

# BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI – 620 024

## Master of Social Work - Course Structure under CBCS

(For the candidates to be admitted from the academic year 2005-2006 onwards)

Seme ster	Course	Course Title	Ins. Hrs / Week	Credit	Exam Hrs	Marks		Total
						Int.	Ext.	
I	Core Course – I (CC)	Introduction to Social Work and Indian Social Structure	6	4	3	25	75	100
	Core Course – II (CC)	Methods of Working with Individuals and Groups	6	4	3	25	75	100
	Core Course – III (CC)	Community Organization and Social Action	6	4	3	25	75	100
	Core Course – IV (CC)	Field Work	6	4	3	25	75	100
	Elective Course – I (EC)	----	6	4	3	25	75	100
II	Core Course – V (CC)	Social Work Research and Social Statistics	6	4	3	25	75	100
	Core Course – VI (CC)	Human Growth and Personality Development	6	4	3	25	75	100
	Core Course – VII (CC)	Field Work	6	4	3	25	75	100
	Elective Course – II (EC)	---	6	4	3	25	75	100
	Extra Disciplinary Course – I (EDC)	---	3	2	3	25	75	100
	Extra Disciplinary Course – II (EDC)	---	3	2	3	25	75	100
III	Core Course – VIII (CC)	Social Work Administration, Social Policy & Social Legislation	6	4	3	25	75	100
	Core Course – IX (CC)	Special Paper - I	6	4	3	25	75	100
	Core Course – X (CC)	Special Paper – II	6	4	3	25	75	100
	Core Course – XI (CC)	Field Work	6	4	3	25	75	100
	Elective Course – III (EC)	---	6	4	3	25	75	100
IV	Core Course XII	Special Paper III	6	4	3	25	75	100
	Core Course XIII	Field Work and Black	6	4	3	25	75	100
	Project Work Viva voce 25 marks Dissertation 75 marks	----	18	4	-	-	-	100
			120	72				

The Department of Social Work will offer the following Elective Courses :

1. Basics of Counselling
2. Basics of Computer Applications
3. Basics of Communication

The Department of Social Work will offer the following Extra Disciplinary Courses :

1. Indian Social Problems
2. Basics of Management

## **SPECIALIZATION PAPERS**

### **1. COMMUNITY DEVELOPMENT**

PAPER I	RURAL AND TRIBAL COMMUNITY DEVELOPMENT
PAPER II	URBAN COMMUNITY DEVELOPMENT
PAPER III	PROJECT MANAGEMENT AND DEVELOPMENT COMMUNICATION

### **2. HUMAN RESOURCE MANAGEMENT**

PAPER I	HUMAN RESOURCE MANAGEMENT
PAPER II	LABOUR WELFARE AND LABOUR RELATIONS
PAPER III	HUMAN RESOURCE AND ORGANISATION DEVELOPMENT

### **3. CLINICAL SOCIAL WORK**

PAPER I	COMMUNITY HEALTH
PAPER II	MEDICAL AND PSYCHIATRIC SOCIAL WORK
PAPER III	MENTAL HEALTH

### **4. FAMILY AND CHILD WELFARE**

PAPER I	DEMOGRAPHY AND FAMILY WELFARE
PAPER II	WELFARE OF THE WOMEN AND CHILDREN
PAPER III	WELFARE OF THE YOUTH AND AGED

## **CORE COURSE I : INTRODUCTION TO SOCIAL WORK AND INDIAN SOCIAL STRUCTURE**

### **Unit – I**

Social work : Concept, Definition and Historical development of Social work in UK, USA and India; Concepts: Social Service, Social Welfare, Social Security, Social defence, Social Justice and Social development. Social Reform.

### **Unit – II**

Social Work as a Profession : Nature and scope, objectives, Philosophy, Principles, methods, values and ethics : Professional Social work and voluntary Social Work. Social Work Theories : Role theory, problem solving theory and Gestalt theory.

### **Unit – III**

Methods of Social Work : Social case work – Social Group work – Community Organization – Social Work Research – Social Welfare administration - Social action – Field of Social Work : Family and Child Welfare, Women Welfare, Youth Welfare, Community Development (Rural, Urban & Tribal), Medical and Psychiatric Social Work, Correctional Social Work and Labour Welfare.

### **Unit – IV**

Concept of Society, Community Association, Institution, Social Groups, Culture and Its Elements, Social stratification, Social processes, Social change – Social movements and social control.

### **Unit – V**

Concept of urbanization, Industrialization, Modernization, Sumskritisation – Social disorganization – Social Institutions – Family, Marriage, Religion, Economic, Educational and Political institutions.

### **References:**

1. Jacob K.K. Social work Education in India, Himanshu Publ., New Delhi.
2. Chowdry P. Introduction to Social Work, New Atmaram & Sons.
3. Stroup H.H., Social Work Education – An Introduction to the field, Eurasia Publishing, New Delhi, 1960.
4. Wadia A.R., History and Philosophy of Social work in India, Allied Publ.
5. Hans Nappaul, The Study of Indian Society S.Chand & Co, 1972.
6. Gisbert Pascaul : Fundamentals of Sociology, Orient Longmans, Madras, 1956.
7. Srinivas, M.N. Caste in Modern India, Allied Publishing House 1962.

## **CORE COURSE – II – METHODS OF WORKING WITH INDIVIDUALS AND GROUPS**

### **Unit I**

Social work with Individuals : (social case work) Meaning and Definition; objectives; scope and limitations; its importance and relationship with other methods of social work; basic components of social case work – Person, problem, place and process; principles of case work.

### **Unit II**

Historical development of social case work; case worker – client relationship; Meaning and its importance in case work; characteristics of professional relationship; empathy, transference and counter transference, resistance, sustaining the relationship.

### **Unit III**

Social case work process: Intake and Exploration (Study) : Analysis and Assessment; (Diagnosis) development of action plan, use of contracts; intervention; Recording in social case work – Need, importance and types of recording; settings for practice.

### **Unit IV**

Social Group work (working with groups) Definition objectives, Principles and skills, role of group worker; social groups – definition, types of groups and their characteristics, influence of groups on individuals; Group dynamics – types of recording.

### **Unit V**

Approaches to social case work practice – Psycho social, functional, diagnostic, crisis intervention, family centered approach -.

### **Group work models :**

Generalist; social, remedial and reciprocal models; Tash groups, Treatment groups, educational, growth, remedial and socialization.

Case work and group work practice in different settings in India; Family and child welfare, Industries, hospitals, schools, aged homes and handicapped centres.

