

Final corrected 17/7/19 by VVK

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

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

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 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 programmeshall have a Choice Based Credit System.

The total marks at University Examinations for each theory courses shall have 100 marks.

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.

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.

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

9. **Field Work:**

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.

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

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

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.

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.

100% attendance at Field work is compulsory.

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

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

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:**

Viva – Voce shall be of 100 marks each semester.

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.

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.

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**

The Research Project shall be of 100 marks.

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.

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.

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

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

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

The candidate must follow the scientific process and method of Social Work Research or Social Science Research.

Orientation Visits :*The orientation visit shall be as a part of Fieldwork of Sem I*

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.

100% attendance for Orientation Visits is compulsory.

Orientation Visits shall be evaluated internally by the Coordinator/Field Work Supervisor.

13. Study Tour:*Study Tour shall be of 100 marks.*

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).

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.

The Study Tour will be internally evaluated by the respective Study Tour Coordinator.

14. Block Placement:

Block Placement shall be of 100 marks.

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.

The Block Placement will be internally evaluated by the respective Field Work Supervisor/Coordinator.

15 Heads of passing:

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	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 $CGPA = \frac{\sum Ck \times GPk}{\sum Ck}$ is the credit-

value assigned to a course and GPk 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.

CGPA: The Formula to compute equivalent percentage marks for specified

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

17 Rules of Promotion:

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.

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.

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

Each theory course is of 100 marks and 3 hours duration. Question paper will consist 2 sections of total 6 questions:

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
	Sem - II	
	Core Compulsory Courses 03x03	09

	<i>credits</i>	
	<i>Elective Courses 02x02 credits</i>	<i>04</i>
	<i>Skill Enhancement 01x02 credits</i>	<i>02</i>
MSW - II	Sem - III	
	<i>Core Compulsory Courses 03x03 credits</i>	<i>09</i>
	<i>Elective Courses 02x02 credits</i>	<i>04</i>
	<i>Ability Enhancement 01x02 credits</i>	<i>02</i>
	Sem - IV	
	<i>Core Compulsory Courses 03x03 credits</i>	<i>09</i>
	<i>Elective Courses 02x02 credits</i>	<i>04</i>
	<i>Skill Enhancement 01x02 credits</i>	<i>02</i>
Total		60

24. **Field Work Practicum :**

Class	Semester	Credits
<i>M.S.W. - I</i>	<i>Semester - I</i>	<i>08</i>
	<i>Semester - II</i>	<i>08</i>
<i>M.S.W. - II</i>	<i>Semester - III</i>	<i>08</i>
Total		24 credits

25. **Block Placement:**

Class	Semester	Credits
<i>M.S.W. II</i>	<i>Sem. IV</i>	<i>08</i>

26. **Study Tour:**

Class	Semester	Credits
<i>M.S.W. II</i>	<i>Sem. IV</i>	<i>01</i>

27. **Research Project Report :**

Class	Semester	Credits
<i>M.S.W. II</i>	<i>Sem. II and III</i>	<i>03</i>

28. **Comprehensive Viva – Voce :**

Class	Semester	Credits
<i>M.S.W. I</i>	<i>Semester -I</i>	<i>1</i>
	<i>Semester -II</i>	<i>1</i>
<i>M.S.W. - II</i>	<i>Semester -III</i>	<i>1</i>
	<i>Semester -IV</i>	<i>1</i>
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 assessme	Inst.

					nt	
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	Development communication for Social Workers	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 and Laws related to Wages.	02	20	20	60/40	Uni.
HRM&LW -8	Public relations and Corporate Communications	02	20	20	60/40	Uni.
HRM&LW -9	Personnel 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 assessme	Inst.

					nt	
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	Performance 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.

<i>BPT</i>	<i>Block Placement</i>	<i>08</i>	<i>-</i>	<i>-</i>	<i>Internal assessment</i>	<i>Inst.</i>
------------	------------------------	-----------	----------	----------	--------------------------------	--------------

**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*

REFERENCES:

- 1 Kirtiraj D. C. (2010), 'Globalization: Buddhist Perspective', Rajat Publications, New Delhi.
- 2 Social work History and Ideology Dr.Kirtiraj D.C.and Dr. B.T.Lawani- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- 3 Dr. Lawani B. T., (2002), Social Work Education & Field Instructions, Publication Wing, Centre for Social Research and Development, Pune.
- 4 Banks, S. 1995, Ethics and Values in Social Work : Practical Social Work Series, London : Macmillan PressLtd.
5. Brandon, D. 1976, Zen in the Art of Helping, London : Routledge and Kegan Paul
6. Congress, E.P. 1998, Social Work Values and Ethics, Chaicago: Nelson _ Hall Publishers.
7. Desai, M. 2000, Curriculum Development on History of Ideologies for Social Change and Social Work, Mumbai: Social Work Education and Practice Cell.
8. Kothari, S. and Sethi, H. (Eds.) 1991, Rethinking Human Rights, New Delhi : Lokayan.
9. Pereira, W. 1997, Inhuman Rights: The Western System and Global Human Rights Abuse, Mapusa, Goa: The Other India Press.
10. Reamer, F.G. 1995, Social Work Values and Ethics, New York: Columbia University Press.
11. Tata Institute of Social Sciences, Social Work Educators Forum (TISSWEF) 1997, Declaration of Ethics for Professional Social Workers, The Indian Journal of Social Work, 58(2), 335-341.
12. United Nations 1992, Human Rights: Teaching and Learning About Human Rights. UN: New York.
13. Borgatta, E.F. 1992, Encyclopedia of Sociology, New York : MacMillan.
15. Encyclopaedia of Social, 1987, Encyclopaedia of Social Work. Silver Spring. Maryland: National Association of Social Workers.
16. Pascusal Gisbert, S.J., Fundamentals of Sociology, Orient Longman Limited, 1973.
17. Michael Haralambos, Sociology, Oxford University Press, New Delhi.
18. Ramnath Sharma, Indian Society, Media Promoters & Private Ltd., Bombay
19. K. Singh, Indian Sociology, Prakashan Kendra, Lucknow, 1985.
20. H.R. Mukhi, History of Social Thought, Sarjeet Book Depot, Delhi, 1980.
21. K. Singh, Principles of Sociology, Prakashan Kendra, Lucknow, 1986.
22. Ghanshyam Shah, Social Movements in India, Fourth Printing, Sage Publications, New Delhi, 1998.
23. Ram Ahuja, Indian Social System, Rawat Publications, Jaipur and New Delhi, 1997.
- 24 M. Hiriganna, Outlines of Indian Philosophy, Motilal Banarsidass Publishers Private Ltd., Delhi.

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 followup.
- 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.

REFERENCES:

1. *Methods of Social work Practice :Work with Individual and Groups*, Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Youth Development* Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Methods of Professional Social Work*, Published by Tilak Maharashtra Vidyapeeth, Deemed University (2002) – A Text book of Bachelor of Social Work Degree Course..
4. Banerjee, G.R. 1967, “Concept of Being and Becoming in the Practice of Social Work”, *Indian Journal of Social Work*, Mumbai: Tata Institute of Social Sciences.
5. Banerjee, G.R. 1971, “Some Thoughts on Professional Self in Social Work”, *Indian Journal of Social Work*, Mumbai: Tata Institute of Social Sciences.
6. Barba, J.G., 1991, *Beyond Case Work*, London: Macmillan.
7. Bernard Davies, Routledge & Krgan Paul, *The Use of Groups in Social Work Practice*.
8. Brandler S. and Roman, CP. 1991, *Group Work, Skills and Strategies for Effective Interventions*, New York: The Haworth Press.
9. Crace Mathew, *An Introduction To Social Case Work*, Tata Institute of Social Work, Bombay.
10. Fischer, Joel, 1978, *Effective Case Work Practice: An Eclectic Approach*, New York: McGraw Hill Book Co.
11. Friedlander, W.A. 1978, *Concepts and Methods of Social Work*, Englewood Cliffs. Prentice Hall.
12. Garland, J.A. (Ed.) 1992, *Group Work Reaching Out: People, Places and Power*, New York: The Haworth Press.
13. Glsela Konopka, *Social Group Work*, Prentice Hall Inc., Englewood Diff., New Jersey.
14. Hajira Kumar, *Theories in Social Work Practice*, Friends Publication (India)

15. *Introduction to Sociology* Dr.S.I.Kumbhar and Dr.Vishal Jadhav, - (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
16. *Heap Ken, Group Theory for Social Work, Group Work 1975, Krn Heap.*
17. *Social work History and Ideology* Dr.Kirtiraj D.C.and Dr. B.T.Lawani- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
18. *Konopka, G. 1963, Social Group Work: A Helping Process; Englewood Cliff. NJ Prentice Hall, Inc.*
19. *Kukarni V. V., (2002), Methods of Professional Social Work, Published by Tilak Maharashtra Vidyapeeth, Deemed University – A Text book of Bachelor of Social Work Degree Course. Pages 85.*

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*

REFERENCES:

- 1 *Social Analysis and Social Development, Kulkarni Vijay and Dr. (Prof.) M.P.Kanaskar, (2014), - Published by Current Publications, Agra.*
- 2 *Social Analysis Methodology Dr.V.V.Kulkarni Dr. M.P.Kanaskar,(2014), - Published by Current Publications, Agra.*
3. *Qualitative research Dr. M.P.Kanasker and Dr. V.V.Kulkarni, (2019) Published by Current Publications, Agra.*
4. *Quantitative research Dr. M.P.Kanasker and Dr. V.V.Kulkarni, (2019) Published by Current Publications, Agra*
5. *Action Research Dr. M.P.Kanasker and Dr. V.V.Kulkarni, (2019) Published by Current Publications, Agra*
6. *Kumar, (1997)Social Research Methods, Amol Publications Pvt. Ltd., N Delhi .*
7. *A.S. Kohli, (1996) Social Siluation of the Aged in India, Amol Publications Pvt. Ltd., New Delhi, 1996.*
8. *Ajay Verma, 2002 Research Methods and Techniques in Social Sciences, Commonwealth Publishers,.*
- 9 *Anderson, J. et al. 1970, Thesis and Assignment Writing, New Delhi : Wiley Eastern Limited.*
- 10 *Britha Mikkelsen,(1995)Methods for Development Work and Research, A*

