



बरकतउल्ला विश्वविद्यालय, भोपाल

कार्यालय – होशंगाबाद मार्ग, भोपाल – 462 026

क्रमांक/अकादमी/पाठ्यक्रम/अ-1/09

भोपाल, दिनांक:.....

—अधिसूचना—

सर्वसंबंधितों को सूचनार्थ सूचित किया जाता है कि संलग्न बी.ए./एम.ए. तृतीय सेमेस्टर सोशल वर्क का पाठ्यक्रम जारी किया जा रहा है, उक्त पाठ्यक्रम द्वितीय सेमेस्टर उत्तीर्ण करने वाले छात्रों पर सत्र 2009-10 से प्रभावशील होगा।


कुलसचिव

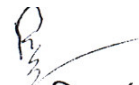
बरकतउल्ला विश्वविद्यालय, भोपाल

भोपाल, दिनांक:.....

पृ.क्रमांक...../अकादमी/पाठ्यक्रम/अ-1/09

प्रतिलिपि :-

1. प्राचार्य संबद्धता प्राप्त महाविद्यालय की ओर सूचनार्थ की उक्त पाठ्यक्रम महाविद्यालय में अध्यापन करने वाले छात्र/छात्राओं को अवगत कराने की कृपा करें।
2. अधिष्ठाता की ओर सूचनार्थ।
3. अध्यक्ष/सदस्य अध्ययन मंडल की ओर सूचनार्थ।
4. छात्र कल्याण अधिकारी बरकतउल्ला विश्वविद्यालय, भोपाल की ओर सूचनार्थ।
5. उपकुलसचिव परीक्षा/गोपनीय कक्ष बरकतउल्ला विश्वविद्यालय की ओर सूचनार्थ।
6. सहायक कुलसचिव परीक्षा/गोपनीय/भंडार कक्ष बरकतउल्ला विश्वविद्यालय की ओर सूचनार्थ।
7. संबंधित सहायक परीक्षा/गोपनीय कक्ष बरकतउल्ला विश्वविद्यालय की ओर सूचनार्थ।
8. वेबसाइट प्रभारी की ओर सूचनार्थ की उक्त पाठ्यक्रम विश्वविद्यालय की वेबसाइट पर प्रकाशित करने की कार्यवाही हेतु प्रेषित।
9. कुलपति/कुलसचिव के निज सचिव के माध्यम से कुलपतिजी/कुलसचिव की ओर सूचनार्थ प्रेषित।


सहा. कुलसचिव (अकादमी)
बरकतउल्ला विश्वविद्यालय, भोपाल

बरकतउल्ला विश्वविद्यालय, भोपाल
Barkatullah Vishwavidyalaya, Bhopal

As per model syllabus of U.G.C. New Delhi

समाज विज्ञान संकाय

समाज कार्य

पाठ्यक्रम एवं निर्धारित पुस्तकें
बी.ए. तृतीय सेमेस्टर परीक्षा 2009-10

(10+2+3 पैटर्न)

एम.ए. तृतीय सेमेस्टर परीक्षा 2009-10

**FACULTY OF SOCIAL SCIENCE
SOCIAL WORK**

Syllabus for

**B.A. III Semester (10+2+3 Pattern) Examination 2009-10
M.A. III Semester Exam. 2009-10**



प्रकाशक
कुलसचिव

बरकतउल्ला विश्वविद्यालय, भोपाल

2009-10

मूल्य. 50/-

B.A. (Social work)
SESSION - 2009&10
THIRD SEMESTER

Paper	Title of the paper	Max. Marks TH. + CCE	Total
I	Working with Individuals/ Families (Social Case work)-I	35+15	50
II	Working with Groups (Social case work)-I	35+15	50
	Project		50
	TOTAL		100

BARKATULLAH UNIVERSITY, BHOPAL
SESSION 2009-10
B.A. (Social Work)
Semester – III

Paper-I – Working with Individuals/Families (Social Case work)-I

Max. Marks : 35

Introduction

This paper aims at developing basic understanding of different types of individuals and skills of working with individuals. It aims at developing the understanding of case work as a method, developing skills for intervention and gaining knowledge of the scope of this method in various settings.

Objectives

1. Understanding place of case work as a tool of social work intervention.
2. Understanding uniqueness of individual.
3. Develop skills to work with and to sustaining a working relationship with client system.

Unit –I Introduction to social case work method.