### **References:**

1. Pevlman H.H. : Social case work – A problem – solving approach: University of Chicago press, Chicago, 1957.
2. Timms, Noel : Recording in Social work, London Routledge and Kegan Paul, 1972.
3. Meherras V.G. : Social case work in India, 1979.
4. Bene menthal H.L. : Administration of Group Work
5. Gisela Konopha : Social group work – A Helping process
6. Gisela Karopha : Group work in the Institutions
7. Trecher H.B. : Social Group work, Principles and Practices.

## **CORE COURSE – III - COMMUNITY ORGANIZATION AND SOCIAL ACTION**

### **Unit I**

Community : Meaning, Types and characteristics; community power structure minority groups.

Community Dynamics : Integrative and disintegrative processes in the community,.

Leadership : Definitions, types and qualities; leadership in different types of communities, Theories of leadership.

### **Unit II**

Community Organization : Concept, definition, objectives, philosophy, approaches and principles; organizations as a method of social work; community organization as a method of Social work; community welfare councils and community chests.

### **Unit III**

Methods of community organization : Planning, education, communication, community participation, collective decision making, involvement of groups and organizations, resource mobilisation, community action, legislative and non-legislative promotion, co-ordination; skills in community organisation, community organization as an approach to community development.

### **Unit IV**

Phases of community organization: Study, assessment, discussion, organization, action, evaluation, modification, continuation; community study; community organization in emergencies like fire, famine, flood, drought, earthquake and war; community organization at local, state and national level; community organization in rural urban slum and tribal areas.

### **Unit V**

Social Action : Definition, objectives, principles, methods and strategies; social action as a method of social work; social action and social refor; Saul Alinsky's and Paulo Freire's methods; Process of Social Action; Scope of social action in India; role of social workers in community organization and social action and community empowerment.

### **REFERENCES**

1. Ross and Pain : Community organization
2. Ross. M. G. : Case histories in Community organization
3. Macmillan, Wayne : Community organization for social welfare, University of Chicago press.
4. Marshall B. Clinard. : Slum and Community development, collier, Macmillan Ltd., London
5. Desai, A.R. & Piliai, S.D : Slums, and Urbanisation
6. Populin : Community organization and Planning; Macmillan
7. Hillman : Community organization and planning; Macmillan

8. Batten, T.R. : Communities and their Development Oxford University Press, 1969.
9. Cox, Fred M., Enclich, : Strategies of community organization (3<sup>rd</sup> Ed) Itasca III
10. Johan L. & others : F.E. peaceck, 1979, part VI, p.p. 354-400.
11. Douglas, Bilan : Community organization theory and practices Hall, New Jersey, 1983.
12. Desai, A.R. (Ed) : Peasant struggles in India, Oxford Univ. Press, Madras, 1982.
13. Freire, Paule : Pedagogy of the oppressed; The Seabury press, 1973.
14. Gangrade, K.D. : Community organization in India, Popular Prakasan, Bombay
15. Murbhy Mov : Social Action, Asia Publishing House, Bombay
16. Perlman H. Helen : Social case work; A problem solving process, John Wiley & Sons, New York, 1972.
17. Thudipara, Jacob Z : Urban Community Development, Rawat Publ. Jaipur, 1993.

### **CORE COURSE – IV - FIELD WORK**

1. Observation visits to various Social Work agencies
2. Camps – Rural / Tribal
3. Project field work – Group projects on social issues / problems, etc.

### **CORE COURSE – V - SOCIAL WORK RESEARCH AND SOCIAL STATISTICS**

#### **Unit I**

Social Work research: Meaning, definition, purpose of research, Social research and social work research. Scientific Method: Nature. Characteristics, purpose and steps in research process; concepts: operationalisation of concepts, variables and its types, Hypothesis: Sources, Formulation, Attributes of hypotheses and types.

#### **Unit II**

Research design and Sampling : Research design : Exploratory, Descriptive, Diagnostic and Experimental. Formulation of Research problem

Sampling : Definition Principles, Types and procedures; population and Universe, sampling Name measurement: Meaning, levels of measurement: Nominal ordinal, interval and ratio; validity and reliability: meaning and types.

#### **Unit III**

Sources and methods of data collection: Sources: Primary and Secondary; Research tools Observation and Survey methods Interview guide, interview guide. Interview schedule, questionnaire: construction of questionnaire / interview schedule – Content, types of questions, question formate and sequence of questions; Personals Interview and mailed questionnaire: Advantages and disadvantages, comparison Pre-test and pilot study.

## **Unit IV**

Preparation of Research Proposal : financial, Time and Personnel Budgeting; processing; and analysis coding scheme. Code book, Transcription, tabulation; Diagrammatic representation of data : Types; Report writing and Referencing; Agencies involved in Social Research; Ethical considerations of Social Work Research; limitations of research

## **Unit V**

Social statistics : Statistics : Meaning, use and its limitations in Social Work Research Measures of Central Tendency : Arithmetic Mean, Median and Mode Dispersion: Range, Quartile deviation, Standard deviation and Co-efficient of Variation. Tests of significance : “t” test and chi-square test

Correlation : Meaning, types and uses. Karl Pearson’s Coefficient of Correlation and V. Rank Correlation.

Computer Applications : Use and application of computer in Social Work research with special to statistical Package for Social Science (SPSS)

## **REFERENCES**

1. Whitly, Frederickl : The elements of Research
2. Goode and Hatt : Methods in social research
3. Polarrky, Norman : Social Work Research
4. Young, Pauline : Scientific social surveys and research
5. Clarie, selttiz & Marie Jahoda : Research methods in social Relations
6. Dorn Busch and Schnid : Premier of Social Statistics
7. Gopal M.A. : An Introduction to research  
Procedure in Social science

## **CORE COURSE VI – HUMAN GROWTH AND PERSONALITY DEVELOPMENT**

### **Unit I**

Nature of Psychology : Definition, scope of application in various fields; Introduction to schools of psychology; Relevance of Psychology for social workers.

### **Unit II**

Human growth and Development : Pregnancy and child birth – Infancy – babyhood – childhood – Adolescent – Adulthood-Middle age – Old age.

### **Unit III**

Learning and Motivation: Nature, definition and types; Theories of Pavlov and Skinner; Remembering and forgetting.

Motivation : Concept of instinct : Motives for survival-Meaning and definition; types and characteristics of motives; Hierarchy of motives; conscious and unconscious motivation.

Adjustment : Concepts of adjustment and maladjustment; Stress; Frustration; Conflict – nature and types;

Coping Mechanisms : Nature and types; Mental Health and community Mental health.

### **Unit IV**

Perception and attitudes : Perception space, depth, auditory and visual Attention

Attitude : Nature of attitudes, stereotypes and prejudices, formation of attitudes and attitude change.