- Guide for Practitioner, Sage Publications India Pvt. Ltd.,*
- 11 *C.R. Kothari,(1989) Research Methodology – Methods & Technics, Willey Eastern Ltd., Aug.*
 - 12 *Dr. B.D. Kulkarni,(2002) Research Methodology, Everest Publishing House,.*
 - 13 *Dr. Vatsayan, (1988)Methods & Techniques of Social Survey & Research, Kedar Nath Ram Nath,.*
 14. *Frederick L. Wolidge, Statistics A Gentle Introduction, Sage Publications, 2000.*
 - 15 *Ian Diamond and Julie Jefferies, Begining Statistics, Sage Publications, 2001.*
 - 16 *Jefferies, J. and Diamons, I. 2000, Beginning Statistics : An Introduction for Social Scientists, New Delhi : Sage Publications*
 - 14 *D.K. Lal Das, Practice of Social Research, Rawat Publications, 2000.*
 - 15 *Ram Ahuja, Research Methods, Prem Rawat for Rawat Publications, 2001.*
 16. *Sadhu Singh, Research Methodology in Social Sciences, Himalaya Publishing House, 1999.*
 17. *Introduction to Sociology Dr.S.I.Kumbhar and Dr.Vishal Jadhav, - (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*

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*
- *Caste / Class Issues*

Unit – 6: Services for the Family

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

REFERENCES:

1. *Women Empowerment* Dr.Usha Verghese and Dr.Kirtiraj D.C.- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Child Development and socialization* Dr.Usha Verghese and Dr.Nisha Waghmare.- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Methods of Social work Practice :Work with Individual and Groups*, Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
5. *Community work*, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
6. *Introduction to Psychology*, Dr. Bharati Chavan, Tanuja Kher 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
7. *Family and Intervention – Some Case Studies*, TISS – Family Studies Unit, 1994.
8. *N.K. Kadetotad, Family and Marriage*, New Prints, Delhi, 1982.
9. *Hari Mohan Mathur, The Family Welfare Programme in India*, Vikas Publishing House, 1995.
10. *I.A. Saiyed, Family Law*, Himalaya Publishing House, 2000.
11. *Man Singh Das, Panos D. Bardis, The Family in Asia*, 1986.
12. *Manuals for Counsellors in Family Courts*, Association of Marriage Counsellors, Maharashtra.
13. *K. Singh, Rural Sociology*, Prakashan Kendra, 1989.
14. *H.R. Mukhi, Urban Sociology*, R.B. Publications, 1990.
15. *Ram Ahuja, Society in India*, Rawat Publications, 2002.
16. *Ram Ahuja, Indian Social System*, Rawat Publications, 1994.
17. *N. Jayapalan, Indian Society and Social Institutions – Vol. II*, Atlantic Publishers,

2000.

18. G.R. Madan, *Indian Social Problems – Vol. I*, Allied Publishers, 2002.
19. Ram Ahuja, *Social Problems in India*, Rawat Publications, 1992.
20. Bharat S. *Family Socialisation of the Indian Child*, Trends in Social Science Research (1997).
21. Bharat S. – *Research on Family with Problems in India, Vol. I*, Mumbai: TISS (1991)
22. Bharat S. and Desai M. *Indian Bibliography of the Family*, Mumbai: TISS (1995).
23. Gore M.S. – *Urbanisation and Family Change in India; Bombay. Popular Prakashan (1968).*
24. Seymour S.C. *Women, Family and Child Care in India: A World in Transition*, Cambridge University Press (1999).
25. Kolenda, P. *Regional differences in family structure in India*, Jaipur, Rawat. (1987)
26. Madan, T.N. *Family and Kinship*, Oxford University Press. (1989).

FCD- 2: CHILD DEVELOPMENT AND SOCIALIZATION

SECTION-I

Unit-1: Conceptual Framework

- *Definition of child*
- *Demographic profile of children – Indian and Global*
- *Overview of situation of children in India*

Unit-2: Child Development

- *Concept of Child Development*
- *Principles of Child Development*
- *Areas of Development- Physical , Emotional, Social, Intellectual*

Unit – 3: Stages in the life-span (up to Adolescence)

- *Prenatal*
- *Neo-natal*
- *Post natal- Infancy , Toddlerhood, Early Childhood , Late Childhood , Adolescence*

Section – II

Unit – 4: Developmental Hazards in Childhood

- *Infant Mortality*
- *Common Childhood Diseases*
- *Behavioural Problems*

Unit – 5: Child Socialization

- *Meaning , Concept and Definition of Socialization*
- *Process and goals of Socialization*
- *Socialization of Children in Institutional Settings*

Unit – 6: Agencies of Socialization

- *Family*
- *School*
- *Mass-Media*

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
2. Gore M.S. *Changes in the family and the process of socialization in India.*
3. Balles P.B. *Life Span Development and Behaviour*; New York, Academic Press.
4. Maier M.W., *Three Theories of Child Development*: , New York, Mac Milan Publishing.
5. Anthony E.J. and Colette C. : *The Child in His Family.*
6. Kakar S. *Indian Childhood, Cultural Ideals and Social Reality*, Delhi, Oxford University Press.
7. R.K. Tandon, *Child Psychology.*
8. Berk – *Child Development.*
9. S.V. Kale – *Child Psychology and Child Guidance.*
10. R. Kumar, *Child Development in India, Vol. II, Ashish Publishing House, New Delhi. (1988).*
11. *Child Development – Elizabeth B. Hurlock.*

FCD-3 EDUCATION AND SOCIAL WORK INTERVENTION

Section – I

Unit – I: Conceptual Framework

- *Concept and Definition of Education*
- *Objectives of Education*
- *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
2. *Methods of Social work Practice :Work with Individual and Groups*, Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Community work*, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Field Work Practicum* Dr.V.V.Kulkarni, (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
5. *Interventions to save the girl child Vol. I -(2015)- Punjab, Haryana and Delhi* Published by Laxmi Book Publications, Solapur.
6. *Dr. Lawani B. T., (2008), Social Work Education and Field Instructions (2nd Edition) , Current Publications, Agra, ISBN: 81-89065-11-4*
7. *O.P. Dahama, O.P. Bhatnagar – Education and Communication for Development.*
8. *Sindevani L. Lall – Some thoughts of Social Education.*
9. *Mehar C. Nanavatty – Social Education.*
10. *N.R. Roy – Social Education.*
11. *Sohan Singh – Social Education.*
12. *Interventions to Save the Girl Child Vol. II -(2015)Punjab* Published by Laxmi Book Publications, Solapur.
13. *Interventions to Save the Girl Child in Vol. III -(2015) Haryana*, Published by Laxmi Book Publications, Solapur.
14. *Interventions to Save the Girl Child in, Vol. IV -(2015) Delhi* Published by Laxmi Book Publications, Solapur.
15. *Social work History and Ideology*, Dr.Kirtiraj D.C.and Dr. B.T.Lawani- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE

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*

REFERENCES:

1. *Urbanization in India Ramanath Jha and Dr. V.V.Kulkarni (2018) Published by Current Publications, Agra*
2. *Urban Development Ramanath Jha and Dr. V.V.Kulkarni (2018) Published by Current Publications, Agra*
3. *Dimensions of Community Work (2014) -Dr.V.V.Kulkarni , Published by Current Publications, Agra.*
4. *Dynamics of community organization and Social Work (2014)-Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
5. *Urban Governance , Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
6. *Bhargava, Gopal (ed.) (1981). "Urban Problems and Policy Perspectives", New Delhi: Abhinav Publications.*
7. *Flanagan, Willians G. (1990). "Urban Sociology: Images and Structures". Boston: Allyn and Bacon.*
8. *Gill, Rajesh (1997). "Issues and Perspectives on Urban Poverty: The Indian Experience" in Urban India, Vol. XVII, Jan.-June/July-Dec. Nos. 1&2.*
9. *Harpham, T. and Tanner Marcel (eds) (1995). Urban Health in Developing Countries. London: Earthscan Publication Ltd.*
10. *Mills, E. S. and Becker, C.M. (1986). "Studies in Indian Urban Development. New Delhi: Oxford University Press.*
11. *Rakodi, Carole and Lloyd John T. (eds.) (2002). Urban Livelihood: A People Centred Approach to Reducing Poverty. London: Earthscan Publication Ltd.*
12. *Report of National Commission on Urbanization (1988). Government of India, Vols 1&2.*
13. *Sundaram, K. V. (1997). Urban and Regional in India. New Delhi: Vikas Publishing House Pvt. Ltd.*
14. *Open Course , Dr. Bharati Chavan, Dr. Lokindar Tyagi, Dr, Brotho Bhardwaj 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*

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-III: Rural Development Policies

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

Section – II

Unit-IV: Rural Development Programmes

- *Mahatma Gandhi National Rural Employment Guarantee Scheme*
- *National Rural Livelihood Mission (NRLM)*
- *Swachhabharat Yojana*
- *DeenDayal Upadhyia gramin KaushalyaYojana*
- *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*

REFERENCES:

1. *Social Work and Community Organization (2014)- Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
2. *Dimensions of Community Work (2014) -Dr.V.V.Kulkarni , Published by Current*

Publications, Agra.

