – I: Urban Planning in India

- Concept of city and Town Planning
- Town Planning and Development Plan
- Advantages and Disadvantages of planning schemes
- Problems and challenges in urban planning

Unit – II: Urban Planning Policies and Programs

- Town Planning policy and schemes
- District planning committee
- Metropolitan planning committee

Unit – III Urbanization

- Concept of Urbanization and Smart City
- Factors of Urbanization
- Social Implications of Urbanization

Unit – IV: Urban Governance

- Concept, Meaning and Significance
- History of Local Self Government in India
- Forms of Local Self Government – Municipal Council, Municipality and Municipal Corporation.

Unit – V: Statutory Provisions

- The 74th Constitutional Amendment Act, 1992
- Bombay Municipal Corporation Act, 1956
- Housing Policies

Unit – VI: Organizational and Administrative Structure of Municipal Institutions

- Infrastructure and Developmental functions
- State Control over Urban Local Bodies
- Statutory and Non-Statutory functions

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URCD 8 Natural Resource Management and Livelihood Resources

Section I

Unit 1: Introduction

- Meaning and Definition of Natural resources
- Basic natural resources: Jal, Jangal, Jamin, Jan and Janwar
- Relationship between Natural resources and Development

Unit 2: Natural Resource Management

- Definition of Natural Resource Management
- Need of Natural Resource Management
- Social and Political responsibilities for environmental conservation and protection: environmental education, significant political and social movements

Unit 3: Approaches of Natural Resource Management

- Top-down or Command and control
- Bottom-Up (regional or community based NRM)
- Adaptive management
- Integrated approach (INRM)

Section II

Unit 4: Introduction to Livelihood Resources

- Concepts and scope of livelihood
- Types and resources of Livelihood in rural and tribal areas
- Livelihoods and relation with Natural Resource Management

Unit 5 Threats and Challenges to Natural Resources and livelihoods

- Development Programme and Natural Resources
- Environmental issues and natural resources
- Sustainable agriculture and regeneration of rural resources.
- Forest based resources and social forestry;

Unit 6: Sustainable development and natural resources

- Govt. Control over Natural resources
- Sustainable development goals related to natural Resources
- Legislation related to protection of natural resources

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URCD – 9: CO-OPERATIVE PRACTICES IN RURAL DEVELOPMENT

Section – I

Unit – I: Introduction to Co-operation

- Meaning, concepts, & Definition of co-operation
- Philosophy, Values and Principles
- Co-operative Movement
- Fields of co-operation

Unit – II: Co-operatives and rural development

- Types of co-operative societies
- National agencies: NIRD, CAPART
- Cooperative credit societies
- Case studies: Warna Nagar Cooperative Village development projects, Pravra Nagar Cooperative projects, Anand Cooperative dairy project

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Unit – III: Co-operative Legislation

- The Maharashtra Co-operative Societies Act, 1960
- The Indian Co-operative Societies Act, 1904

Section – II

Unit – IV: Role of Co-operatives

- Role of Co-operatives in Poverty Alleviation
- Role of Co-operatives in Agriculture Sector
- Income generation and co-operatives

Unit – V: Fields of Co-operatives

- Labour Co-operatives
- Dairy Co-operatives
- Fishery Co-operatives
- Co-op Banks and credit Societies

Unit – VI: Issues and challenges in co-operatives

- Politics in Co-operation
- Impact of Globalization on Co operatives
- Problems of Co-operative Organization

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HRM&LW – 7: SOCIAL SECURITY AND LAWS RELATED TO WAGES

Section – I

Unit – I: Social Security

- Concept and Meaning of Social Security
- Types of Social Security
- Scope of Social Security

Unit II: Laws Related to Social Security

- The Employees State Insurance Act, 1948
- The Employees Provident Funds and Miscellaneous Provisions Act, 1952
- Maternity Benefit Act, 1961

Unit III:

- A) The Workmen's Compensation Act, 1923
- B) Payment of Gratuity Act, 1972
- C) The Employee's Pension Scheme, 1995

Section – II

Unit – IV: Laws Related to Wages

- The Minimum Wages Act, 1948
- The Payment of Wages Act, 1936

Unit – V: Dispute Settlement Machinery

- Labour Court
- Industrial Tribunal
- National Tribunal

Unit – VI: Execution and Administration of Labour Laws

- State labour department
- The Bombay Labour Welfare Fund Act, 1953.