1. Definition, Purpose, importance of case work.
2. Historical development of the method of case work.

Unit –II Case Work values

1. Philosophical assumption of case work
2. Values of social case work

Unit-III Principles

1. Principle of social case work.
2. Practices of case work in the Indian context.

Unit-IV Component of case work :

1. Component of social case work methods
 - (a) Person
 - (b) Problem
 - (c) Place
 - (d) Process

Unit-V Roles and Practices

1. Roles of social worker in social case work.

2. Techniques and tools of social case work.

Method of assessment :

Written Examination- 50 Marks -35, Written + (15) CCE (2CCE of 7.50each)

Reference:-

1. Pearlman H.H. – Social Case work – A problem solving process, The University Press, Chicago, 1957.
2. Rechmond M- What is social case work? An introductory description, New York, Sage Foundation, 1922.
3. Mathew, Grace – Social case work.
4. Bhattacharya, Sanjay, Social work – An Integrated Approach, Deep & Deep Publishers, Delhi, 2003.
5. Holls, Floenie, Case work-Psycho-Social Therapy, Random House, New York, 1964.
6. Upadhyay R.K.-Social Case work.
7. Mishra, P.D.-Social Work – Philosophy and methods.

BARKATULLAH UNIVERSITY, BHOPAL
SESSION 2009-10
B.A. (Social Work)
Semester – III

Paper-II – Working with Groups (Social Case work)-I

Max. Marks : 35

Introduction

This paper aims at developing basic understanding of different types of groups and skills of working with group. It aims at developing the understanding of group work as a method, developing skills for intervention and gaining knowledge of the scope of this method in various settings.

Objectives:

1. Understanding place of group work in social work intervention.
2. Understanding group as an instrument of change, multiple relationships therein and use of programme, media for work
3. Develop skills to work with different stages and record the process

Unit I - Introduction

1. Group Work as a method, Definition & Concept
2. Purpose of the method of Group Work.

Unit II

1. Principles of Social Group Work
2. Basic assumptions and objectives of Social Group Work
3. Critical evaluation of the method of group work.

Unit III - Types of Groups

1. Classification of Groups
2. Types, Purpose of groups, membership duration of groups.
3. Stages of group formation

Unit IV - Phases of Group Work Practice

1. Factors of Group Formation.
2. Study, diagnoses and treatment of group problems.
3. Facilitation of Skills and Role of Group workers.

Unit V - Recording & Evaluation

1. Recording - Importance, Principles, Types of skills in Group Work.

Method of assessment :

Written Examination- 50 Marks -35, Written + (15) CCE (2CCE of 7.50 each)

Reference:-

1. Konapka G – Social Group Work – A Helping Process, Englewood Cliff N.J. Prentice Hall Inc. – 1963.
2. Balgopal P.R and Vasil - Groups in Social Work, McMillan Publishing Co., New York 1983
3. Bhattacharya Sanjay - Social Work - An Integrated Approach, Deep & Deep Publication, New Delhi 2003.
4. P.D Mishra- Social Work Philosophy & Methods, Inter India Publications

**COURSEWISE SCHEME
THIRD SEMESTER**

- | | | | | |
|-----------------------|---|-------------------------|-------------------------------|-------|
| 1. Course Code | : | | 7. Maximum marks | : 200 |
| 2. Course Name | : | M.A. SOCIAL WORK | 8. Minimum Passing percentage | : 36 |
| 3. Total Subject | : | 4 | 9. Project Work | : 50 |
| 4. Compulsory Subject | : | 4 | 10. Project Passing marks | : 18 |
| 5. Optional Subject | : | 0 | | |
| 6. Project | : | Y | | |