3. *Dynamics of community organization and Social Work (2014)-Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
4. *Community Organization Process and social work (2014)- Dr.V.V.Kulkarni, Published by Current Publications, Agra*
5. *– Status of Panchayat Raj in the States and Union Territories of India, George Mathew 2000, Institute of Social Sciences, New Delhi.*
6. *New Panchayat Raj System, Local-Self-Govt. in Community Development, V. Sudhakar Mangal Deep Publications, Jaipur.*
7. *Rural Development through Democratic decentralisation, Rajesh Shalini –Deep and Deep Publications, New Delhi.*
8. *The Maharashtra Zilla Parishad and Panchayat Samiti's Act, 1961, Choudhary D.H. – Choudhary Law Publication, Jalgaon.*
9. *Participation of Women in the Panchayati Raj System, Mehta G.S. – Kanishka Publishers, Distributors, New Delhi.*
10. *Decentralised Planning and Panchayati Raj Malcolm Adiseshiah – Concept Publishing, New Delhi.*
11. *Rural Leadership and Panchayat, R.S. Mehta – Bahri Publications Private Ltd.*
12. *Penchyati Raj System Dr.V.V.Kulkarni, (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
13. *Open Course , Dr. Bharati Chavan, Dr. Lokindar Tyagi, Dr, Brotho Bhardwaj 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*

URCD 3 Community Planning for Development

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*

References

1. *Community planning and development (2019)* Dr. V.V.Kulkarni Dr. M.P.Kanaskar Published by Current Publications, Agra.
2. *Social Analysis and Social Development, (2014)* - Dr.V.V.Kulkarni Dr. M.P.Kanaskar Published by Current Publications, Agra.
3. *Social Analysis Methodology(2014)* - Dr.V.V.Kulkarni Dr. M.P.Kanaskar Published by Current Publications, Agra.
4. *Dynamics of community organization and Social Work(2014)* -Dr.V.V.Kulkarni, Published by Current Publications, Agra.
5. *Community Organization Process and social work-(2014)* Dr.V.V.Kulkarni, Published by Current Publications, Agra.
6. Fawcett, S. B. "Some lessons on community organization and change". In J. Rothman Ed., *Reflections on community organization., Enduring themes and critical issues.* Itasca, IL., F. E. Peacock Publishers. 1999.
7. Rothman, J., Erlich, J. L., & Tropman, J. E. Eds.. "Strategies of community intervention". Itasca, IL., F. E. Peacock Publishers. 1995.
8. Rothman, Jack., "Approaches to community intervention". In Rothman, J., Erlich, J.L., and Tropman, J.E., *Strategies of Community Intervention 6th edn.* Itasca, IL., F.E. Peacock, 2001, pp. 27-64.
9. Jha, S.N. and Mathur, P.C. (1999), *Decentralization and Local Politics,* Sage Publications, New Delhi.
10. Mathew George (1994), *Panchayati Raj: From Legislation to Movement,* Concept Publishers, New Delhi.
11. Mathew George ed (2000), *Status of Panchayati Raj in the States in India,* Concept Publishing House, New Delhi.
12. Government of India (1978), *Report of the Working Group on Block Level Planning,* Niti Ayog, New Delhi.
13. AVARD (1980), *Block Level Planning,* AVARD Publications, Hyderabad
14. Sarkaria Commission (1988), *Commission on Centre-State Relations Report,* Government of India Press, New Delhi.
15. Smock, Kristina., "Democracy in Action: Community organizing and Urban Change". New York., Columbia University Press.2004.
16. Tropman, John E., John L. Erlich, and Jack L. Rothman, Eds. "Tactics 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*

REFERENCE:

1. *Human Resource management, Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*

2. *Unorganised Labour* Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Media and Developemnt* Dr. G.R.Rathod and Dr. Garima Diyama , 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
5. *Psychology for Social Workers*, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
6. *T.N. Bhagolowala (1995: Economic of Labour and Industrial Relations.*
7. *V.V. Giri: IndianLabour Problems*
8. *C.B. Mamoria: Personnel Management,*
9. *Dr. B.P. Tyagi: Labour Economics and Social Welfare*
10. *Punekar and Deodhar: Labour Welfare, Trade Unions and I.R.*
11. *Ramaswamy: Industry and Labour*
12. *Report of National Commission on Labour: Govt. of India Publication, Simla*
13. *Robbins, Illrd Edition : Orginizational Behaviour*
14. *Sekaram : Orginizational Behaviour*
15. *Varma and Agarwal : Orginizational Behaviour*
16. *Dynamics of Behaviour at Work : R. S. Dwivedi*
17. *Stephen P Robbins (7th Edition) : Orginizational Behaviour*
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*

REFERENCE:

1. *Human Resource management, Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
2. *Unorganised Labour Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
3. *Social Legislation Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
4. *Psychology for Social Workers, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
5. *V.B. Karnik, Indian Trade Unions - Popular Prakashan, Bombay.*
6. *J.S. Raolar, Labour Welfare, Trade Unionism & Industrial Relations – Sheth Publishers, Bombay.*
7. *Pramod Verma, Surya Mookherjee, Trade Unions in India –Oxford & IBM, Publishing Co.*
8. *Punekar – Deodhar, Labour Welfare, Trade Unionism & Industrial Relations –Himalaya Publishing House, Bombay.*
9. *Srikant Mishra, Dynamics of Industrial Relations, Trade Unionism & Labour Welfare in India –Saha Publishers and Distributers, Sambalpur (Orissa)*

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*

REFERENCE:

1. *Human Resource management, Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
2. *Unorganised Labour Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
3. *Psychology for Social Workers, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
4. *Charles Myer, Industrial Relations in India*
5. *Davar & Dale Yoder Personnel Management and Industrial Relations in India*
6. *Dr. C.B. Memoria, Dynamics of Industrial Relations*
7. *S.L. Agarwal, Labour Relations Law in India*
8. *V.P. Michael, Industrial Relations in India and Workers Involvement Management*
9. *Dr. C.B. Mamoria, Dynamic of Industrial Relations*
10. *Dr. R.M. Shah, Case Studies in Indian Management, Jaico Publishing House.*
11. *Agarwal, Labour Relation Law, Macmillan and Co. India.*
12. *M.K. Shukla and Y. Ramaswamy, Cases in Industrial Relations, Popular Prakashan, Bombay*
13. *S.P. Jain, Industrial Law*
14. *Labour Gazathe*
15. *Arun Monappa, Industrial Relations*
16. *K.K. Ahuja, Industrial Relations Theory & Practice*
17. *Kukarni V. V.,(2006), Macro Economics and Economic Policy Analysis – Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*

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

REFERENCES:

1. *The Skeptical Environmentalist: Measuring the real estate of the World*, Bjorn Lomborg, Cambridge University Press, 2001
2. *Natural Capitalism: Creating the next Industrial Revolution*, Paul Hawken, Amory Lovins & L. Hunter Lovins, 1999
3. *What is a Business for?* Charles Handy, *Harvard Business Review*, December 2002
4. *Green and Competitive: Ending the Stalemate*, Michael E Porter and Class van der Linde, *Harvard Business Review*, pp 120-133, September-October 1995
5. *What Matters Most: Corporate Values and Social Responsibility*, Jeffrey Hollender, *California management Review*, pp 111-119, Volume 46(4), 2004
- 6 *Urban Governance* , Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- 11 *Open Course* , Dr. Bharati Chavan, Dr. Lokindar Tyagi, Dr, Brotho Bhardwaj 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- 12 *Corporate Social Responsibility: Whether or How?* N. Craig Smith, *California Management Review*, pp 52-76, Volume 45(4), Summer 2003
- 13 *The Discipline of building character*, Joseph L. Badaracco Jr., *Harvard Business Review*, pp 115-124, March – April 1998
- 14 *Accounting Fraud at Worldcom*, Robert S Kaplan and David Kiron, *Harvard Business School Case study 9-104-071*, May 2005, *Management Lessons from Enron*, B. Bowonder, TMTTC, 2006
- 15 *Social Analysis and Social Development*, (2014) - Dr.V.V.Kulkarni Dr. M.P.Kanaskar Published by Current Publications, Agra.
- 16 *Social Analysis Methodology* (2014)- Dr.V.V.Kulkarni Dr. M.P.Kanaskar Published by Current Publications, Agra.
- 17 *Social Work and Community Organization* (2014)- Dr.V.V.Kulkarni, Published by Current Publications, Agra.
- 18 *Dimensions of Community Work* (2014) -Dr.V.V.Kulkarni , Published by Current Publications, Agra.

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*

REFERENCES:

1. *Women Empowerment* Dr.Usha Verghese and Dr.Kirtiraj D.C.- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Child Development and socialization* Dr.Usha Verghese and Dr.Nisha Waghmare.- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE.
3. *Introduction to Psychology*, Dr. Bharati Chavan, Tanuja Kher 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Psychology for Social Workers*, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. Bronfenbrenner, U. 1979. *The Ecology of Human Development*, Cambridge : Harvard University Press.
3. Chowdary, D.P. 1992. *Aging and the aged*, New Delhi : Inter-India Publications.
4. Clarke – Stewart, A.Friedman, S. and Koch. J. 1985. *Child Development : A Tropical Approach (For Unit I)*.
5. Garg, P. and Parikh, I. 1970. *Indian Youth at the Cross-roads : Profiles in Identity*.
6. Gore, M.S. 1978. *Changes in the family and the process of socialization in India* in Anthony, E.J. & Colette, C. (Eds.). *The Child in his Family*, Wiley, 365-374.
7. Gore, M.S. 1992. *Aging and the future of the human being*. *The Indian journal of Social Work*, 53(2), 210-219.
8. Anthony, E.J. & Colette, C. (Eds.) . *The Child in his Family* Wiley, 365 – 374.
9. Kail, R.V. and Cavanagh, J.C. 1996. *Human Development*, Pacific Grove, CA : Brooks / Core Publishing Company.
10. Kakar, S. 1979. *Indian Childhood, Cultural Ideals and Social Reality*, Delhi : Oxford University Press.
11. Kakar, S. 1982. *Identity and Adulthood*, Delhi : Oxford University Press.
12. Kakar, S. 1970. *Conflict & Choice - Indian youth in a Changing Society*, Bombay : Somaiya Publications.
13. Kakar, Sudhir, 1978. *Images of the Life Cycle and Adulthood in India*, in Anthony, E.G. and Colette, C. (Eds.) *The Child in his Family* Wiley, 319 – 332.
14. Kaplan, P.S. 1988. *The Human Odyssey : Life-Span Development*, St. Paul, West Publishing Company
15. Kapur, M. 1955. *Mental Health of Indian Children*, Delhi : Sage Publications.
16. Le Francois, G.R. 1990. *The Life Span*, Third Edition, University of Alberta
17. *Human Development : An International Perspectives*, New York : Academic Press.
20. Sharma, N. 1990. *Adolescent Girl Child in India*, News Bulletin of the Indian