Personality : Definition and structure; Theories of personality: Trait and Type theories; Important concepts of the contributions of Freud, Jung, Adler, Maslow and Erickson; Factors influencing personality Development: Heredity & Environment and Socialization process.

### **Unit V**

Social Psychology and its Applications, collective Behaviour : Nature and reasons for collective behaviour, manifestations of collective behaviour.

Psychological testing : Personality attitude and intelligence.

### **REFERENCES**

1. Davidoff. L.L. : Introduction to Psychology, Aucklan; McGraw Hill Inc; 1881.
2. Morgan, C.T.& King, R.A : Introduction to psychology New York.
3. Weix; J.R & Schopler J : McGraw Hill; 7<sup>th</sup> Ed., 1986.
4. Munn, N.A. : Psychology-The fundamentals of human behaviour; London; George G. Harrap & Co, Ltd., 1961.
5. Anastasi. A : Psychological testing New York: Mcmillan Revised Edition 1987.
6. Hurlock E.B. : Developmental Psychology, New Delhi, Tata Mcgraw Hill 5<sup>th</sup> Ed. 1971.
7. Rayner, Eric : Human Development, London; George Allen and Unwin, 1978.
8. Saraswathi T.S, Dutta R : Development Psychology in India, Delhi; Sage publications, 1987.
9. Kuppusamy B. : An Introduction to social psychology; Bombay; Media Promoters and pub. Pvt. Ltd., 1980.
10. ICSSR : A survey of research in psychology chapter 2, developmental psychology Bombay;
11. Popular Prakashan pp. 56-79; 1972.
12. Newman P.R & Newman B.M. : Living; The process of Adjustment Illinois; The Dorsey process; 1981.



## **CORE COURSE VII - FIELD WORK**

1. Based on Specialisation
2. Study Tour is optional for students.

## **CORE COURSE VIII - SOCIAL WELFARE ADMINISTRATION, SOCIAL POLICY AND SOCIAL LEGISLATION**

### **Unit I**

Social Welfare Administration: Meaning and definition of Social Welfare Administration and Social Work administration; Purpose, historical development. Principles, functions and areas (Policy making, planning, personnel, supervision, office administration, budgeting, finance, fund raising, accounting, auditing, purchase and stock keeping, record maintenance, co-ordination, public relation, monitoring and evaluation, research, annual report); Social Welfare Administration at national, state and local levels; CSWB (Central Social Welfare Board), State Social Welfare Board, Directorate of Social Welfare and Handicapped Welfare.

### **Unit II**

Social Welfare Programmes and Agencies : Evolution of Social Welfare in India; Voluntary Social Work, Social Agencies: Meaning, definition, types and models of NGOs; Role of NGOs in National Development. Governmental Schemes on Social Welfare; Agency registration: Methods, advantages, preparation of byelaws, memorandum of association, rules, regulation and registration procedures; Registration of Societies and Trusts: Governing Board, Committees. Executives; Qualities, functions and role.

### **Unit III**

Social Policy: Definition, need, evolution and constitutional base; Sources and instrument of social policy, policies regarding other backward castes (OBCs), Scheduled Castes (SCs), Scheduled Tribes (STs) and Denotified Communities. Policies and programmes for women, Children, aged and handicapped, development and implementation of programmes for weaker sections.

### **Unit IV**

Social Planning and Social Development: Social planning and community planning, Need and importance. Planning machineries at the state & National levels; Five year plans Social development: Concept and indicators for social change and social development in India.

### **Unit V**

Social Legislation: Definition, its role as an instrument of social change, constitutional basis for social legislation: Fundamental Rights and Directive Principles of State Policy; Hindu, Muslim and Christian Personal Laws relating to Marriage, Divorce, Minority and Guardianship. Adoption, Succession and Inheritance; Legislation relating to social problems such as during prostitution, Juvenile delinquency, child labour, untouchability, physical and mental disabilities.

Note: Emphasis must be given to the Salient features and effects of the various social legislations mentioned in the unit.

## **REFERENCES**

- Bose, A.B. Social Welfare Planning in India, U.N. pub, Bangkok
- Choudry, Paul Hand book on social welfare Atma Ram & sons, Delhi, 1993
- Choudry, Paul Voluntary Social Welfare in India, Streling Pub., New Delhi 1979
- Choudry, Paul Social Welfare Administration, Atma Ram & Sons, Delhi, 1979
- Dennison.D & Chepman, Valeries Social Policy and Administration, George Allan and Unwin, London
- Dubey S.N. Administration of Social Welfare programmes in India, Somaiya pub., Bombay
- Dubey S.N. & Murdia Administration of Policy and programmes for Backward classess in India, Somaiya pub., Bombay
- Gangrade, K.D Social Legislation in India Vol. I & II
- Jacob K.K. Social Policy in India
- Jagadeesan P. Marriage and Social legislations in Tamil Nadu, Elachiapen pub, Chennai, 1990
- Shunmugavelayutham K. Social Legislations and Social Change, Valga Valamudan pub. Chennai, 1998.

### **CORE COURSE IX – SPECIALIZATION PAPER I**

### **CORE COURSE X – SPECIALIZATION PAPER II**

### **CORE COURSE XI – FIELD WORK**

1. Based on Specilisation
2. Study Tour is optional for students.

### **CORE COURSE XII – SPECIALIZATION PAPER III**

### **CORE COURSE XIII – FIELD WORK AND BLACK**

1. Concurrent field work in social work methods.
2. Block placement.

## COMMUNITY DEVELOPMENT

### SPECIALIZATION PAPER - I

#### RURAL AND TRIBAL COMMUNITY DEVELOPMENT

- I. Rural Community: Meaning, Characteristics. Rural Problems and their implications: Poverty, Illiteracy, Unemployment, problems related to Agriculture, Community Health and Infrastructure. Community Development: Concepts, Definition, Objectives, Philosophy and Principles. Early Experiments in Community Development. Concept of Extension Education.
- II. Rural Development Administration: Administrative Structure for Rural Development-Central and State level. Panchayat Raj: Evolution and Functions of Panchayat Raj System; Salient Features of 73<sup>rd</sup> amendment. Cooperative Movements in India: Principles, Characteristics, Types and functions of Cooperatives. Rural Development Agencies (CAPART, Banks and Voluntary Agencies). People's Participation in Sustainable Development.
- III. Tribes: Concept, Definition, Characteristics of the tribal community, Nomadic and Denotified Tribes; Major Indian Tribes and Tribes in Tamil Nadu. Constitutional Provisions for the protection of Tribes; Problems of Tribes: Child Marriage, Poverty, Ill-health, Illiteracy, Exploitation and atrocities on tribes; lack of infrastructural facilities and amenities; Tribal resettlement and rehabilitation and its related problems. Tribal Movements and Tribal Revolt.
- IV. Tribal Development Administration: Administrative Structure at Central, State and District Levels. Rural Development Programmes: Swarnajeyanthi Gram Swarozgar Yojana (SGSY), Micro-credit and Women's Development Schemes. Tribal Development Policies and Programmes; Tribal Sub-plans.
- V. Problems in implementation of Rural and Tribal Development Programmes. Application of Social Work Methods and Role of Social Workers. Role of Voluntary Agencies in Rural and Tribal Development