Sub. code	Paper	Subject Name	Theory								Practical		Total		
			Paper				CCE		Total Marks						
			1 st	2 nd	3 rd	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.
		Compulsory Paper – I													
I		computer applications in social work-I	35	0	0	35	13	15	5	50	18	0	0	50	18
		II Specialization Group (A) Labour Welfare and Human Resource Development													
		(A) Human Behaviour in Organization-I	35	0	0	35	13	15	5	50	18	0	0	50	18
		Specialization Group (B) Urban and rural community development													
		Community organization and social development	35	0	0	35	13	15	5	50	18	0	0	50	18
		Specialization Group (C) Family welfare													
		Family welfare	35	0	0	35	13	15	5	50	18	0	0	50	18
		Specialization Group (D) Medical and Psychiatric Social Work													
III		Medical Social Work – I	35	0	0	35	13	15	5	50	18	0	0	50	18
		(A) Labour Welfare and labour Legislation-I													
		(B) Urban community development	35	0	0	35	13	15	5	50	18	0	0	50	18
		Specialization groups (c) Family and child welfare													
		(C) Welfare of children –I	35	0	0	35	13	15	5	50	18	0	0	50	18
		(D) Psychiatric social Work – I	35	0	0	35	13	15	5	50	18	0	0	50	18
		IV Compulsory Paper													
		(A) Human Resource Management and Industrial relations – I	35	0	0	35	13	15	5	50	18	50	18	50	18
		(B) Rural community and Democratic Decentralization-I	35	0	0	35	13	15	5	50	18	0	0	50	18
		(C) Development of Human and Children-I	35	0	0	35	13	15	5	50	18	0	0	50	18
		(D) Health related information for social workers-I	35	0	0	35	13	15	5	50	18	0	0	50	18
		Project	0	0	0	0	0	0	0	50	18	0	0	50	18

N.B. The candidate has to take any one of the specializations from A,B,C and D

विशेष टीप:- विद्वत परिषद की स्थाई समिति की बैठक दिनांक 26/12/08 के पद क्रमांक 8/13/43 के लिये गये निर्णय अनुसार स्नातकोत्तर में प्रोजेक्ट कार्य में 36 प्रतिशत उत्तीर्णांक अंक प्राप्त करना अनिवार्य होगा। तदनुसार प्रोजेक्ट के अंकों को श्रेणी प्रदाय हेतु गणना में नहीं लिया जावेगा।

BARKATULLAH UNIVERSITY, BHOPAL
SESSION 2009-10
M.A. (Social Work)
Semester – III

Compulsory Paper-I – COMPUTER APPLICATIONS IN SOCIAL WORK-I

Max. Marks : 35

Introduction

Information Technology (IT) has emerged as an inseparable component of every profession. In the present scenario Social work cannot afford to distance itself from the beneficial application of information technology. Since the information technology has added beneficial application of information technology. Since the information technology has added efficiency and opened up windows of brighter possibilities in social work profession aspiring social work professionals need to have an orientation to the advancements of information technology.

Objectives

- a. To acquaint students about the basic concepts and functioning of computer.
- b. Help students appreciate the application and benefits of information technology.
- c. Help students to develop skills in office automation processes.
- d. Inform students about the latest supplementary applications of IT in social work profession.

Unit-I 1. Introduction to computers

2. Applications of Computer in Social Work

Unit-II 1. Introduction to Operating System, MS Windows 98 and Windows XP.

2. Word Processing through MS Word.

Unit-III 1. Internet : Concept, Functioning and Uses.

2. Web Basics : URL, HTML Protocols and Domains

Unit-IV 1. Data Base Management system (DBMS), Importance and Applications

2. Accounting Information System

Unit-V 1. Management Information System (MIS)

2. Flow Charts, Decision Trees and Data Flow Diagrams.

Practical

The students are required to conduct the practical works assignments given to them. These assignments will be valued internally.

Required Readings

1. Donald h. Saunders : Computer today
2. Sinha P.K. : Computer fundamentals
3. Awad E. : System Analysis & Design
4. Data Cj : An Introduction of Database systems
5. Lee : Systems Analysis and Design
6. Lonnie E Moseley : MS Office
7. David M. Boodey : MS Office

BARKATULLAH UNIVERSITY, BHOPAL
SESSION 2009-10
M.A. (Social Work)
Specialization Group (A) Labour Welfare and
Human Resource Development
Semester - III
Paper – II (A) Human Behaviour in Organization-I

Max. Marks : 35

Introduction

The paper aims at helping the Lerner understand human behaviour in the management process of the organization and develop administrative skills.

Objectives

- a. To develop a holistic understanding of the nature and basis of industrial personality development and factors affecting these.
- b. to relate theoretical understanding of human personalities and behaviour to social work practice in managing people in the organization.

Unit-I Individual difference and Behaviors. Human needs and their implications for a work organization. Group dynamics.

Unit-II Organizational Behaviour–Organization roles. Power Authority and status.

Unit-III Motivation and Moral. Theories of Motivation, Job satisfaction.

Unit-IV Industrial Psychology and Management. Leadership– theories. Types and Approaches.

Unit-V Organizational Communication – Importance and Concept.

Practical

The students are required to conduct the practical work assignments and it will be valued internally.