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.*

REFERENCE:

1. *Methods of Social work Practice :Work with Individual and Groups, Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
2. *Youth Development Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
3. *Community work , Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
4. *Introduction to Sociology Dr.S.I.Kumbhar and Dr.Vishal Jadhav, - (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
5. *Methods of Professional Social Work, Published by Tilak Maharashtra Vidyapeeth, Deemed University (2002) – A Text book of Bachelor of Social Work Degree Course..*
6. *Social Analysis and Social Development, (2014) - Dr.V.V.Kulkarni Dr. M.P.Kanaskar Published by Current Publications, Agra.*
7. *Social Analysis Methodology (2014)- Dr.V.V.Kulkarni Dr. M.P.Kanaskar Published by Current Publications, Agra.*
8. *Social Work and Community Organization (2014)- Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
9. *Dimensions of Community Work (2014) -Dr.V.V.Kulkarni , Published by Current Publications, Agra.*
10. *Dynamics of community organization and Social Work (2014)-Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
11. *Community Organization Process and social work (2014)- Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
12. *Media and Developemnt Dr. G.R.Rathod and Dr. Garima Diyama , 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
13. *Social work History and Ideology, Dr.Kirtiraj D.C.and Dr. B.T.Lawani- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
14. *Community Organisation in India, Gangrade K.D. – Popular Prakashan, Bombay, 1971.*

15. *Community Organisation, Dr. Banmala – Indian Institute of Youth Welfare Nagpur.*
16. *Community Organisation for Social Welfare, McMillen W. – University of Chicago Press.*
17. *Community Organisation Ross Murry – – Theory, Principles and Practice – Harper and Row, New York.*
18. *Working with Communities. An introduction to Community Work, Siddiqui H.Y. – Hira Publications, New Delhi.*
19. *Peoples Participation and Voluntary Action Rana Kranti.*

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.*

REFERENCES:

1. *Social Analysis and Social Development, 2014, V.V Kulkarni and Dr. (Prof.) M.P.Kanaskar, - Published by Current Publications, Agra. ISBN 978-81-89065-80-5*
2. *Social Analysis Methodology 2014, V.V.Kulkarni Dr. M.P.Kanaskar Social - Published by Current Publications, Agra. ISBN – 978-81-89065-80-5*
3. *Social Work Research, Dr.V.V.Kulkarni, (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
4. *Qualitative research Dr. M.P.Kanasker and Dr. V.V.Kulkarni, (2019) Published by Current Publications, Agra*
5. *Quantitative research Dr. M.P.Kanasker and Dr. V.V.Kulkarni, (2019) Published by Current Publications, Agra*
6. *Action Research Dr. M.P.Kanasker and Dr. V.V.Kulkarni, (2019) Published by Current Publications, Agra*
7. *Social Research Methods 1997A. Kumar, , Amol Publications Pvt. Ltd., New Delhi – 2,.*
8. *Social Siluation of the Aged in India 1996.A.S. Kohli, , Amol Publications Pvt. Ltd., New Delhi,*
9. *Research Methods and Techniques in Social Sciences 2002.Ajay Verma, , Commonwealth Publishers,*
10. *Thesis and Assignment Writing 1970 Anderson, J. et al., , New Delhi : Wiley Eastern Limited.*
11. *Methods for Development Work and Research 1995Britha Mikkelsen, , A Guide for Practitioner, Sage Publications India Pvt. Ltd.,.*
12. *Research Methodology – Methods & Technics 1989.C.R. Kothari, , Willey Eastern Ltd., Research Methodology 2002 Dr. B.D. Kulkarni, , Everest Publishing House,.*
13. *Methods & Techniques of Social Survey & Research, 1988 Dr. Vatsayan, Kedar Nath Ram Nath,*
14. *Statistics A Gentle Introduction 2000.Frederick L. Wolidge, , Sage Publications,*
15. *Begining Statistics 2001Ian Diamond and Julie Jefferies, , Sage Publications,.*
16. *An Introduction for Social Scientists, 2000Jefferies, J. and Diamons, I., Beginning Statistics : New Delhi : Sage Publications*
17. *Practice of Social Research 2000D.K. Lal Das, , Rawat Publications,.*

18. *Research Methods 2001* Ram Ahuja, , Prem Rawat for Rawat Publications,.
19. *Social Survey & Research Methods & Techniques 2005* S. Kumar, , R.B. Publications.
20. *Research Methodology in Social Sciences 1999.* Sadhu Singh, , Himalaya Publishing House,

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*

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*

REFERENCES:

1. *Women Empowerment* Dr. Usha Verghese and Dr. Kirtiraj D.C. - (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Child Development and socialization* Dr. Usha Verghese and Dr. Nisha Waghmare. - (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Introduction to Psychology*, Dr. Bharati Chavan, Tanuja Kher 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Youth Development* Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
5. *Interventions to save the girl child Vol. I* -(2015)- Punjab, Haryana and Delhi Published by Laxmi Book Publications, Solapur.
6. *Interventions to Save the Girl Child Vol. II* -(2015) Punjab Published by Laxmi Book Publications, Solapur.
7. *Interventions to Save the Girl Child in Vol. III* -(2015) Haryana, Published by Laxmi Book Publications, Solapur.
8. *Interventions to Save the Girl Child in, Vol. IV* -(2015) Delhi Published by Laxmi Book Publications, Solapur.
9. P.K. Chaubey, *Population Policy for India (Perspectives, Issues & Challenges)*, Kanishka Publishers, New Delhi – 2.
10. Dr. C.B. Memoria, *India's Population Problem*, KitabMahal, Allahabad.
11. K.R. Salkar, *Population Education for Developing Countries*, Sterling Publishers, New Delhi 16.
12. Hans Raj, *Population Studies*, Surjeet Publications, Delhi – 9.
13. Asha A. Bhende & Tara Kanitkar, *Principles of Population Studies*, Himalaya Publishing House.
14. R.S. Tripathi & R.P. Tiwari, *Population Growth & Development in India*, APH Publishing Corporation, New Delhi.
15. S.N. Agarwala, *India's Population Problems (11nd Edition)*, Tata McGraw, Hill Publishing Company Ltd., New Delhi.
16. Kanwaljt Kaur Gill, *Population Growth, Family Size & Economic Development*, Deep & Deep Publications, New Delhi.

17. *M.M. Krishna Reddy, An Introduction to Demographic Behaviour in India, Kanishka publishers, New Delhi – 02.*
18. *Prof. M. Laxshmi Pathi Raju, Family Counselling, The Dept. of Social Work, Tirupati.*
19. *R.D. Naik, Some Structural Aspects of Urban Family, Somaiya Publications, Bombay.*
20. *Mathur, The Family Welfare Programme in India, Vikas Publishing House Pvt. Ltd.*
21. *Badshah Bindu (2006) Senses and Soul, New Delhi : SakshiBhatlavande, Prakash,*
22. *Dyalchand, A., Khale M., Kapadia N. Kurdu, (2000) Life Skills for Adolescent girls (Volume 1 & 2), Pachod : Institute of Health Management*

FCD- 5: WOMEN EMPOWERMENT

Unit-1: Status of women : Historical Review

- *Vedic and Pre-Vedic Period*
- *Buddhist Period*
- *British Period*
- *Post Independenc Period*

Unit-2 :Issues Related To Women

- *Religion*
- *Politics*
- *Domestic Violence*

Unit-3 : Women Empowerment

- *Concept, meaning and definition of Empowerment*
- *Indictors 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*

REFERENCES:

1. *Women Empowerment* Dr.Usha Verghese and Dr.Kirtiraj D.C.- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Child Development and socialization* Dr.Usha Verghese and Dr.Nisha Waghmare. - (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Sunit Gupta and Mukta Mittal, Status of Women & Children in India, Publication :Amol Publication Pvt. Ltd., New Delhi. (1995)*
4. *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
5. *ShobhaSaxena, Crime Against Women & Protective Laws, Publication – Deep & Deep Publication, F – 159, RajouriGarden, New Delhi – 110 027.*
6. *GeetaChaturvedi, Women Administrators of India, Publication: R B S A Publishers, Jaipur – 302 003*
7. *G.K. Lielen, Women Migrants & Tribals: Survival Strategies in Asia, Olga Nieuwenhuys, Loes Schenk – Sandbergen*
8. *AgarwalSushila, Status of Women, Publication: Printwell Publishers, Jaipur – 1988.*
9. *Health Status of Indian Women, Tata Institute of Social Sciences, Bombay – 1988*
10. *Jain Shashi, Status and Role Perception of Middle Class Women, Pooja Publisher, New Delhi (1988)*
11. *Kumar Ram, Women Health Development & Administration, Vol. I & II, Publication: Deep & Deep Publishers, New Delhi (1990)*
12. *SinhaPushpa, Role conflict among working women, Publication: Amol Publication, New Delhi (1987)*
13. *Upadhyaya H.C., Status of Women in India, Publication: Amol Publication, New Delhi.*
14. *Chaudhary D. Paul, Women Welfare & Development, Publication: M.C. Mittal, Inter India Publication (1992)*
15. *DevendraKiran, Changing States of Women in India, Vikas Publishing House Pvt. Ltd. (1994).*
16. *Mukherjee Prabhati, Hindu Woman, Orient Longman Ltd. (1978)*
17. *Pant Niranjana, Status of Girl, Child and Women in India, APH Publishing Corporation*

(1995)

18. Reddy G.B., *Women and Law*, Gogia Law Agency, (1999)
19. Jain D.C. & Jain Shashi, *Scheduled Caste Women*, Rawat Publications, Jaipur & New Delhi (1992)
20. MitraJoyati, *Women and Society*, Kanishka Publishers, New Delhi (1997).
21. AleemShamim, *Women's Development*, APH Publishing Corporation, New Delhi (1996)
22. RamasabbanRadhika and JejeobhayShireon, *Women's Reproductive Health in India*, Rawat Publications, Jaipur & New Delhi (2000).
23. RanganathanSarala, *Women and Social Order*, New Delhi (1998)
24. Mittal Mukta, *Women Power in India*, Anmol Publications Pvt. Ltd., New Delhi (1998)
25. GopalanSarala, *Women and Employment*, Haranand Publications, New Delhi (1995).