#### REFERENCES:

1. Jain. S. S. : Community Development and Panchayat Raj in India.
2. Rajeshwari Dayal : Community Development in India, Kitab Mahal
3. Mukerji B. : Community Development in India, Orient Longman, New Delhi
4. Government of India : Five Year Plans Kitab Mahal New Delhi.
5. Srinivas. M. N. : Indian Villages, Asia Pub., Chennai.
6. Morgan, Arthur E : The Community of the Future and the Features of the Community, Hindustan, Tamil Sangh.
7. William, Biddle J. :The community development process – The discovery of local Initiative, Holt Rinchard and Wington, New York, 1965.
8. Right : How to ases the programme implementation, Sage pub., New Delhi.
9. Mascarentas : A strategy for rural development, Sage Pub., Delhi., 1988.

10. Thingalaya N.K. : Rural India – Real India, Himalaya Pub., Delhi, 1986.
11. Society of Social Economics : Readings in integrated Rural Development, Oxford & IBH, Delhi, 1987.
12. Harichandran C. : Panchayat Raj and Rural Development, Concept Pub., Delhi, 1993.
13. Bhatia B.S., Prem Kumar & Chawia A.S. : Management of Rural Development, Deep & deep pub., New Delhi, 1990.
14. Devendra Thakur : Tribal life in India (Ten Vols), Deep & deep pub., New Delhi, 1994.
15. Rafeeva : An introduction to the Tribal Development in India, International, Dehradun, 1988.
16. Ramana Rao D.V.V : Tribal Development, Discovery pub., New Delhi, 1992.
17. Babuji M. : Tribal development administration, Kanishka Pub., New Delhi, 1993.
18. Nadeem Hashain : Tribal India today, Harnam publications (Second Ed.), New Delhi, 1991.

**SPECIALIZATION PAPER – II**  
**URBAN COMMUNITY DEVELOPMENT**

- I. Urban Community: Meaning, Characteristics, rural- urban Contrast. City – Meaning, Classification, Trends in Urbanization Process.
- II. Urbanization and Urbanism: Meaning, Theories of urbanization, characteristics of urbanism, Slums- definition, approaches, theories and classification and culture of slums; Urban Problems: Housing, Drug Addiction, Juvenile Delinquency, Prostitution, Pollution.
- III. Urban Community Development: Definition, concept, objectives and historical background; approaches, principles, process and methods of urban community development, Welfare Extension Projects of Central Social Welfare Board, Urban Development Planning: Legislation relating to Urban Development (Urban Land Ceiling Act, Town and Country Planning Act, Nagarpalika Act and Tamil Nadu Slum Clearance and Improvement Act) Community Planning and Community Participation.
- IV. Urban Development Administration: National, State and Local Levels; Structure and functions of Urban Development Agencies; Urban Services and Urban deficiencies; Metropolitan Development Authorities, Housing and Urban Development Corporation (HUDCO); Housing Board, Role of Voluntary Agencies in Urban Development.
- V. Urban Development Programmes: Five Year Plans and Urban Development: Madras Urban Development Projects (MUDP) I & II; Tamil Nadu Urban Development Project (TNUDP); Urban Basic Services programmes (UBSP), Nehru Rozgar Yojana (NRY). Tamil Nadu Slum Clearance Board, Problems in implementation of Urban Community Development Programmes. Role of Community Development Worker- Application of Social Work methods in Urban Development.

## **REFERENCES:**

1. Clinard, Marshall B. : Slums and community development, The free press, New York, 1970.
2. Thudipara, Jacob Z. : Urban community development, Rawat Pub., New Delhi, 1993.
3. Gill, Rajesh : Slums as Urban villages, Rawat Pub., Jeipur, 1994.
4. Vibhooti, Shukla : Urban development and regional policies in India, Himalaya Pub., Bombay, 1988
5. Ramachandran : Urbanisation and urban system in India, Oxford Uni. Press, New Delhi, 1989.
6. Mitra, Arup : Urbanisation, slums informal sector employment and poverty, B.R.Pub., 1994.
7. Diddee Jayamala : Urbanisation – Trends perspectives and challenges, Rawat Pub., Jeipur, 1993.

## **SPECIALIZATION PAPER- III**

### **PROJECT MANAGEMENT AND DEVELOPMENT COMMUNICATION**

- I. Introduction to Project Management: Concept, Objectives, Principles, Scope, Importance and Methodology. Micro and Macro level planning. Project Dimensions: Identification and Formulation; Detailed Project Report (DPR). Project Appraisal: Technical, economic and financial feasibility. Participatory Development (Participatory Planning and Participatory Rural Appraisal (PRA) , Participatory Management and Participatory Evaluation)
- II. Planning and Management of Project Implementation: Activity Planning, Network Analysis, Monitoring of Development Projects: Management Information System, Project Evaluation: Programme Evaluation and Review Technique (PERT) and Critical Path method (CPM). Resource Mobilization: Techniques of Fund Raising; Statutory requirements for the formation of Society and Trust; Foreign Contribution Regulation Act. Special Provisions related to Income Tax Exemption for Development Organizations.
- III. Communication: Meaning, definition, scope and purpose; elements of communication; principles of effective communication; characteristics and functions of communication: Communication Process; Channels and Stages of Communication;
- IV. Methods of Communication: Interpersonal Communication, Group Communication and Mass Communication; Types: Formal and informal; Theories and Models of Communication; Transactional Analysis and Conflict Resolution.
- V. Selection of suitable approaches for different target groups; Audio Visual Aids; Types and its uses; Folk Media: Puppet Shows, Drama, Street play, Folk Songs and Folk dances, use of talks, meetings, conferences, camps; campaign; communication through leaflets, Pamphlets, bulletins, circulars, posters and notice boards.