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HRM&LW – 8: PUBLIC RELATIONS & CORPORATE COMMUNICATIONS

Section – I

Unit I : Public Relations

- Concept, theory, history & practice of public relations,
- Importance of PR for HR professionals,
- PR campaign & strategies for PR,
- Evaluating PR activities

Unit II : Media Relations

- Building and maintaining credible relationship with media
- Developing methodologies for successful practice of media relations
-

Unit III : Public Opinion –

- Meaning and Definition
- Roots of Public Attitudes – Culture, Family, Religion, Economic and Social Classes
- Role of PR in opinion formation.

Section - II

Unit IV : Communication

- Definition and Characteristics
- Objectives of Communication
- Types of Communication

Unit V : Corporate Communication

- Introduction to corporate communication,
- Online public relations in Corporates

Unit VI : Communication Management

- Presentation skills
- Developing strategic communication plan
- Event Management

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HRM&LW – 9: PERSONNEL MANAGEMENT

Section – I

Unit – I: Introduction

- Definitions and Scope of Personnel Management
- Principles of Personnel Management
- Personnel Department and Functions

Unit – II: Manpower Planning

- Meaning and Definition of Manpower Planning
- Objectives of Manpower Planning
- Short Term and Long Term Manpower Planning

Unit – III: Recruitment

- Recruitment – Sources and Process
- Steps in Scientific Selection
- Induction and Placement

Section – II

Unit – IV: Personnel Policies

- Aims and Objective of Personnel Policies
- Need for Personnel Policies
- Sources of Personnel Policies
- Types of Personnel Policies

Unit – V: Personnel Audit

- Meaning of Personnel Audit and Research
- Objectives of Personnel Audit
- Need and Importance of Personnel Audit

Unit – VI: Personnel Research

- Meaning and Characteristics of Personnel Research
- Methods and Tools of Personnel Research

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AE-2: ENVIRONMENTAL ISSUES AND DISASTER MANAGEMENT

Section – I

Unit – I: Introduction

- Concept and Definitions of Environment
- Physical, Social and Communal Environment
- Environment Education; need and objectives
- Global Environmental Issues

Unit – II: Approaches and Models of Environment Education

- Service approach and Action approach
- Sustainable development approach
- Interdisciplinary model and Multi – disciplinary model
- Social Development model and Economic development model

Unit – III: Concepts in Disaster Management

- Disasters, Risks, Hazards, Vulnerability, Disaster Cycle
- Relief and Rehabilitation in Disaster, Logistic Management
- Disaster preparedness and disaster mitigation
- Initiatives in disaster management

Section – II

Unit – IV: Classification of Disasters

- Meaning of Natural and Human made disasters.
- Types of disasters: Famine and drought, Floods, Cyclone, Storms, Tsunami, Earthquakes, Riots, Industrial Accidents, Road-Air-Rail Accidents, Bomb-blast and explosions, War, Avalanches and landslides.

Unit – V: Disaster Responses and Mitigation:

- Prevention and preparedness – Disaster response at various stages of disasters: evacuation and rescue; emergency supplies; early warning systems and vulnerability reduction; disaster financing: provisions and procedures.
- Aid administration and management
- Technological options for disaster response and preparedness

Unit – VI: Relief and Rehabilitation

- Relief – Damage and needs assessment.
- Rehabilitation and Recovery - Planning for rehabilitation and recovery, displacement and resettlement.
- Community Participation and capacity building for facing disasters
- Disaster Management Act, 2005.

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SEMESTER IV
CC- 10: COUNSELLING IN SOCIAL WORK

Section I

Unit – I: Conceptual Framework

- Concept, definitions, and Scope of Counselling
- Counselling- as an Art and Science
- Levels and types of Counselling
- Principles of Counselling

Unit – II: Counselling Goals and Skills

- Goals of Counselling
- Essential Qualities for a Counsellor
- Counselling Skills

Unit – III: Phases in the Counselling Process

- Attending Phase
- Exploration Phase
- Understanding /Problem Analysis Phase
- Action Phase
- Termination Phase

Section – II

Unit – IV: Techniques and Models of Counselling

- Directive Model
- Non-directive Model
- REBT Model
- Transactional analysis

Unit – V: Counselling in Various Settings - I

- Sexuality Counselling
- HIV/AIDS Counselling
- Marriage Counselling

Unit – VI: Counselling in Various Settings -II

- De- Addiction Counselling
- Industrial Counselling
- School Counselling

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CC - 11: INTRODUCTION TO CONSTITUTION AND HUMAN RIGHTS

Section – I

Unit – I: Nature of the Constitution

- Nature and Concept of the Indian Constitution
- Historical background of Indian Constitution.
- The Preamble
- Special Features of the Indian Constitution

Unit – II: Philosophy of the Constitution

- Independent and Sovereign
- A Representative Democracy and Democratic Society.
- Political, Economic and Social Justice.
- Liberty, Equality and Fraternity.