FCD – 6: 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 Ideology*
- *Social Construction of Gender*
- *Cultural Perspectives*

Unit – III: Relating Feminism to Social Work

- *Gender and Social Work Practice*
- *Gender and Development*
- *Gender Analysis of Poverty*

Section – II

Unit – IV: Applications of Feminist Theories to Practice

- *Liberal*
- *Socialist*
- *Cultural*

Unit – V: Practice Methods and Intervention Strategies

- Working with Men on Women's Issues
- Working with Gender based Violence

Unit – VI: Feminist Social Work Practice With

- Individual
- Couple
- Families

REFERENCES:

1. Lena Dominelli (2002). *Feminist Social Work Theory and practice*. Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenue, New York, N.Y. 10010.
2. *Women Empowerment* Dr.Usha Verghese and Dr.Kirtiraj D.C.- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. Dominelli, Lena, "Working with Children and Families", *Feminist Social Work Theory and Practice*.
4. Andersen. M. (1983). *Thinking about women: Sociological and feminist perspectives*. New York: MacMillan Publishing Co.
5. Brandwein, R. (1986) 'A Feminist Approach to Social Policy', in N. Van Den Berg and L. Cooper (eds) *Feminist Visions for Social Work* (Silver Spring, MD.: NASW).
6. Brook, E. and Davis, A. (1985) *Women, the Family and Social Work* (London: Tavistock).
7. *Introduction to Psychology*, Dr. Bharati Chavan, Tanuja Kher 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
8. *Psychology for Social Workers*, Dr. Bharati Chavan 2019, Published by School of

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*

REFERENCES:

1. *Tribal Education* Dr. Sonal Shivgunde and Dr. V.V.Kulkarni, (2019) Published by Current Publications, Agra
2. *Tribes in India – Dr. M.P.Kanasker and Dr. V.V.Kulkarni, (2018) Published by Current Publications, Agra*
3. *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *The Scheduled Tribes - K.S. Singh, Oxford India.*
5. *Tribal Administration and Development – S.G. Deogaonkar; Concept Publishing, New Delhi.*
6. *Tripathy S.N.–Glimpses on Tribal Development–Discovery Publishing House, New Delhi– 2.*
7. *Singh A.K. – Tribals in India – Har-Anand Publication; New Delhi.*
8. *Vohra Gautam – Tribals, Development and Environment; Har-Anand Publication, New Delhi.*
9. *Jairh M.S. – Tribal Economy and Society – Mittal Publications; New Delhi.*
10. *Nadeem Hasnain – Tribal India - Palaka Prakashan, Delhi.*
11. *K. Rani Gopal – Tribals and their Health Status, A.P.H. Publishing Corpn., Delhi.*
12. *Ghosh G.K. – Tribals and Their Culture – Ashish Publishing House, Delhi.*
13. *Deshmukh B.A. – Tribal Education, Sonali Publications, New Delhi.*
14. *Govt. of India Report on Tribal Development, 2004, New Delhi.*
15. *Policy Document, Tribal Welfare, Govt. of India and Govt. of Maharashtra.*

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*

REFERENCES:

- *Panchayat Raj System* Dr.V.V.Kulkarni, (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- *Social Work and Community Organization* (2014)- Dr.V.V.Kulkarni, Published by Current Publications, Agra.
- *Dimensions of Community Work* (2014) -Dr.V.V.Kulkarni , Published by Current Publications, Agra.
- *Dynamics of community organization and Social Work* (2014)-Dr.V.V.Kulkarni, Published by Current Publications, Agra.
- *Community Organization Process and social work* (2014)- Dr.V.V.Kulkarni, Published by Current Publications, Agra.
- *Media and Developemnt* Dr. G.R.Rathod and Dr. Garima Diyama , 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- *Community work* , Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- George Mathew – *Status of Panchayat Raj in the States and Union Territories of India*, 2000, Institute of Social Sciences, New Delhi.
- V. Sudhakar – *New Panchayat Raj System, Local-Self-Govt. in Community Development*, Mangal Deep Publications, Jaipur.
- Rajesh Shalini – *Rural Development through Democratic decentralisation*, Deep and Deep Publications, New Delhi.
- Sugan Chand Jain – *Community Development and Panchayat Raj in India*.
- Choudhary D.H. – *The Maharashtra Zilla Parishad and Panchayat Samiti's Act, 1961*, Choudhary Law Publication, Jalgaon.
- Mehta G.S. – *Participation of Women in the Panchayati Raj System*, Kanishka Publishers, Distributors, New Delhi.
- Malcolm Adiseshiah – *Decentralised Planning and Panchayati Raj – Concept Publishing*, New Delhi.
- R.S. Mehta – *Rural Leadership and Panchayat*, Bahri Publications Private Ltd.
- Niraja Gopal Jayal / Sudha Pai – *Democratic Governance in India*, Sage Publications, Delhi.
- Choudhary D.H. – *Mumbai Gram Panchayat Act, 1958*.

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*

REFERENCES:

1. Dr.V.V.Kulkarni, (2014), "Social Work and Community Organization", Published by Current Publications, Agra. ISBN – 978-81-89065-80-5
2. Dr.V.V.Kulkarni, (2014),Dimensions of Community Work, Published by Current Publications, Agra. ISBN – 978-81-89065-80-5
3. Dr.V.V.Kulkarni, (2014), Dynamics of community organization and Social Work, Published by Current Publications, Agra. ISBN – 978-81-89065-80-5
4. Dr.V.V.Kulkarni, (2014), Community Organization Process and social work, Published by Current Publications, Agra. ISBN – 978-81-89065-80-5
Sharma Aruna – Planning for Rural Development Administration, Rawat Publications, Delhi.
5. Community work , Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
6. Katar Singh – Rural Development, Principles, Policies and Management, Sage Publications, New Delhi.
7. Bhose S.G.R., NGO's and Rural Development – Concept Publishing, Ndw Delhi.
8. Jain Gopal, Management of Rural Development and Resources; Mangal Deep Publications, Jaipur.
9. Tripathy S.N. – Rural Development, Discovery Publishing House, New Delhi.
10. Debendra Das – Dynamics of Rural Development, deep and Deep Publishers, New Delhi.
11. Kuttan Mahaderan – Participatory Experiment in Holistic Rapid Development, B.R. Publishing, New Delhi.
12. Chaudhary D. Paul – New Partnership in Rural Development.
13. Thingalaya N.K. – Rural India – Real India, Himalaya Publishing.

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*

References

1. *Human Resource management*, Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Unorganised Labour* Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Employer's Guide to Labour Laws*, S.R. Samant, Seventh Edition.
5. *Publication – S.L. Dwivedi*, Labour Law Agency, 1-A, Arun Chambers, Tardeo Road, Mumbai – 34.
6. *Industrial and Labour Laws of India*, Dr. H.K. Saharay (Fourth Edition), New Central Book Agency (P) Ltd., 8/1 Chintamani Lane, Calcutta – 700009.
7. *Handbook of Labour Laws – B.K. Bhar*. Academic Publishers, Calcutta.
8. *Industrial and Labour Laws*, S.P. Jain, J.C. Kanpur for Dhanpat Rai and sons, Delhi.
9. *Labour Laws – Zabwale*.
10. *Labour Law Series – Agrawal*.
11. *Labour Law – BARE Acts*.
12. *Hand Book of Labour Laws – V.P. Shintre*.
- 19 *Chakrabarti, B. K. (1974) Labour Laws of India*, Calcutta : International Law Book Centre
- 20 *Goswami, V. G. (1986) Labour & Industrial Law*, Allahabad : Central Law Agency
11. *Jain, S. P. & Agrawal, Simmi (1997) Industrial & Labour Law*, Delhi : Dhanpat Rai & Co.Pvt; Ltd.
12. *Kumar, H. L. (1996) Employers rights under Labour Laws*, Delhi : Universal Law Publishing Co. Pvt; Ltd.
13. *Malik P. L. (1992) Industrial Law*, Lucknow : Eastern Book com.
14. *Saiyed, I. A. (2001) Labour Laws*, Mumbai : Himalaya Publishing House
15. *Sarma, A. M. (1996) Industrial Jurisprudence and Labour Legislation*, Mumbai : Himalaya Publishing House
16. *Trivedi. P R: Pollution Management in Industries*.
17. *Trivedi. R K :Hand book on environmental laws guidelines compliance of standards – Volume 1 and 2*.
18. *Arora, R. (2000) Labour Laws*, Mumbai : Himalaya Publishing House
19. *Balchandani, K. R. (1977) Labour & Industrial Laws*, Mumbai : Jeevan deep

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*

REFERENCES:

1. Ahuja K.K., *Human Resource Management*, Kalyani Publishers, Ludhiana.
2. *Human Resource management*, Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Unorganised Labour* Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Media and Developemnt* Dr. G.R.Rathod and Dr. Garima Diyama , 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
5. *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
6. Aswathappa, K (2001) *Human Resource Management, Text & Cases*, New Delhi : Tata McGraw- Hill Edition
7. Batia, S. K. (2006) *Human Resource Management*, New Delhi : Deep & Deep Publication
8. Botton, Trevor (2001) *An Introduction to Human Resource Management*, New Delhi : Infinity Books
9. Dale, B. G. etc. (2001) *Managing Quality and Human Resources*, New Delhi : Infinity Books
10. Dalmar Fisher, *Communication in Organizations*, Jaico Publishing House, Mumbai.
11. Jucius, Michel (1997) *Personnel Management*; Mumbai : Oxford University Press
12. Kumar, Prem and Ghosh, Asit, K. Ed (1991) *Personnel Management and IR*, New Delhi : Anmol Publications
13. Mamoria, C. B. (1994) *Personnel Management Ed. 12*, Mumbai : Himalaya Pub. House
14. Miraza S.S., *Human Resources Management*, Tata McGraw – Hill Publication Co., New Delhi.
15. Moorthy, M. V. (1992) *Human Resource Management*, Banglore : R & M Associates
16. Pattanayak, Biswajeet (2002) *Human Resource Management*, New Delhi : Prentice- Hall of India
17. R. Subburaj, *ISO 9000 path to TQM*, Allied Publishers Ltd., New Delhi.
18. Rao, P. Subba (1999) *Essentials of Human Resource Management & I. R*; Mumbai : Himalaya Pub.
19. Raymond V.L. & John D.P., *Business Communication*, All India Traveller Book Seller, Delhi.
20. Rudra Basavaraj, *Dynamics of Personnel Administration*, Himalaya Publishing House, Bombay.

21. Saiyadain, Mirza S. (1988) *Human Resource Management*; New Delhi : Tata McGraw – Hill Publication Com. Ltd.
22. Sarma, A. M. (1998) *Personnel & Human Resource Management*; Mumbai : Himalaya Publication House
23. Sehgal, Seema (2006) *Handbook on Competency Mapping*, New Delhi : Sage Publication
24. Sigh, M. K. and Bhattacharya, A. Ed. (1990) *Personnel Management*, New Delhi : Discovery Publishing House
25. Tripathi, P. C. (1978) *Personnel Management; Theory & Practice*; New Delhi : Sultan Chand & Sons

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*

REFERENCES:

1. *Human Resource management*, Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Unorganised Labour* Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Media and Developemnt* Dr. G.R.Rathod and Dr. Garima Diyama , 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Urmila Rai and S. M Rai , Effective Communication (Himalaya Publishing House)*
5. *Doctor and Doctor , Business Communication (Sheth Publishers Pvt. Ltd.)*
6. *Shirley Taylor,Communication for Business, Pearson Education, New Delhi*
7. *Raymond Lesikar, Marie E Flatley, Basic Business Communication –(Tata McGraw –Hill)*
8. *Essentials of Business Communication by Rajendra Pal & J.S. Korlahalli, Sultan Chand & Sons, 8th Edition*
9. *Business Communication by Meenakshi Raman & Prakash Singh, Oxford, 2006*
10. *Basic Business Communication Skills for Empowering the Internet Generation by Lesikar, R.V. & Flatley, M.E., TMGH , New Delhi.*
11. *The Essence of Effective Communications by Ludlow, R. & Panton, F. Prentice Hall of India Pvt. Ltd.*
12. *Communication by C. S. Rayadu, HPH, 8th Revised Edition, 2007*
13. *Business Correspondence & Report Writing by R. C. Sharma & Krishna Mohan, Tata McGraw Hill, 4th Edition, 2011*
14. *Developing Communication Skills by Macmillan, 2nd Edition*
15. *Professional Presentations by Malcolm Goodale, Cambridge University Press, South Asian Edition*
16. *Business Communcation - Urmila Rai*
17. *Business Communcation – Vishwanathan*
18. *Business Communication - Harvard Business Essentials Series, HBS Press*
19. *Effective Communication by Adair, J. , Pan Macmillan*

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*

REFERENCES:

1. *Karve Institute of Social Services, 2010. Skill training for Social Workers (A Manual for Trainee Social Workers)*
2. *Gore, M.S. 1978. Changes in the family and the process of socialization in India in Anthony, E.J. & Colette, C. (Eds.). The Child in his Family, Wiley, 365-374.*
3. *Kail, R.V. and Cavanagh, J.C. 1996*
4. *Kakar, S. 1979. Indian Childhood, Cultural Ideals and Social Reality, Delhi : Oxford University Press.*
5. *Kakar, S. 1982. Identity and Adulthood, Delhi : Oxford University Press.*
6. *Kapur, M. 1955. Mental Health of Indian Children, Delhi : Sage Publications.*
7. *Magnesson, D and Allen. Human Development : An International Perspectives, New York : Academic Press. Chapters 1, 5, 6, 11, 14, 16, 19, 21.*
8. *Maier, H.W. 1965. Three Theories of Child Development, N.Y. : L MacMillan Publishing*
9. *Sheehy G. 1976. Passages : Predictable Crisis of Adult Life, New York : Bantam Books.*
10. *Sinha, D. et. al. 1982. Deprivation : Its Social Roots and Psychological Consequences, New Delhi : Concept Publications.*
11. *Brannon, L. and Feist, J. (2007). Introduction to health psychology. India ed. N.D.:*
12. *Marks, D.; Murray, M.; Evans, B.; Willig, C.; Woodall, C. and Sykes, C. (2005). 2nd ed. Health psychology: Theory, research and practice. N.D.: Sage Pub.*
13. *Taylor, S.E. (1999). Health Psychology. 4th ed. Singapore: McGraw-Hill Book Co.*

emester 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

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

Unit – VI: Social Change

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

REFERENCES:

1. *Introduction to Sociology* Dr.S.I.Kumbhar and Dr.Vishal Jadhav, - (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Women Empowerment* Dr.Usha Verghese and Dr.Kirtiraj D.C.- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Child Development and socialization* Dr.Usha Verghese and Dr.Nisha Waghmare.- (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Introduction to Psychology*, Dr. Bharati Chavan, Tanuja Kher 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
5. *Psychology for Social Workers*, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
6. *An Introduction To Sociology*, Vidya Bhushan and D.R. Sachdeva, Kitab Mahal, (1999) Thirty Second Edition, Allahabad – 1,
7. *M. Haralambos with R.M. Herald, Sociology Themes and Perspectives* (2002) Twenty Fourth Impression, Oxford University Press.
8. *Kenneth J. Newbeck, Davita Silfen Glasberg, Sociology - A Critical Approach* (1996) McGraw –Hill Inc.
9. *K. Kumar, Principles of Sociology* (1982), Neelam Sales Corporation, Agra.
10. *James M. Henslin, Down To Earth Sociology* (1995) The Free Press, New York.
11. *T.B. Bottomore, Sociology* (New edition – 1971) Blackie & Son (India) Ltd., Bombay.
12. *William Ogburu & Meyer Nimkoff, A Handbook of Sociology* (1979) Second Indian reprint, Eurasia Publishing House Pvt. Ltd., New Delhi – 55.
13. *Dr. Hans Raj, General Sociology* (1992), SBD Publishers Distributors, Delhi.
14. *K.E. Verghese, General Sociology* (1992), Macmillan India Ltd., Delhi.
15. *K. Singh, Problems of Sociology* (1997), Prakashan Kendra, Lucknow.

16. M. Francis Abraham, *Modern Sociological Theory An Introduction*, Oxford University Press (1982).
17. K. Singh, *Religion And Society* (1986), Prakash Kendra, Lucknow – 7.
18. K. Singh, *Indian Society and Social Institutions*, (1981), Prakash Kendra, Lucknow 7.
19. N. Jayapalan, *Indian Society and Social Institutions* (2001), Atlantic Publishers, New Delhi.
20. Ram Ahuja, *Indian Social System* (1997), Rawat Publications, Jaipur and New Delhi.
21. Ram Ahuja, *Society in India* (2002), Rawat Publications, Jaipur and New Delhi.
22. Kingsley Davis, *Human Society* (1981), Surjeet Publications, Delhi – 7.
23. C.B. Memoria, *Social Problems and Social Disorganisation in India*.
24. Ram Ahuja, *Social Problems in India*.
25. Rajendra Pandey, *Social Problems of Contemporary India*.
26. *Social Problems and Welfare – Dr. Vatsyan – Kedan Nath Ram Nath & Co. Meerut*
27. *Indian Social Problems – Volume 1 – G.R. Madam – Sixth Edition, Allied Publishers Pvt. Ltd., Mumbai.*

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*

REFERENCES:

1. *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Introduction to Psychology*, Dr. Bharati Chavan, Tanuja Kher 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Psychology for Social Workers*, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. Bhanti, R., *Social policy & development in Rajasthan*, Udaipur Himanshu publications
5. Bulmer, M., *The Goals of social policy*, London: Unwin Hyman.
6. Dimitto, D. M., *Social welfare : politics & public policy*, New Jersey : Prentic Hall
7. Ganapathy, R. S., *Public policy & policy analysis in India*, Delhi Sage publications
8. Hebsur, R. K., *Social intervention for justice*, Bombay : TISS
9. Huttman, E. D., *Introduction to social policy*, New york : Mcgraw Hill
10. Kulkarni, P. D., *Social Policy & Social Development in India*, Madras : Association of Schools of social work in India
11. Mathur, K. Bjorkman, *Top Policy Makers in India* New Delhi : Concept publishing Co.
12. Mundle, S., *Policies, Paradigms & Development Debate at the close of Twentieth Century*, Economic & political Weekly
13. Mishra, R., *Society & Social Policy*, London : Macmillan Ltd.
14. Rao V., *Social policy : The means & Ends Question"* Indian Journal of public Administration,
15. Rao V. & Mander, H., *An Agenda for Caring : Interventions for the Marginalised*,
16. Rastogi, P. N., *Policy Analysis & Problem- Solving for social Systems*,
17. Weimer, D. L. & Vining, A. R., *Policy Analysis : Concepts & Practice*, New Jersey : Prentice Hall
18. Bandyopadhyay, D., *People,s participation in planning kerala Experiment"* Economic & Political weekly sept. 24, 2450-54
19. Chakraborty, S., *Development planning – Indian Experience*, Oxford : Claredon Pres
20. Dandekar, V. M., *Role of Economic planning in India in the 1990s & Beyond"* Economic &