## **REFERENCES:**

1. Wyne Mondy. R. Holmes  
Robert E. & Edwin Flippo : Management Concept and Practice, Second Edition, Allyn and Bacon Inc., Bston, 1983.
2. Chandra Perasanna : Project Preparations , Appraisal , Budgeting and Implementation , Tata Mc. Raw Gills , New Delhi 1988.
3. Casley D. J. & Wury D. A :Monitoring and Evaluation of Agriculture and Rural Development Projects, John Hopkins, Baltimore, 1982.
4. Choudry Sadhan : Project Scheduling and Monitoring in Practice, South Asian Pub., New Delhi ,1988.
5. Mansing, Gurmeell : Dictionary of journalism and Mass Communication, Hanam Pub., New Delhi 1990.
6. Hartman Paul et. al. : The Mass Media and the village life , SAGE Pub., New Delhi, 1989.
7. Dahama O. B & Batnagar OP : Education, Communication for Development, Oxford & IBH, New Delhi 1994
8. Pokharapurkar : Rural Development Community Television, Concept Pub., New Delhi, 1993.

## **HUMAN RESOURCE MANAGEMENT**

### **SPECIALIZATION PAPER I**

## **HUMAN RESOURCE MANAGEMENT**

### **Unit I**

Human Resource Management: Definition, Scope and evolution and functions; Concept of management, principles and functions, schools of management thought, challenges of HR executives for 21<sup>st</sup> century.

### **Unit II**

Human Resource functions: Human Resource Planning, recruitment, promotion, Job analysis, performance appraisal, discipline and disciplinary procedures, personnel records and research, HR audit and VRS, Wage and Salary administration, incentives and profit sharing.

### **Unit III**

Behavioural Science to HRM – Theories of organizational behaviour, organizational culture, climate and effectiveness, Unit of analysis : individual, Groups and organization, use of OB concepts for managers.

### **Unit IV**

Training and Development : Meaning, need, importance, types: on the job and Off the job training, training effectiveness, training need assessment and evaluation of training programmes.

## **Unit V**

Industrial Social work : Meaning, scope, relevance, application of social work Methods, Labour problems and industrial counseling, working with families of industrial workers, scope and relevance of industrial counseling.

### **References:**

1. Agarwal R.D. (Ed), Dynamics of Personnel Management in India, Tata-McGraw Hill Publishing Co. Ltd, New Delhi
2. Bhonsle Y.B. (Ed) Personnel Management, The Indian Scene, S.Chand & Co., New Delhi.
3. Muri M.G. and Muir JB. A Guide to Personnel Management Bureau of National affairs Washington 1973.
4. Memoria CB (1985) Personnel Management – Bombay / Himalayan Publishing House.

## **SPECIALIZATION PAPER II**

### **LABOUR WELFARE AND LABOUR RELATIONS**

#### **Unit I**

Labour Welfare Concept: Principles, theories, origin and growth, types of welfare, Labour Welfare programmes: Safety, Health and Hygiene, Occupational Disease, Creche, Canteen. Credit society, Worker's education, Status, duties and functions of labour welfare officer.

#### **Unit II**

Labour Legislation in India Factories Act 1948, Trade union Act 1926, Industrial Dispute Act 1947, The Industrial employment (Standing Orders) act 1946.

#### **Unit III**

Social Security and Wage Legislations : ESI Act 1948, Employees Provident Fund Act 1952, The Payment of Gratuity Act 1972, Workmen's compensation Act 1923, the minimum wages act 1948 and the Bonus Act 1965.

#### **Unit IV**

Trade unions and Collective Bargaining National and international trade Unions; history, aims and problems faced, recognition of trade union, inter-union conflicts, union security and theories of trade unionism. Collective Bargaining : theories, pre-requisites, phases, strategies and skills used, productivity linked bargaining.

#### **Unit V**

Industrial Relations at shop floor level: Bipartite and tri-partite bodies, participatory forums, industrial committees, quality circles, domestic enquiry, industrial peace and industrial conflicts.

## **References:**

1. Charles A. Myres, Industrial relations, India Asia Publishing house, 1970.
2. Saxena R.C., Labour problems in Indian Industry, Gupta printing press, Meerut, 1974.
3. Giri V.V., Labour problems in Indian Industry, Asian Publishing House, Bombay, 1958.
4. Pant S.C., Principles of Labour Welfare, Gupta Brothers, Vishakapatnam, 1968.
5. I.L.O. 1980, 'Labour Legislation'.
6. Prasad NGK., 1978, Factories Law and Rules applicable to TN state, Vols. I, II, III, IV Madras Book Agency.
7. Desai. R. : Constitution and Labour laws in India, Dolia B.R. 1982 labour and Industrial Law, Drient Law House, New Delhi.

## **SPECIALIZATION PAPER III**

### **HUMAN RESOURCES AND ORGANIZATION DEVELOPMENT**

#### **Unit I**

Human Resources : Meaning, nature and concepts, individual behaviour, Values, attitudes, personality, perception, motivation and its applicability, Job satisfaction.

#### **Unit II**

Human Resources Development : meaning, pre-requisites for successful HRD Programmes, HRD trends, Job Rotation, Job enlargement. Job enrichment, Total, Quality Management, Human Resource information System, ISO 9000 series, HRD competency and technology management.

#### **Unit III**

Performance Appraisal and career counseling : Meaning, approaches to Performance appraisal, techniques used, potential appraisal, 360 appraisal, scope and limitation, steps involved in Career guidance and counseling, succession planning, conditions for effective counseling.

#### **Unit IV**

Organizational Matrix : Organizational system, foundations of organizational Structures, types and theories of organization, Hawthorne Studies, Organizational communication, power and politics, conflict resolution, Team work.

#### **Unit V**

Organizational Development : Objectives, characteristics, process and Intervention techniques, application of T.A. and Self inventory theory (Johari Window), Organizational Change, Japanese style of Management.



## **Reference:**

1. Agarwal, R.D., (Ed) Dynamics of personnel management in India, Tata - McGraw Hill Publishing Co. Ltd., New Delhi
2. Bhonsle, Y.B. (Ed), Personnel Management, The Indian Scene, S.Chand & Co., New Delhi, 1977.
3. Davar, R.S., Personnel Management and Industrial relations, Vikas Publishing House, New Delhi, 1977 (reprint).
4. Flippo, Edward, B., Principles of Personnel Management, McGraw Hill Book Co New York, 1976. Fraser, John Munro, Introduction to Personnel Management, French, Wendell, Personnel Management process, Houghton Mifflin, Boston, 1977.
5. Kaplan Harold, et.al. : Comprehensive text book of psychiatry, Williams & Wilkins, Vo.I, II & III, 1980.
6. Moller, Alfred H., : Break through in psycho therapy, Londinium press, Maidstone, 1979.
7. Garland, Margaret : The other side of psychiatric care, MacMillon, 1983.

## **CLINICAL SOCIAL WORK**

### **SPECIALIZATION PAPER I**

#### **COMMUNITY HEALTH**

#### **Unit I**

Concepts of Health, Public health, Comprehensive health care – factors influencing health. Social and preventive medicine – Comprehensive health indicators – Vital Health statistics.