Required Readings

1. Arnold and Feldman : Organizational behaviour (New Delhi McGraw Hill Co. 1987).
2. Robins, Stephen P. Organizational Behaviour (New Delhi- Prentice Hall, 1996).
3. Mitchell, T.A. and Larsen. J.R. People. In Organization. (New Delhi- McGraw Hill Co. 1987).
4. New Stream and Davis : Organizational Behaviour, Human Behaviour at work (New Delhi- McGraw Hill Co. 1987).
5. Singh P.M.: Developing and Managing Human Resources (Bombay – Suchandna Publications, 1992).

BARKATULLAH UNIVERSITY, BHOPAL
SESSION 2009-10
M.A. (Social Work)
Semester – III
Specialisation Group (B)
Paper – II (B) Urban and Rural community Development
Community Organization and Social Development

Max. Marks : 35

Introduction

Community organization as a method of social work practice, is seen as a means to facilities communities towards self-directed change. Community organization is seen as a means as well as an end, where collective processes sustain the community's capacity to bring about change. This course provides a critical and analytical framework to understand key concepts, development processes and current issues.

Objective :

- a. Highlight the relevance of community organization as method of professional social work practice.
- b. Develop an attitude and skill for participatory processes.

Unit-I Community organization practice

1. Community Organization – concept, Aims, Methods, Types of Practice, Values and Principles.
2. Historical Development of Community Organization.

Unit-II Personnel Function

1. Role of community Organiser and Skills needed .
2. Skills of Community Organization Practitioner in Problem analysis resource mobilization, conflict resolution, organising meetings writing and documentation and networking training.
3. Recording in community organization.

Unit-III Social Development – The Concept

1. Defining Social Development.
2. Indicators, Approaches, Goals and Objectives of Social Development
3. Area Development, Regional Imbalances and Power Shifts.

Unit-IV Social Development in India

1. The historical and social context of Development in the Indian subcontinent in the Pre-Independence Phase.
2. The Post Independence Phase.

Unit-V Development Sectors and Understanding of nature of Intervention themes

1. Rural Development Organisation and land Reforms Green Revolution.
2. Industrialization and Urban Development
3. Labour Relations, Gender Issues

Method of Assessment

Theory 80% Practicals 20% Total 100%.

Reference:-

1. Bhattacharya, Sanjay-Social Work an Integrated Approach, Deep & Deep Publications, New Delhi.
2. Brager G. and Spectit H- community Organisation- New York, Columbia University, Press.
3. Desai V- Rural Development (Vol.-1) Mumbai, Himalaya Publishing University, Press.
4. Gangrade K.D. – community Organization in India, Bombay Popular Prakashan.
5. Government of India-Five-Year Plan Documents.
6. Jacob K.K.-social Development Perspectives.
7. Joshi P.C.-Land Reforms in India.
8. Mc Miller W-Community Organisation for Welfare- Chicoga, University of Chicago Press.
9. Rao D.B.- World Summit for Social Development.
10. Ross Hurry G.-Community Organization, Theory Principles and practice, new York, Harper and Road
11. Sachs W-Development Dictionary
12. Siddiqui H.Y-Working with communities : An Introduction to Community work, New Delhi, Hira Publications.
13. UNDP-Human Development Reports, Oxford University Press.
14. World Bank- World Development Reports (Annual).
15. Encyclopedia of Social Work.
16. Encyclopedia of social Work.
17. Journals recommended Kurukshetra, social Welfare Yojana, Social

BARKATULLAH UNIVERSITY, BHOPAL
SESSION 2009-10
M.A. (Social Work)
Semester – III
Specialisation Group (C)
Family and Child Welfare
Paper – II (C) Family Welfare-II

Max. Marks : 35

Introduction

This paper promotes understanding of the changing norms of the social system and development Opportunities through 'its cycle. It also aims to develop skills in identifying scope for reforms and positive awareness on healthy family unity

Objectives:

- a. Understand normative and changing norms of this institution of family and variations in it with reference to the family social ecology.
- b. Understand dynamics of family interactions and developmental tasks through the family life span in the context of family norms.
- c. Develop positive attitude to support understanding the need of a healthy family unit.
- d. Learn about the institution of Family and its changing dimension and patterns.

Unit-I Marriage and Family

1. Family as an origin and history of family and marriage.
2. Social change and family implications, changing status and roles of partners and factors affecting function of family.