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*

REFERENCES:

1. Kulkarni V.V. and Dr. (Prof.) M.P.Kanaskar, (2014), *Social Analysis and Social Development*, - Published by Current Publications, Agra. ISBN 978-81-89065-80-5
2. Kulkarni V.V. Dr. M.P.Kanaskar,(2014), *Social Analysis Methodology* - Published by Current Publications, Agra. ISBN – 978-81-89065-80-5
3. *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Urban Governance* , Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
5. Ganapathy, R. S., *Public policy & policy analysis in India*, Delhi Sage publications
6. Hebsur, R. K., *Social intervention for justice*, Bombay : TISS
7. *International Labour Office, Multinational Enterprises & Social policy*, Geneva,I.L. O.
8. Kahn, A. E., *Social policy & Social services*, New York: Random House.
9. Kulkarni, P. D., *Social Policy & Social Development in India*, Madras : Association of Schools of social work in India
10. Kulkarni P. D., *Social Policy in India*, New York : McGraw Hill Book Company
11. Mathur, K. Bjorkman, *Top Policy Makers in India* New Delhi : Concept publishing Co.
12. Mundle, S., *Policies, Paradigms & Development Debate at the close of Twentieth Century*, *Economic & political Weekly*
13. Mishra, R., *Society & Social Policy*, London : Macmillan Ltd.
14. Mullard, M. & Spicker, *Social Policy in a Changing Society*, London: Routledge.
15. Rao V., *Social policy : The means & Ends Question*” *Indian Journal of public Administration*,
16. Rao V. & Mander, H., *An Agenda for Caring : Interventions for the Marginalised*,

FCD – 7: PROGRAMMES AND SERVICES FOR CHILDREN

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*

REFERENCES:

1. Prof. Usha Nayar and V. V. Kulkarni, (2013), *Interventions to save the girl child in Punjab, Haryana and Delhi Vol. I* ISBN No.– 978-1-329-70943-0 Published by, Lulu Publication 3101 Hillsborough St, Raleigh, NC 27607, United States of America
2. *Unorganised Labour* Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. Prof. Usha Nayar and V. V. Kulkarni, (2013), *Interventions to Save the Girl Child in Punjab Vol. II* ISBN – 978-1-329-70944-7, Published by, Lulu Publication 3101 Hillsborough St, Raleigh, NC 27607,
3. Prof. Usha Nayar and V. V. Kulkarni, (2013), *Interventions to Save the Girl Child in Delhi, Vol. III* ISBN – 978-1-329-70946-1 Published by, Lulu Publication 3101 Hillsborough St, Raleigh, NC 27607, United States of America
4. Prof. Usha Nayar and V. V. Kulkarni, (2013), *Interventions to Save the Girl Child in Haryana, Vol. IV* ISBN – 978-1-329-70948-5 Published by Lulu Publication 3101 Hillsborough St, Raleigh, NC 27607, United States of America
5. R. Kumar, *Child Development in India, Vol. II*, Ashish Publishing House, New Delhi. (1988)
6. G.S. Kewalramani, *Child Abuse*, Rawat Publications, New Delhi (1992).
7. George IVY, *Child Labour and Child Work*, Ashish Publishing House, New Delhi (1990)
8. Ramesh Knabargi, *Child Labour in the Indian Subcontinent. (Dimensions and implication)*, Sage Publications, New Delhi. (1991)
9. Jayshree Biswas, *Children of the prejudiced parents*, Har Anand Publications, New Delhi (1991)
10. R.N. Patil, *Rehabilitation of Child Labour in India*, Ashish Publishing House, New Delhi (1991)
11. Shipra Lavania, *Juvenile Delinquency*, Rawat Publications, 1993.
12. Rashmi Agrawal, *Street Children*, Shipra Publications, New Delhi, 1999.
13. Khanna S.K., *Children and Human Rights*, Commonwealth Publishers (1998).
14. Misra R.N. "Child Labour in Hazaldous Sectors", Discovery Publishing House, New Delhi (2002).
15. Bishay K.N. "Plight of Child Labour", Discovery Publishing House, New Delhi (2003).
16. Rane Asha, "Street Children" TISS (1994).
17. Goonesekere Savitri, *Children, Law and Justice*, Sage Publications, New Delhi (1998).
18. Philips V.S.K., *Street Children in India*, Rawat Publications (1994).
19. Chaudhary D. Paul, *Child Welfare and Development*, Atma Ram & Sons, Delhi (1980).
20. Dolly Singh, *Child Development Vol.I (Issues Policies and Programmes)*, Kanishka

Publishers (1995).

21. *Dolly Singh, Child Development Vol.II (Issues Policies and Programmes), Kanishka Publishers (1995).*

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*
- *Addictions*
- *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*

REFERENCE:

Youth Development Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE

Saraswathi, Youth in India, Indian Council of Social Science Research.

2. *Scheme of Central & State Govt. by VishwaYuva Kendra*

3 *Dr. D.R. Sachadeva, Social Welfare Administration in India, KitabMahal (1992-93)*

4. *Youth - Wasted Assets, AnubhavShiksha Kendra. Monthly Journal (1995)*

5. *KakarSudhir, Conflict & Choice – Indian Youth in a Changing Society, Somaiya Publications, Bombay (1970)*

6. *NaliniRao, Socialisation of Child of Youth, National, Agra (1989)*

7. *Ram Ahuja, Youth and Crime, Rawat Publications, New Delhi (1996).*

8. *Jayaswal R. Modernisation and Youth in India, Rawat Publications, New Delhi (1992).*

Community work , Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE

FCD-9 : 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*

REFERENCES:

1. *Berger, Authur Asa. 1982, Media Analysis Techniques, London : Sage*
2. *Herger, Hohn, 1972, Ways of Seeing, London : BBC and Penguin*
3. *Brown, James w. et.al. 1985 Hill, AV Instruction Technology, Media and Methods, New York : McGraw – Hill*
4. *Gandhi, V.P. 1995, Media and Communication Today, Vol. 1, 2 and 3, New Delhi : Kanishka Publishers*
5. *Goffman Erwing: 1979, Gender Advertisements, Macmillan.*
6. *Hawkes, Terence, 1977, Structuralism and Semiotics, London: Methuen.*
7. *Kumar, K. 1981, Mass Communication in India, Mumbai: Jai Publishing House.*
8. *Melkote, Srinivas R. 1991, Communication for Development in the Third World, Delhi : Sage*
9. *Mody, Bella, 1991, Designing Messages for Development Communication, New Delhi, Sage*
10. *Saunders Denys J. 1984 Educational, Visual Communication Handbook, London : Lutterworth*

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

- *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*

REFERENCES:

1. *Urbanization in India Ramanath Jha and Dr. V.V.Kulkarni (2018) Published by Current Publications, Agra*
2. *Urban Development Ramanath Jha and Dr. V.V.Kulkarni (2018) Published by Current Publications, Agra*
3. *Urban Governance , Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
4. *Open Course , Dr. Bharati Chavan, Dr. Lokindar Tyagi, Dr, Brotho Bhardwaj 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
5. *Urban Development New Localism – Sudha Mohan – Rawan Publications, Jaipur, 2005.*
6. *Urban Development Problems – D. Vasudeva Rao – Lancers Books, New Delhi, 1990.*
7. *Urbanisation and Urban Systems in India – R. Ramchandran – Oxford University Press, Mumbai, 1991.*
8. *Social Aspects of Urban Development – H.D. Kopardekar, Popular Prakashan, Bombay, 1986.*
9. *Public-Private Partnership in Urban Development – Girish Misra / G.C. Mathur – Indian Institute of Public Administration, New Delhi, 1997.*
10. *Slums and Community Development Experiments in Self-Help – Marshall B. Clinard – The Free Press, New York, 1966.*
11. *Urban Community Development, Jacob Thudipara.*
12. *Urbanisation Trends in India, H.G. Hannumappa.*
13. *Social Work in Urban India – Nagpaul Hans.*
14. *Urbanisation in India –K.C. Sivaram Krishna.*

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*

REFERENCES:

1. *Building School & Community Partnerships through Parent Involvement - Key Wright Springate - Merill.*
2. *Community Participation Empowering the Poorest - Roles of NGO's - Surendra Vettivel, Vetri Publisher, New Delhi.*
3. *New Face of Rural India - Vivek Bhattacharya - Metropolitan, New Delhi.*
4. *Empowering Women - Arun Kumar - Sarup & Sons., New Delhi.*
5. *Finance Against Poverty - Effective Institutions for Lending to Small Farmers and Micro Enterprises in Developing Countries - Routledge, London.*
6. *Dodkey. M.D (1999) " SHGs and Micro Credit: Sustaining Rural Women" , Social Welfare, Marc. (2005), Government of India, Ministry of Finance. Outcome Budget 2005-06: Outlays and Outcomes: Towards Achieving Better Results.*
7. *Government of India, Planning Commission. 10th Five Year Plan Jalan, B. (2004), ' The future of India: Politics Economics, and Governance' Penguin Books: New Delhi.*
8. *Meenaxi Anand Choudhary (1996), 'Empowering Strategies for Rural Women in Inda' Kurushetra, March.*
9. *Murgai, R. and M. Ravallion (2005), 'Employment Guarantee in Rural India: What would it cost and how much would it reduce povety?' Economic and political Weekly, July30.*
10. *Methods of Social work Practice :Work with Individual and Groups, Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
11. *Introduction to Psychology, Dr. Bharati Chavan, Tanuja Kher 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
12. *Psychology for Social Workers, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
13. *Urban Governance , Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*