Unit – III: Fundamental rights

- Fundamental rights,
- Fundamental duties
- Directive principles of state policies

Section – II

Unit – IV: Introduction to Human Rights:

- Nature, Concept and Definitions of Human Rights
- Historical Background of Human Rights at the International Level
- Historical Background of Human Rights in India

Unit – V : Human Rights Framework in India:

- Protection of Human Rights Act, 1993
- Composition, role and Functions of NHRC;
- Composition, role and Functions of SHRCs;

Unit VI: Rights of Vulnerable sections

- Women and children
- Schedule Caste
- Schedule tribe, NT, DNT, VJNT
- Elderly people

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 - c) Child Labour Issues & Child Labour (Prohibition and Regulation) Act, 1986
 - d) SC/ST issues & Scheduled Caste and Scheduled Tribe (Prevention of Atrocities) Act, 1989, Civil Liberties Act, 1988 & The Forest Rights Act, 2006

CC-12: COMMUNITY HEALTH AND HEALTH CARE SYSTEM

Section – I

Unit – I: Community Health

- Concept and definitions of Health, Standards of Health ,
- Individual and community health
- Factors Affecting Health
- Concept of Diseases, Classification of diseases ,Mode of Transmission of Diseases

Unit – II: Public Health and Health Care Services

- History of Public Health in India
- Public Health Programmes in India- Village , Block, District Levels
- Health Policy and Administration

Unit – III: Government Initiatives in Public Health

- National Urban Health Mission-Objectives, Structure, Services
- National Rural Health Mission- Objectives, Structure, Services
- Issues in Public Health services

Section – II

Unit – IV: Prevention and Control of Diseases

- Concept of Control and Prevention of diseases
- Prevention and Control of : Communicable Diseases, -
- Measles ii) Mumps iii) Polio iv) Chicken Pox v) Rubella vi) Tetanus vii) Whooping cough viii) Diphtheria
- Levels of Prevention : Primary level, Secondary level & Tertiary level

Unit – V: Malnutrition

- Concept and Definition of Malnutrition
- Social aspects of Nutrition
- Diseases and Conditions related to Malnutrition
- Vitamin deficiency, Anemia, Iodine deficiency

Unit –VI: Community Health Care and Social Work

- Health Education and Counseling
- Application of Social Work Methods in Health Care
- Role of Social Worker in Community Health Care Programme

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SECTION-I

Unit 1 Family as a System

- Characteristics of a Healthy Family
- Stages Of Family Development
- Holistic Family Assessment

Unit 2 Marital issues

- Alternatives to Marriage
- Personality Types In Marriage
- Marital Conflict
- Divorce And Remarriage

Unit 3 Marriage and Family Counselling

- Marriage and Marital Relationships
- Marital Adjustment And Growth
- Pre-Marital Counselling
- Marital Counseling

SECTION-II

Unit 4 Intervention in Family Related Issues- I

- Sexuality Counselling
- Infertility Counselling
- Pregnancy related Counselling
- Working with Families affected by crises

Unit 5 Intervention in Family Related Issues- II

- Pre and Post Adoptive Counselling
- Child Centered Counselling, School Counselling
- Abuse / Violence in Families

Unit 6 Techniques and Approaches in Family Counselling

- Directive – Non Directive- Eclectic Approach
- Rational Emotive Therapy
- Transactional Analysis

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Section-I

Unit 1 Introduction

- Gender Studies – Concept, Meaning and Definition
- Women Studies- Concept, Evolution and Importance
- Social Construction of Gender

Unit 2 Gender Issues

- Gender and Caste/ Class
- Gender and Religion
- Gender and Sexuality

Unit 3 Theories of Feminism

- Concept of Feminism
- Feminism – Modernity and Post Modernity
- Theories of Feminism

Section –II

Unit 4 Gender and Development

- Gender and Modern Development Debate
- Gender Perspective and Critiques of Development
- Gender – Household, Production, Re-Production

Unit 5 Gender and Culture

- Approaches to Study Culture and its Feminist Renderings
- Popular Culture
- Media and Gender