Unit-II Women Welfare

1. Status of Women in Indian Society.
2. National Commission on Women : Structure and Programmes.

Unit- III Family Planning and Population Dynamics

1. Population Growth its social and economic implications
2. India's population policy: Perspectives.

Unit-IV Family Welfare

1. Family Welfare Administration Formation, rules, procedures, programme.
2. Execution, evaluation and monitoring.

Unit-V Counselling.

1. Counselling as helping process: meaning. goals. approaches and the general factors that influence the counselling process.
2. Counselling techniques and skills as practiced in different settings. Evolving perspectives.

Method Of Assessment

Theory 80% Internal 20% Total 100%.

Required Readings: .

1. Goode. William J : The Family
2. Gupta, Sumitra : Social Welfare in India .
3. Reddy. O. Chinnappa : Problems And Concerns of India
4. Park, J. E. and Part K : Text Book Of Preventive And Social
Medicine

BARKATULLAH UNIVERSITY, BHOPAL

SESSION 2009-10

M.A. (Social Work)

Semester – III

Specialisation group (D)

Medical and psychiatric social work

Paper – II (D) Medical Social Work-I

Max. Marks : 35

Unit- I

1. Definition Nature and Scope of Medical Social Work.
2. Historical Development of Medical Social Work in India and other countries (USA & UK)

Unit- II

1. Medical Sociology and its relevance in Social work Practice.
2. Social and psychological factors involved in different diseases.

Unit-III

1. Concept of patient as a person - person as a whole, the psychosomatic approach in medical social work.
2. Psycho-social Economic problem faced by patient and his family problem assessment - Assessing the individual social and clinical factors, assessment in the family milieu and integrating all these factors.

Unit- IV

1. Role and Functions of Medical Social Workers Especially With
 - a. Cancer Patient
 - b. Leprosy
 - c. S.T.D.
 - d. TB. -
 - e. Diabetes
 - f. HIV/ AIDS
 - g. Hypertension, Heart problems

Unit-V

1. Hospitals as an organisation, concept of Hospital Management, Hospital as a Human Service Organisation.
2. Organisation and Administration of Medical Social Work Department in Hospital Setting.

Assessment:

Theory 80%. Internal 20% Total 100%

BARKATULLAH UNIVERSITY, BHOPAL
SESSION 2009-10
M.A. (Social Work)
Semester - III

Paper – III (A) Labour Welfare and Labour Legislation-I

Max. Marks : 35

Introduction

The paper aims at helping the learners develop and insight of the industrial growth and it impacts on the labour market in dealing growth workman, children and weaker sections.

Objectives

- a. To understand welfare measures for industrial workers, Problems associates with their administration and management.
- b. To familiarize with legal frame work for efficient decision making relating to employees management, social security and industrial relations.

Unit-I Labour Economics

1. Industrial Growth in India, unorganized Sectors.
2. Characteristics of Indian Labour market.

Unit-II Labour Problems.

1. Impact of Industrialization and Urbanization on Social Life of Workers.
2. Working and Living condition of Workers, Indebtedness and Family Budget.
3. Industrial Housing and Slums.

Unit-III Labour Welfare

1. Social Security – concept and its Scope in India.
2. Concept, Scope and Philosophy of Labour Welfare.
3. Agencies of Labour Welfare – State, Employer, Trade and Voluntary organizations.

Unit-IV Labour Legislations

1. Need and Scope of labour Legislation, Labour Administration at Central and State level.

Unit-V Legislation Regarding Working condition and Industrial Relations

1. The Factories Act, 1948 & contract Labour (Regulation & Abolition) Act.
2. The Mines Act 1952. The Plantation Labour Act 1951 and Shops and Establishment Acts.

Practical

Students are required to do the practical work assignment in a given setting and it will be valued internally.

Required Readings

1. Malik P.L. : Industrial Law (Eastern book co., Lucknow 1989).
2. Malhotra S.N. Labour problems in India (New Delhi-s. Chand and co.1981)
3. Moorthy M.W. : Principles of Labour Welfare (New Delhi – Oxford and IBH Publishing co., 1981)
4. Mishra K.K. Labour Welfare in Indian Industries (Meerut-Meenakshi Publication, 1971).
5. Vaid K.M. State and labour in India (Bombay – Asia Publication House 1965).

BARKATULLAH UNIVERSITY, BHOPAL
SESSION 2009-10
M.A. (Social Work)
Semester – III
Specialisation Group (C)
Family and Child Welfare
Paper – III (C) Welfare of Children-I

Max. Marks : 35

Introduction

The paper aims to developing an understanding of child welfare services and the role of social work programmes in relation to child development.