#### **Unit II**

Major communicable diseases – symptoms, etiology, transmission, prevention and treatment of leprosy, T.B. STD, HIV, Polio Malaria, Cholera and Typhoid.

Non-communicable Diseases : Cancer, Diabetes Heart disease Asthma Nutritional disorders.

#### **Unit III**

Health care delivery system at the National and state levels, primary health centre, models of community health. Salient features of legislations related to health; MTP Act Disabilities Act – Mental Health Act – Factories Act – E.S.I. Act.

#### **Unit IV**

School Health : Occupational Health : Women's health problems : Paediatric health problems – Geriatric health problems – Health Education meaning and importance : Principles of Health Education; techniques and strategies for various community groups – Family planning.

#### **Unit V**

Health work in the community; Assessing Community Health needs, mobilizing core groups and community participation – Training of multipurpose workers in community health programmes.

## **References:**

1. Park, J.E. & Park K : Text Book of Preventive and Social Medicine; Jabalpur, M/s. Banashidas 1983.
2. Kumar R : Social and Preventive health administration, Asia Publishing House, New Delhi – 1992.
3. Goel, S.L. Public Health Administration, Sterling Publishers, New Delhi, 1984.
4. WHO : Social Dimensions of Mental Health, Geneva, WHO, Publications, 1981.
5. Yash Paul Bedi : Hygiene and Public Health.

## **SPECIALIZATION PAPER II**

### **MEDICAL AND PSYCHIATRIC SOCIAL WORK**

#### **Unit I**

Medical social work : Definition, objectives, its nature, need and scope; Historical Development in India and abroad, Practice of social work methods in Hospital settings; their need and importance in working with patients and families.

#### **Unit II**

Concepts of Illness and Disease: - Psychological, social and economic implications of illness and disability for the patient and his family; concepts of patient as a person, patient as a person, patient as a whole, the psychosomatic approach; multi-disciplinary approach and team work; role of social worker as a member of the team.

#### **Unit III**

The Hospital as a formal organization, its goals, technology, structure and functions departments, administrative procedures, implications of hospitalization for the patient and his family.

Medical social work Department : Starting, organization and functions – Medical social work practice in different settings.

#### **Unit IV**

Psychiatric social work : Definition and concept changing perspective of psychiatric social work; changing trends in mental health care: - case work; Group work and community organization in the psychiatric setting – limitations and difficulties faced in psychiatric social work practice; Mental Health problems in India.

#### **Unit V**

Therapeutic intervention in psychiatric illness: cognitive Therapy, group psychotherapy, family therapy, Maratal therapy, Behaviour Therapy – ECT, Chemotherapy – occupational Therapy.

Rehabilitation – Definition, Role of Medical social worker in rehabilitation; Rehabilitation of Psychiatric patients – planning, mobilization, reintegration of patient in the family and community; role of psychiatric social worker in team work.

**References:**

1. Banerjee G.R. : Social Service Department in hospitals – its organisations and functions, TISS, Bamba, 1950.
2. Minna Field : Patients are people, Columbia University Press, New York, 1953.
3. Goldstein Dora : Expanding Horizons in Medical Social work; University of Chicago press, 1955.
4. Rao, Sanhara M: Hospital Organization and Administration, deep & deep publications, Delhi, 1992.
5. Verma, Ratna : Psychiatric social work in India, Sage Publications, New York, 1991.
6. French, Lois Merdith : Psychiatric social work the common wealth fund, New Delhi.
7. Kaplan. H.I. Freedom A.M. & Sadoch B.J. (1980) : Comprehensive Text Book of Psychiatry, (3rd Ed) Vols 1, 2, & 3, Williams & Wilkins, Baltimore / London.

**SPECIALIZATION PAPER III****MENTAL HEALTH****Unit I**

Historical Development of psychiatry as a field of specialization; Attitudes and beliefs pertaining to mental illness in ancient, medieval and modern times; concepts of Normality, Abnormality and Mental Health.

**Unit II**

Life stress and coping; stress and Mental Health; classification of Mental illness – DSM IV and ICD, 10, 11 & 12. Mental Health problems among children, adolescents, women, workers, and elderly.

**Unit III**

Psychiatric assessment; interviewing – case history taking and mental status examination, psychosocial and multidimensional assessment of mental disorders in psychiatric social work and psychosocial diagnosis.

**Unit IV**

Psychiatric Illness : Symptoms, causes and treatment of Neuroses, Psychoses, Psycho physiological, cultural bound syndromes, personality disorders, sexual deviations, alcoholism and drug dependence and suicide. Child wood disorders, scholastic Back wardness – Attention Deficit Disorders – Learning disorders.

**Unit V**

Mental Handicap : Definition, classification, clinical types and causes, cerebral palsy:

Epilepsy: Definition, types, causes, Management, Aging: Biological, social and psychological problems.

**Reference:**

1. Coleman, James C: Abnormal Psychology and Modern life. Taraporevala & Sons, Bombay.
2. Hughes Jennifer : An outline of modern psychiatry, John Wiley & Sons, 1981.
3. Kaplan Harold et al : Comprehensive Text book of Psychiatry, Williams & Wilkins, Vol I, II & III, 1980.
4. Krae plil, E Wil : a Psychiatry – A Text Book for students and physicians, Vol.2, Amerind pub, 1990.
5. Venkatesan S. Children with development disabilities, sage (2004).

**FAMILY AND CHILD WELFARE SPECIALISATION****SPECIALISATION PAPER – I****DEMOGRAPHY AND FAMILY WELFARE****Unit- I**

Population growth and its impact on family welfare: Demographic characteristics of Indian population; Trends of population; population explosion: Impact of population explosion in the family and the society. Theories of population; sources of demographic data: importance of population control; population policy

**Unit- II**

Physiology of reproduction: reproductive anatomy and physiology; menarchy, menopause, fecundity, fertility, treatment of infertility. Methods of contraception; Temporary, permanent semi-permanent methods; Abortion, IUCD. Social work technique in promoting planned parenthood.

**Unit - III**

Family and its functions and importance in the society; Family and Social change; changing pattern of family in India. Family life cycle: Developmental task of family members in different stages. Family dynamics:- patterns of interaction among family members: Theories of family interaction: conflict and adjustment: programmes to strengthen family.

**Unit – IV**

Family organization and family disorganization; Social determinants of family: Martial violence; trends implications and emerging issues; counselling and therapy Integrated family Therapy.

Family welfare programmes: Need and Scope in India Governmental and Non-governmental programmes in Indian Family life education: concept and Need; Principles, techniques, content and application of social work method in Family life education.