Unit 6 Gender and Subaltern Studies`

- Emergence of Dalit Studies and its Relationships to Gender Studies in India
- Caste, Gender and Marxism, Caste ,Gender and Dr. B.R. Ambedkar
- Caste, Gender and Hindutva

REFERENCES:

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FCD – 12: INTRODUCTION TO GERONTOLOGY

SECTION-I

Unit – I: Introduction to Gerontology

- Concept and Definition of Gerontology
- Concept and Process of Aging
- Demography of Ageing

Unit – II: Problems of Ageing

- Depression
- Dementia
- Alzheimer
- Anxiety Disorders
- Elder Abuse

Unit – III: Sociology of Ageing

- Socio-cultural Aspects of Aging
- Family and Kinship Relations
- Feminization of Ageing

SECTION-II

Unit – IV: Psychology of Ageing

- Memory,
- Intelligence,
- Personality,
- Mental health,

Unit – V: Policy, Programmes and Services of the Ageing:

- National Policy on Ageing
- Constitutional Provisions for Elderly Care
- The Maintenance and Welfare of Parents and Senior Citizen Act, 2007.

Unit – VI: Interventions Strategies

- Cognitive-Behavioral Therapy
- Social Work Intervention
- Nontraditional Approaches to Intervention -Music, Art, Drama, Pet Therapy

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URCD 10 Sustainable Development

Unit 1: Sustainable and Inclusive Development – Genesis and Definition

- Definition and concept of Human Development, Sustainable and Inclusive Development
- Approaches of Sustainable Development
- Genesis of Sustainable and Inclusive Development

Unit 2: Mechanisms for Sustainable and Inclusive Development

- Mechanisms in Indian context (government, non-government, CSR, International Development Agencies)
- Planning Process of SD : five year plan to NITI Aayog
- Current schemes and Programmes of S & I D
- Impact of Schemes and Programmes

Unit 3: Social Implications of Inclusive Development

- Inclusive Development and social Integration
- Inclusive Development and upliftment of weaker sections
- Inclusive Development and Women Empowerment

Section II

Unit 4: Sustainable development Goals and Indicators (I)

GOAL 1: No Poverty

GOAL 2: Zero Hunger

GOAL 3: Good Health and Well-being

GOAL 4: Quality Education

GOAL 5: Gender Equality

GOAL 6: Clean Water and Sanitation

Unit 5: Sustainable development Goals and Indicators (II)

GOAL 7: Affordable and Clean Energy

GOAL 8: Decent Work and Economic Growth

GOAL 9: Industry, Innovation and Infrastructure

GOAL 10: Reduced Inequality

GOAL 11: Sustainable Cities and Communities

GOAL 12: Responsible Consumption and Production

Unit 5: Sustainable development Goals and Indicators (III)

GOAL 13: Climate Action

GOAL 14: Life Below Water

GOAL 15: Life on Land

GOAL 16: Peace and Justice Strong Institutions

GOAL 17: Partnerships to achieve the Goal

URCD 11: COMMUNITY PARTICIPATION AND MANAGEMENT

Section – I

Unit – I: Introduction to Community participation

- Meaning and Concept of Community participation
- Need and significance of community participation
- Community organization and community participation

Unit – II: Community participation – Stages, techniques, process

- Stages of community participation
- Techniques and tools of community participation
- Process of community participation

Unit – III: Community Participation and Panchyat raj

- Social Inclusion and community participation
- community participation in PRIs
- Dynamics in community participation

Section – II

Unit – IV: Areas of community Management

- Community Management Concept and significance
- Management of community based services
- Management of Community infrastructure

Unit – V: Community Managerial skills

- Recording and documentation
- Community organization skills
- Project management skills
- Group facilitation and community consultation skills

Unit – VI: Community project monitoring and evaluation

- Developing MIS
- Monitoring and supervision
- Project Evaluation
- Impact Assessment

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URCD – 12: TRIBAL DEVELOPMENT

Section – I

Unit I - Introduction to tribal development

- Tribal Community and its characteristics
- Tribal habitat and its characteristics
- Constitutional provisions for Tribals

Unit – II: Statutory Safeguards

- 73rd Constitutional Amendment
- Forest Rights Act, 2006
- Biodiversity Act 2002

Unit – III: Developmental Issues of Tribals

- Economy: Poverty and Unemployment
- Health, Education and Social exploitation
- Impact of urbanisation and industrialisation on tribal communities