Objectives:

- a. To provide knowledge regarding the policies and programmes related to children.
- b. To develop a perspective of understanding and analyzing issues, needs and problems related to children.
- c. To inform about the services and constitutional safeguards available for children.

Unit-I Child Welfare

1. Nature, objective, scope and need of child welfare.
2. Emerging philosophy of child welfare.
3. United Nations convention on child rights.

Unit-II Child Welfare Services - Definition and classification - Promotional, Preventive, Curative,

Unit- III Non-Statutory-Institutional care-Adoption, foster cares, orphanages, homes.

Unit-IV Non Institutional Service Material and child health services nutrition, pre-school programmes, recreation services.

Unit-V Child Welfare services for the Education, Training and Rehabilitation of the handicapped children in India.

Method Of Assessment

Theory 80% Internal 20% Total 100%

Required Readings:

1. Kumar R : Child Development in India Vol. 1 & 2.
2. Kashyap, Subhash C : National Policy Studies
3. Gupta Sumitra : Social Welfare in India
4. Choudhary D Paul : Child Welfare Service

BARKATULLAH UNIVERSITY, BHOPAL

SESSION 2009-10

M.A. (Social Work)

Semester – III

Paper – III (D) Psychiatric social work-I

Max. Marks : 35

Unit- I

1. Introduction Definition, Nature and Scope of Psychiatric Social Work.
2. Historical Development of Psychiatric Social Work in India and other countries.
3. Need for Psychiatric Social Work in India.

Unit-II

1. Concept of Mental Health and Community Mental Health. Understanding of Mental Health problems from different perspectives.
2. Concept of Normal and Abnormal behaviour Statistical, Cultural and Psychological Definition of Abnormality.
3. Historical Development of Psychiatry as Scientific discipline

Unit-III

1. Causes, Types Epidemiology, Sign & Symptoms and Management of following psychiatric disorders.
 - a. Neuroses
 - b. Psychoses
 - c. Psychiatric Emergencies
 - d. Personality Disorder
 - e. Epilepsy
 - f. Sleep disorders
 - g. Sexual Disorders.

Unit-IV

1. Geriatrics : Ageing and its problems types, causes, manifestation and Management of Common Psychiatric Disorders among the elderly.
2. Psychiatry
3. Community Psychiatry

Unit-V

1. History of Therapeutic work with individuals and groups. Contribution of Freud, Adler and Ego Psychologists.
2. Psychological based therapy
 - a. Psycho-analytical Psychotherapy
 - b. Behaviorist Psychotherapy
 - c. Transactional analysis
 - d. Meditation
 - e. Humanistic
 - f. Existential Therapy

Assessment:

Theory 80% Practicals 20% Total 100%

BARKATULLAH UNIVERSITY, BHOPAL
SESSION 2009-10
M.A. (Social Work)
Semester - III
Compulsory Paper – IV (A)
Human Resource Management and Industrial Relations-I

Max. Marks : 35

Introduction

The Paper aims to develop management competencies to function in organization participates, as a team member and understand the role of a social work professional in industrial setting.

Objectives

- a. Understand the overall environment and its impact on the nature. Structure and development of the organizations in corporate, public and voluntary sectors in context of social work profession.
- b. To study dynamics of human relations in industry, trade unionism and industrial relations systems.
- c. To familiarize with legal framework for efficient decision making relating to employees management, social security and industrial relations.

Unit-I Personnel Management

1. Concept of management Human Resource Management Concept and scope.
2. Approach to Management (Management Models) Management Principles and Functions.
3. Concept and Development of Personnel Management.

Unit-II Personnel Function

1. Human Resource Planning
2. Recruitment, Selection, Placement, Induction, Internal Mobility, Separations and Exit Interview.

Unit-III Trade Union

1. Trade Union- Purpose functions, Types and Theories.
2. Trade Union as a pressure groups – Economics, Political & Social Upliftment

Unit-IV Industrial Relations

1. Concept and Theories of Industrial Relations.
2. Method of Preventing and setting of industrial conflict Joint consultation.
3. Collective Bargaining in India.

Unit-V Human Resource

1. HRD Concept systems and Sub-Systems.
2. HRD Strategies and Emerging Trends.

Max. Marks : 50

Practical

Students are required to complete the practical work assignments in the setting places for practice learning to compare and contrast it to classroom learning and reality situation. These assignments will be valued internally.