**Unit- V**

Family welfare planning:- Family welfare planning and five year plans; Approaches to family welfare planning clinical, extension and cafeteria approaches, National and International agencies of family welfare planning services; population Education and Sex education.

## **REFERENCES:**

1. Chandra Sekaran C.S.: Population and family planning kitab mahal, Alahabad.
2. Ehrilich, Paul R. & Ehrilich Anne H.: Planning your family Macmillan & Co., New York
3. Guffancher, Ernest: Family planning – why, when New Book Co., Bombay.
4. Stropes, Marie C.: Wise Parenthood, Putman & Co., London.
5. Ling S.N.; Premim.K, Bhatia P.S & Bose Asha: population Transition in India, Vol I & II Publishing Corporation Delhi.
6. Ackermann N.W: psycho dynamics of family welfare. Basic Books Inc., New york.
7. Fonseca Mabel: Counselling and Marital happiness, Leansufala Bombay.
8. Indian Social Institute: The family in the change and challenge of the seventies, strelling pub. New Delhi
9. Family welfare programmes in India: Ministry of health and family welfare, Dept. of family welfare, Govt. of India, New Delhi.

## **SPECIALISATION PAPER -II**

### **WELFARE OF THE WOMEN AND CHILDREN**

#### **UNIT - I**

A Demographic profile of women in India; Changing status of women in India. Problems of women: Child marriage, dowry, widowhood, desertion, divorce, destitution, educational backwardness, discrimination in employment; Problems of employed women and mother; Problems of unmarried mothers, delinquency, Prostitution, trafficking in women and girls.

#### **UNIT – II**

Women's Welfare: Historical Development, Policy and Women Welfare programmes feminism: feminist movement in India; Women's movement abroad and in India; family courts; Theory of violence against women; women and law.

#### **UNIT - III**

Child Development: Role of family and community in Child Development Socialisation: Formal and Informal agencies of Socialisation.

School Social Work: Need & Objectives; Role and functions of school social workers.

#### **UNIT – IV**

Child Health: Sources of Nutrition; Balanced diet, Malnutrition; Nutritional disorders; MCH service and ICDS; Childhood Diseases: Types, Causes, Symptoms, prevention and treatment; preventive paediatrics: Types and stages of immunization. Exceptional Children, Child abuse, Child Workers.

## **UNIT - V**

Institutional and Non – Institutional Services; Child guidance services – Child welfare in India: Demographic characteristics of Children in India; Constitutional safe guards; National Policy for the child; U. N. Charter of children’s rights; National and International agencies for child welfare in India.

### **Reference:**

1. Shrivastava and Sudharani, Women in India, common Wealth Publishers, Darya Ganj, New Delhi, 1999.
2. Laxmi Devi, Encyclopaedia of women Development and family welfare, Anmol Publications Pvt.Ltd; New Delhi, 1998, vol.7.
3. Muhta Mittal(ed), Women Power in India, Anmol Publications Pvt. Ltd., New Delhi, 1995.
4. Geetha Gowri, R., Reddy, P.J., Usha Rani, Elderly Women, Discovery Publishing House, New Delhi, 2003.
5. Reddy, P.R., Sumangla, R. Women in Development, B.R. Publishing Corporation, Delhi, 1998, vol.1.
6. Menski Werner(Ed.) South Asians and the dowry problems, Vistan publications, New Delhi, 1999.
7. Mira Seth, Women and Development, Sage Publications, New Delhi, 2001.
8. Sebasti, L. Raj(ed.) Quest for Gender Justice, Sathya Nilayam Publications, Madras, 1991.
9. Ashok Kumar(ed.), Women in contemporary Indian Society, Anmol Publications, New Delhi 1993, vol.
10. Venkatachalam P.S. Nutrition for mother and child, National Institute of Nutrition, Hyderabad.
11. Hurlock, Elizabeth B., Child Development, Mc. Grow Hill, New York.
12. Kuppuswamy B., A text book of behaviour and development, Vikhas publications., New Delhi.
13. Marjatia J.C., Behaviour problems of children, Association of Paediatricians, Bombay.
14. Panda, K.C., Elements of child development, Kalyani publishers, New Delhi, 1981.
15. Misra, R.N.(Ed.), Child Labour in Hazardous sectors, Discovery publishing House, New Delhi, 2003.
16. Laxmi Delhi, Encyclopaedia of child and family welfare, Anmol publications, pvt Ltd., New Delhi, vol-5, 1998.

### **SPECIALIZATION PAPER III**

#### **WELFARE OF THE YOUTH AND AGED**

##### **Unit I :**

Concept of youth : Demographic profile of the youth in rural and urban India ; Youth in Indian society ; Aspirations of youth in contemporary Indian society; Role of youth in social change and national development.

##### **Unit II :**

Basic needs of youth ; Problems of youth ; Youth movement in India ; Youth unrest ; Youth policy in India

### **Unit III :**

Youth welfare : Definition and scope; Services for student youth : Education, Physical education, sports, recreation, Vocational guidance, Bharat scouts and guides, National services scheme, National cadet corps; Youth festivals and youth camps; Students' counseling: Need, role of universities and colleges, services for non-student youth : Non-formal education for school drop outs; Nehru Yuvak Kendra; Youth work: Concepts, objectives; Training of youth workers; Youth Leadership training programmes.

### **Unit IV :**

Welfare of the aged: Definition of old age; Old age as a social problem; Demographic perspectives on aging population ; Gerontology ; Theories of aging ; dimensions of aging. Changing status of the aged in Indian society. Problems of the aged.

### **Unit V :**

Services for the Aged; Geriatric services in India; Social work with the Aged; Gerentophenotime – an aging reversal agent; National and International agencies for aged welfare.

### **REFERENCES**

1. John V.V. : Youth and National goals, Vishwa yuvak Kendra, Delhi.
2. Kuriakose P.T : An approach to youth work in India, Yusuf, Asia Pub., Delhi.
3. Kumar, Ram : Problems, planning and development of youth health, deep & deep Pub., New Delhi.
4. Kirpal, Prem : Youth and established culture, stressing, New Delhi.
5. Krishan, Prabha : A library primer for youth workers, Vishwa yuvak Kendra, Delhi.
6. Kuriakose P.T : Youth work in India – Scope and Strategies, Vishwa yuvak Kendra, Delhi.
7. Khan, Rafiq M. : Rural youth, Vishwa Yuvek Kendra, Delhi.
8. Khandekar, Mandakini: Planning integrated services for urban children and youth, TISS, Bombay.
9. Misha, D. K : Jain C.M & Doshi S.L : Youth, University and Community, S. Chand & Co, New Delhi.
10. Misra X. D : Youth culture – A Comparative study in the Indian content, Inter India Pub, New Delhi.
11. Muttagi, P.K: Aging Issues and Old age care, Classical Publishing Company, New Delhi, 1991.
12. William Kovshum and Joseph Julian, Social Problem,
13. Bajpai, P.K(ed): Social Work perspectives on Health, Rawet publications, Jaipur & New Delhi, 1998.
14. Rameswari Devi & Ravi Prakash: Social Work & Social Welfare administration, Mangal 15. Deep Publications, Jaipur(India), 1998, Vol. II
15. Papiel De, Human Development, Tata Mcgraw Hill Publishing Company Ltd, 1985.
16. Armando, T etc: Social Work, A Stmon & Sohuster Company, Massachussets, 1985
17. Charles Zastrow: Introduction to Social Work and Social Welfare, An International Thomson Publishing Company, V.K, 1999.
18. Arun P.Bali(Ed), Understanding graying people of India, Inter India Publications, New Delhi, 1999