Section – II

Unit – IV: Tribal Development Policy and Programmes

- Concept of Integrated Tribal Development & Tribal Sub-Plan
- Tribal Development Policy – 2004
- Programmes for Tribal Development

Unit – V: Livelihoods for Tribal Community

- Sources of Livelihoods and Assets development
- Infrastructural Development
- Natural development and Environmental development

Unit – VI: Tribal Development Administration

- Tribal power structure and community dynamics
- District level administration
- State level administration
- National level administration

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Section – I

Unit – I: Introduction to Labour Welfare

- Concept and definitions of labour welfare
- Objectives of labour welfare
- Current trends in labour welfare

Unit- II: Labour Welfare Policy & Practices in India

- National policy on labour welfare
- Agencies of labour welfare
- Role of labour welfare officer

Unit – III: Types of Labour Welfare

- Intra-mural and Extra-mural Labour Welfare Facilities
- Statutory and Non-statutory Welfare Facilities

Section – II

Unit – IV: Welfare of Special Category Labour

- Female Labour
- Child Labour
- Construction Labour
- Agriculture Labour and other unorganized sector labour

Unit – V: Maharashtra Labour Welfare Board

- Structure of Maharashtra Labour Welfare Board
- Activities/Schemes of Maharashtra labour welfare board

Unit – VI: Social Work in Industry

- Meaning and Concept of Industrial Social Work
- Application of Social Work Methods
- Employee Counselling

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HRM&LW – 11: INDUSTRIAL RELATIONS AND CASE STUDIES

Section – I

Unit – I: Introduction

- Concept and Definitions of Industrial Relations
- Objectives and Scope of Industrial Relations
- Factors of Good Industrial Relations

Unit – II: Agencies of Industrial Relations

- The Role of Government
- Changing role of trade unions in industrial relations
- Role of employers in industrial relations

Unit – III: Collective Bargaining

- Meaning and definitions of collective bargaining
- Types of collective bargaining
- Workers participation in industrial relations

Section – II:

Unit – IV: Industrial Disputes and Settlement Machinery

- Definition of Industrial Disputes
- Settlement Machinery :
 - Conciliation
 - Arbitration
 - Adjudication

Unit –V: Futuristic Issues in Industrial Relations

- Redesigning Industrial Relations
- Impact of Globalisation on Industrial Relations

Unit – VI: Case Studies in Industrial Relations

- Case Studies Related to:
 - Strike, Lockout, Layoff,
 - Retrenchment, Termination,
 - Discharge and Dismissal,

- Principles of Natural Justice

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HRM&LW – 12: PERFORMANCE MANAGEMENT

Section – I

Unit – I: Introduction to Performance Management

- Meaning and Definition of performance management.
- Scope of performance management.
- Effectiveness of performance management

Unit – II: Application of Performance Management

- Developing an effective MIS
- Performance feedback system
- Performance management and job evaluation

Unit – III: Performance Management Process

- Defining performance measures
- Types of measures
- Criteria for performance measures
- Setting performance standards

Section – II

Unit – IV: Developing and Maintaining Performance Management Systems

- Introducing Performance Management to employees and enabling learning about performance management
- Performance management training
- Evaluating performance management

Unit – V: Impact of Performance Management Systems on Individuals and Organizations

- Role of Performance management for improving employee performance
- Strategic linkages in Performance management
- Achievement of organizational goals

Unit – VI: Evaluation of Performance Management Systems

- Balance Score card as management system
- Linking multiple score card measures to a single strategy
- The Balance score card model- Financial perspective, Customer perspective, Internal Business Process Perspective, Learning and Growth Perspective

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SE-2 : MEDIA AND DEVELOPMENT

Section – I

Unit – I: Understanding Media

- Concept and meaning of Media
- Scope of media in development
- Role of Media in a Democracy
-

Unit – II: Types of Media:

- Print Media
- Electronic media
- Folk and cultural media
- Challenges for media

Unit – III: Media and Development – I

- Role of Press in Social & Political Movements
- Freedom of Press
- Role of Press Council of India

Section – II

Unit – IV: Media and Development – II

- Representation of Different Groups- Stereotyping and Labelling in Media
- Content of Newspaper: News Stories, Features, Articles, Editorial, Advertorial, Advertisements & Public Relations

Unit –V: Media and Society

- Understanding the Role of Media in Development
- Writing on Development Issues
- Media as Public Service
- Media and Civil Society

Unit – VI: Advertising

- Role of Advertising in Marketing
- Types of Advertisements
- Ethics in Advertising

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