Required Readings

1. Bhatia S.K. Personnel Management & Industrial Relation (New Delhi-Deep & Deep Publication, 1988).
2. Flippo E.B. : Principles of Personnel Management (New York McGraw-Hill Book Co., 1982).
3. Gupta, Rajan: Implementing Human Resources Development (Jaipur – Rawat Publications 1990).
4. Lal Das. D.K. Personnel Management, Industrial Labour Welfare (Agra-Y.K. Publishers 1988).
5. Subramanian K.N. Labour Management Relation in India (Bombay – Asia Publication House 1967)

BARKATULLAH UNIVERSITY, BHOPAL

SESSION 2009-10

M.A. (Social Work)

Semester - III

Paper – IV (B) Rural Community and Democratic Decentralisation –I

Max. Marks : 35

Introduction

This course aims at helping trainees to develop skills to prepare themselves to mobilize resources for the sustainable rural community development. It also provides insight to the students regarding various problems. Needs and relevance of Rural Community Development in the field of social work and the techniques and tools for achieving the goals.

OBJECTIVES:

- a. Develop skills to analyze communities and their problems
- b. Critically evaluate the role of voluntary agencies in rural development and various strategies adopted for rural reconstruction
- c. Highlight the relevance of Panchayati Raj and Self-Help-Groups in Sustainable Development.
- d. Understand various aspects of rural life

Unit-I Analysing Rural Community

1. Nature and Characteristics of Rural Society.
2. Organization and Structure of Rural Society - Family, Caste, Class and Occupation.

Unit-II Concept of Rural Community Development

1. The Concept, Principles and Methods of Rural Community Development
2. Models of Community Development and Early experiments in Rural Community Development
3. Community Development Blocks

Unit-III Democratic Decentralization and Panchayati Raj

1. Meaning of Decentralization.
2. Origin, Philosophy and Pattern of Panchayati Raj Administration in India
3. Structure and functioning of Panchayati Raj Institutions in Various States With Special Reference to Madhya Pradesh

Unit-IV Strategy for Rural Development

1. Role of Voluntary Organisation in Sustainable Rural Development Types, Approaches, Role and Effects of their intervention
2. Role of Science and Technology for Sustainable Development Planning for Rural Development

Unit-V Social Analysis and Resource Mobilisation

1. Analysis of Community Problems, Steps and Procedures
2. Identification of Major Characteristics of a Community, Identification, Resources and Problems.
3. Programmes for Rural Development, By Government and Non-Government Organisations

Method Of Assessment

Theory 80% Practicals **20% Total 100%**

References:

1. Abdul kalam APJ and Rajan Y.S. India 2020 - Vision for the new millennium Penguin Books, New Delhi (2002)
2. Barua, Jayanthi (2001) Social Mobilisation and Modern Society, Mittal Publication, New Delhi
3. Dahana OP.- Extension and Rural Welfare
4. Dayal R - 1960 - Community Development Programme in India - Allahabad Kitab Mahal Publications
5. Desai V - Rural Development (Vol. I to VI)
6. Encyclopedia of Social Work. (Vol. I to IV) government of India.
7. Gopal Iyer K, Sustainable Development, Ecological and Socio - Cultural Dimensions, Vikas Publishing House Pvt. Ltd. New Delhi (196)
8. Goyal S.L. and Jam R.K. - Social Welfare Administration Vol. I to 11(1998) Dee & Deep Publications, New Delhi.
9. Jam S.C. - Community Development and Panchayati Raj In India.
10. Jainendra Kumar Jha - Encyclopedia of Social Work.
11. Karl, Marilee, 1995 "Women and Empowerment participation and Decisions Making, Zed Books Ltd. London and New Jersey
12. Mukherjee B - Community Development in India
13. Madan G. R. 1956 - Indian Social Problems Vol. II - Allied Publishers. Delhi
14. Sushma Sahay (1 998) Women and Empowerment - Approaches and Strategies Discovery Publishing House, New Delhi
15. Singh K. - Indian Social System
16. Shalini Rajneesh - Rural Development through Democratic Decentralisation
17. Vidhya Bhushan & D.R. Sachdeva - An Introduction to Sociology
18. Journals recommended: Kurukshetra, Social Welfare, Yojana, Social Action;

BARKATULLAH UNIVERSITY, BHOPAL
SESSION 2009-10
M.A. (Social Work)
Semester – III
Paper – IV (C) Development of Women and Children-I

Max. Marks : 35

Introduction

The paper aims to acquaint student about the method and skills of working with women and children for the purpose of care, rehabilitation, prevention and development.