## ELECTIVE COURSE I – BASICS OF COUNSELLING

### Unit I

Introduction to Counselling : Meaning, Definition, Need and Importance of counseling and professional ethics in counselling.

### Unit II

Basic Principles of Counselling : Participation, Individualization, Confidentiality, communication, acceptance, self confidence, self awareness and other principles governing the counseling relationship.

### Unit III

Counselling process, Interview and its significance in counseling – Use of observation in counseling and understanding of emotions in counselling.

### Unit IV

Types of counseling – Individual and Group Counseling, Family Counselling, Marital Counselling, Student Counselling and Industrial Counselling.

Techniques of group counseling, strategies and structure – barriers to effective counseling sessions; Counselling evaluation.

### Unit V

Components of effective counseling : Personality of the counsellor's skills – Role and functions of the counsellor in schools, industries, family, hospital and rehabilitation institution.

### Reference:

1. Burnett. J. : Counselling with young people
2. Fred Machinery : Counselling for personal Adjustment
3. Morrisco C.Engene : Counselling with Young people
4. Shestroin Everlett, Brammer  
M.Lawrence : The Dynamics of counseling process.
5. Tobbert, E.L. Introduction to Counselling
6. Colin Feltham, Controversies in psycho therapy and counseling, Sage Publications,  
New Delhi, 1999.
7. Kathryn Geldard & David Geldard, Counselling Children, A practical Introduction, Sage  
Publication, New Delhi, 1997.
8. Fullmer, D.W. & Bernard H.W. : Counselling content and process
9. Harms E & Schreiber : Handbook of counseling Techniques
10. Kennedt.E. : On Becoming a counselor – A Basic Guides for  
non-professional counselors, Macmillan, New Delhi.



## **ELECTIVE COURSE – II – BASICS OF COMPUTER APPLICATION**

### **Unit I**

Fundamentals of computers, Evolution of computing machines, input / output devices, Microprocessors, Binary number system generation of chips and programming languages.

### **Unit II**

Hardware and software – operating systems (including salient features of Dos, Windows and Unix).

### **Unit III**

Computerization, prospects and problems, Information Technology for achieving competitive edge in society.

### **Unit IV**

Infrastructure requirement, selection of Hardware and Software, implementation and transition problems, skills – up gradation and re-deployment of staff as a result of computerization.

### **Unit V**

Computer Application in Social Sciences, SPSS.

### **Reference:**

1. Computers in Business – Donald H.Sanders
2. Electronic Computers – Henry Jacobowitz.

## **ELECTIVE COURSE – III – BASICS OF COMMUNICATION**

### **Unit I**

Concept, Definition, Need and importance of Communication.

### **Unit II**

Communication Process and Channels – Aids and Barriers in Communication.

### **Unit III**

Interpersonal Communication – Verbal and Non-verbal Communication.

### **Unit IV**

Mass Communication - Types of Mass Medias – Role of Mass Media in national development.

### **Unit V**

Written Communication – Types of Written Communication – Basic guidelines for written Communication.

### **Reference:**

1. Dahamo, O.P. Communication for education, New Delhi, ICH.
2. Berlo David, K. The process of Communication. An Introduction to theory and practice, New York, Holt Rinehart and Winston.
3. Singh, K.N. & Singh S.N. – Effective Communication Media for Rural Audiences (Bombay, Dharmmal Neoraraji Chemical Co Ltd).
4. Developing Communication Skills, Krishna Mohan Meera Baredi, Birla Institute of Technology and Science, Pilani 1990.
5. C.S.Rayudu, Communication, Himalaya publishing House, Mumbai.

## **EXTRA DISCIPLINARY COURSE – I – INDIAN SOCIAL PROBLEMS**

### **Unit I**

Concept of social problems – Meaning – Incidence – Typology – Causes – effects – preventive and remedial measures.

### **Unit II**

Theories of social problems – Sociological Theory – Psychological theory – Biological theory – Psychoanalytic theory.

### **Unit III**

Social problems in India : Poverty, over population, illiteracy, unemployment, corruption, housing and slums, Alcoholism, Beggary, unemployment, prostitution, AIDS, malnutrition, problems of vulnerable groups.

### **Unit IV**

Problems of SCs/STs and other caste groups – untouchability, Banded labour – communal Riots – Preventive measures.

### **Unit V**

Problems of women; children and aged' Handicapped, Role of Government and non-governmental organizations in preventing these problems.

### **References:**

1. Madan, G.R., Indian Social Problems, Vol I & II Allied, Bambay.
2. Memoria C.B., Social Problems and social disorganization in India, Kitab Mahal, New Delhi.
3. Becher H.S., Social problems – A modern Approach, John Weley & Sons, New York.
4. Ram Ahuja, Social problems in India Rowat, Jaipur publishers ltd, Bambay.

## **EXTRA DISCIPLINARY COURSE – II – BASICS OF MANAGEMENT**

### **Unit I**

Concept of Management, Principles and functions, Process of Management.

### **Unit II**

Concepts of Personnel Management, Human Resource Management and Human Resource Development.

### **Unit III**

Human Resource Planning, Recruitment and Training – Career Planning and Development.

### **Unit IV**

Job Analysis – Job Description – Job Enrichment and Enlargement.

### **Unit V**

Concept of Work Culture – Team work and Team Building – Management Information System.

### **References:**

1. Burton G. & Thakur.M. (1995) Management Today – Principles and Practice – New Delhi, Tata McGraw Hill.
2. Prasad L & Banerjee (1997) Management of Human Resources, New Delhi, Sterling Publishers (P) Ltd.
3. Arun Monappa (1998) Managing Human Resource : New Delhi, Mac Millan India Ltd.
4. Mamoria, CB (1999). Personnel Management, Mumbai, Himalaya Publishing House.

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