Objectives:

- a. To understand the concept of women and child development, their specific need and problems in rapidly changing society.
- b. To understand the role of women and children in development and the role of social workers in the development of women and children.

Unit- I 1. Importance of child development, changing perspective regarding child welfare.

Unit-II 1. Evolution of child welfare programmes in one and post independence period.
2. Social work intervention with child bearing and infertile families, families with mental problems, victims of family violence, disaster and riots, families of alcoholic substance, abusers, deprived and poor rehabilitative and preventive aspects of social work with families.

Unit-III 1. Needs, Concerns, situation of Indian families.
2. Role of Education in the development of Women's status, Democratization and Woman leadership.

Unit-IV 1. Problem of Women- Prostitution, Dowry, Female infanticide and Feticide, Rape, Commercial exploitation of Women, Gender discrimination - Concept and remedies.

Unit-V 1. Constitutional and legal safeguards, policies and programmes, review of current situation and impacts
2. Traditional and Emerging role of Social Work in the field of Women Development

Method Of Assessment

Theory 80%. Internal 20% Total 100%

Required Readings:

1. Gangrade, K.D. : Social legislation of India Vol. I & II.
2. Chaudhary D. Paul : Profile of Social Welfare and development in India
3. GhoshS.K. : Indian Women through the ages.
4. Ahuja Ram : Crime against Women

BARKATULLAH UNIVERSITY, BHOPAL

SESSION 2009-10

M.A. (Social work)

Semester – III

PAPER IV (D) Health Related Information for Social Workers-I

Max. Marks : 35

Unit-I

1. Concept of Health, Well-being and disease. Meaning of these concepts. Dimensions of Health, Determinant and Indicators of Health and Disease.
2. The Concept of Disease and less, pathogeneses period, the environment, disease due to multiple factors. Levels of prevention, Early diagnoses and treatment.

Unit-II

1. Meaning and evolution of Social Medicines, Preventive Medicine and Community Medicine.

Unit-III

1. Maternal and Child health care - Maternity cycle, MCH problems, MCH services and programmes
2. Programmes of immunization.

Unit-IV

1. Health Care Services and Programme in India : Organisation of Health Services India: Structure and Function at Central, State and District levels
2. National Health Policy for India and Programmes specified in it

Unit-V

1. Community Health Approaches and Programmes
2. Health Education : Meaning, Objectives, Principles and Methods of Health Education.

Method of Assessment

Theory 80% Practicals 20% Total 100%

Required Readings:

1. Park J.E. and Park :Text Book of Preventive and Social Medicine. 15th Edition.
2. Leavell Hr. and Clark G.E. : Preventive Medicine for the Doctor in his community McGraw Hilill Book Co., 1958.

3. Lok Sabha Secretariat National Health Policy, New Delhi 1985.
4. Loleman J.C.: Abnormal Psychology and Modern Life, Seof, Formen and Co., London 1975.
5. Kaplan HI. and Sadok B.J.: ComprehensiveText Book of sychiatry 5th Williams and Wilkins, London.
6. National Mental Health Programme for India : Ministry of Health and FaTJy. Welfare, GOI 1982.
7. Gopal. C : Nutritive value of India Food NIN, Hyderabad 1971.
8. Banerjee G.R. : Papers in Social Work, TISS, 1973.
9. Pathak S.N. : Medical Social Work Delhi School of Social Work, 1961.
10. David Mechanic Medical Sociology, Mitten, NewYork 1947.
11. Jurner F.l. : Differential Diagnosis and Treatment in Social Work, Free Press, NewYork 1969.
12. Peariman H.H.: Social Case Work : A problem solving process, The Universtiy of Chicago Press, Chicago 1957.
13. Daul, Indu : The basic essentials of counseling, setting, sterling Pune Pvt. Ltd., 1984.
14. Bhatia M.S. 1992: Essentials of Psychiatry CBS Pule, Delhi.
15. Richard R. Bootzin : Abnormal Psychology current perspectives.
16. Joan Ross Acocella 1988: Random House, New Delhi
17. Bodretlett : Social Work in Health Field.
18. Banerjee : Social Service Department in a Hospital.
19. Yesudian (A.K. Led): Primary Health Rate, TISS, Mumbai 1999.