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, Pravara Nagar Cooperative projects, Anand Cooperative dairy project*
-

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*

REFERENCES:

1. *Baidyanath Misra, Co-operative Movement in India, Published by S.B. Nangia, (1997)*
2. *H.R. Mukhi, Co-operation in India & Abroad, R.B. Publications, New Delhi (1989-90).*
3. *Mathur B.S. Co-operation in India, Sahitya Bhavan, Agra (1989).*
4. *Dr. K.G. Pathan & V.S. Mangnale, A Text Book of Co-operation, Nirali Prakashan, Pune (1990).*
5. *Sanjit Roy (1987), 'Voluntary Agencies in Development – their Role, Play and Programmes' Indian Journal of Public Administration (July-September)*
6. *Sundaram, K.V. (2004), 'Beyond Pura and Towards the Next Phase of Rural Renaissance' , Bhoovigyan Vikas Foundation, New Delhi.*
7. *Penchyati Raj System Dr.V.V.Kulkarni, (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*

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:

- The Workmen's Compensation Act, 1923*
- Payment of Gratuity Act, 1972*
- 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.*

REFERENCES:

1. *Human Resource management*, Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Unorganised Labour* Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Media and Developemnt* Dr. G.R.Rathod and Dr. Garima Diyama , 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
4. *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
5. *Employer's Guide to Labour Laws*, S.R. Samant, Seventh Edition.
6. *Publication – S.L. Dwivedi, Labour Law Agency, 1-A, Arun Chambers, Tardeo Road, Mumbai – 34.*
7. *Industrial and Labour Laws of India*, Dr. H.K. Saharay (Fourth Edition), New Central Book Agency (P) Ltd., 8/1 Chintamani Lane, Calcutta – 700009.
8. *Handbook of Labour Laws – B.K. Bhar. Academic Publishers, Calcutta.*
9. *Industrial and Labour Laws*, S.P. Jain, J.C. Kanpur for Dhanpat Rai and sons, Delhi.
10. *Labour Laws – Zabwale.*
11. *Labour Law Series – Agrawal.*
12. *Labour Law – BARE Acts.*
13. *Hand Book of Labour Laws – V.P. Shintre.*
- 10 *Chakrabarti, B. K. (1974) Labour Laws of India, Calcutta : International Law Book Centre*
- 11 *Goswami, V. G. (1986) Labour & Industrial Law, Allahabad : Central Law Agency*
11. *Jain, S. P. & Agrawal, Simmi (1997) Industrial & Labour Law, Delhi : Dhanpat Rai & Co.Pvt; Ltd.*
12. *Kumar, H. L. (1996) Employers rights under Labour Laws, Delhi : Universal Law Publishing Co. Pvt; Ltd.*
13. *Malik P. L. (1992) Industrial Law, Lucknow : Eastern Book com.*
14. *Saiyed, I. A. (2001) Labour Laws, Mumbai : Himalaya Publishing House*
15. *Sarma, A. M. (1996) Industrial Jurisprudence and Labour Legislation, Mumbai : Himalaya Publishing House*
16. *Trivedi. P R: Pollution Management in Industries.*
17. *Trivedi. R K :Hand book on environmental laws guidelines compliance of standards – Volume 1 and 2.*
18. *Arora, R. (2000) Labour Laws, Mumbai : Himalaya Publishing House*
19. *Balchandani, K. R. (1977) Labour & Industrial Laws, Mumbai : Jeevan deep*

Prakashan

20. Central Board of Workers Education (1976) Labour Legislation, Nagpur : CBWE Publication

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

References :

- 1) *Media and Developemnt* Dr. G.R.Rathod and Dr. Garima Diyama , 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- 2) *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- 3) *Methods of Social work Practice :Work with Individual and Groups*, Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- 4) *The Process and Effects of Mass Communication* - Schramm, Wilbur
- 5) *Public Relations (Illinor,1981)* - Moore, Frazier H.
- 6) *Effective Public Relations (Practice)* - Cutlip Scott M. & Center Allen H.
- 7) *Practical public Relations, Universal – 1994* - Black Sam
- 8) *Public Relations in India* - JM Kaul
- 9) *Public Relations: Theory & Practice* - S.M. Sardana
- 10) *Public Relations Practice* - Sam Black
- 11) *Seitel Fraser P. Practice of Public Relations, Columbus-Charles E. Merill Pub.*
- 12) *Kaul J.M. - Public Relations in India, Naya Prakash, 1988*

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*

REFERENCE:

- 1) *Dr. Lawani B. T., (2009), Women Managers, Publication Wing, Centre for Social Research and Development, Pune, ISBN:978-81-910455-0-5*
- 2) *Human Resource management, Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
- 3) *Unorganised Labour Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
- 4) *Social Legislation Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
- 5) *Ghanekar Anjali, Human Resource Management, Everest Publications, Pune.*
- 6) *Memoria C.B., Personnel Management, Himalaya Publications, Bombay.*
- 7) *Miraza S.S., Human Resources Management, Tata McGraw – Hill Publication Co., New Delhi.*
- 8) *Shyamkant Gokhale, A Handoo of Personnel Management and Organisational Bahiviour, Pune*
- 9) *Ahuja K.K., Human Resource Management, Kalyani Publishers, Ludhiyana.*
- 10) *Rudra Basavaraj, Dynamics of Personnel Administration, Himalaya Publishing House, Bombay.*
- 11) *Morajkar, Kakade & Others, Human Resource Management, Nirali Prakashan, Pune.*
- 12) *Raymond V.L. & John D.P., Business Communication, All India Traveller Book Seller, Delhi.*
- 13) *R. Subburaj, ISO 9000 path to TQM, Allied Publishers Ltd., New Delhi.*
- 14) *Dalmar Fisher, Communication in Organizations, Jaico Publishing House, Mumbai.*

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.*

REFERENCES:

1. *Atreya, B.D. – Environmental Education in Countries of the Regions.*
2. *NCERT – Man and Environment, New Delhi, 1975.*
3. *Parekh, B.S. – India on the Move, NCERT, New Delhi, 1975.*
4. *UNESCO, 1977 – Major Environmental Problems in Contemporary Society.*
5. *Policy Documents Govt. of India, Govt. of Maharashtra and Planning Commission on Environment.*
6. *S.D. Maurya, Gayatri Devi, Social Environment of India, Chugh Publication, Allhadbad, 1989.*
7. *R.K. Rao, A.C. Mahapatra, N.P. Goel, Environmental Management – Psycho Ecological Facets Edu, Rawat Publication, 1992.*
8. *P.S. Jaswal & Nishtha Jaswal, Environmental Laws, Pioneer Publication, 2003.*
9. *G.S. Monga, Environment and Development Edu., Deep & Deep Publication Pvt. Ltd., New Delhi, 2003.*
10. *P.R. Trivedi, Environmental Education, A.P.H. Publishing Corpo., New Delhi, 2004.*
11. *Suresh Naik, Social and Political Environment in India, Everest Publishing House.*
12. *Kapur, Anu: Disaster in India, Jaipur : Rawat Publications*
13. *Prabhas C. Sinha: Disaster Mitigation : Preparedness. Recovery & Response, SBS Publishers & Distributors Pvt. Ltd.*
14. *Sinha Prabhas C. : Disaster Management Process Law & Strategy, SBS Publishers & Distributors Pvt. Ltd.*
15. *Sinha Prabhas C. : Disaster Relief, Rehabilitation & Emergency Humanitarian*
16. *Assistance, SBS Publishers & Distributors Pvt. Ltd.*

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*

REFERENCES:

1. A.K. Nayak, *Guidance and Counselling*, APH Publishing Corporation, 1997.
2. Jacobs Masson Harvill, Brooks / Cole, *Group Counselling Strategies and Skills – IVth Edition*, 2002.
3. K.K. Shrivastava, *Principles of Guidance and Counselling*, Kanishka Publishers, New Delhi, 2003.
4. Sarla Gupta, *Career and Counselling Education*, Kalpaz Publications, Delhi, 2001.
5. J.C. Aggarwal, *Educational Vocational Guidance and Counselling*, Doaba House, Delhi, 1998.
6. Manju Gupta, *Effective Guidance and Counselling – Modern Methods and Techniques*, Mangal Deep Publications, Jaipur, 2003.
7. Burle E. Gilliland and Richara, K. James, *Theories and Strategies in Counselling and Psychotherapy*, Allyn and Bacon Publishers, 1989.
8. Barki and B. Mukhopadhyay, *Guidance and Counselling – A Manual*, Sterling Publishers, 1993.
9. Fara Chand Sharma, *Modern Methods of Guidance and Counselling*, Sarup & Sons, New Delhi, 2002.
10. Geraldine Shipton and Eileen Smith, *Long Term Counselling*, Sage Publications, 1998.
11. Rowan Bayne and Paula Nicotson, *Counselling and Communication Skills for Medical and Health Practitioners*, Universities Press, 2000.
12. Stephen Palmer and Gladeana Mc Mahon, *Professional Skills for Counsellors – Client Assessment*, Sage Publications, 1997.
13. Charlotte Sills, *Contracts in Counselling*, Sage Publications, 1997.
14. Roger Thistle, *Counselling and Psychotherapy in Private Practice*, Sage Publications, 1998.
15. Vineeta Chitale, Melita Vaz, *Telephone Counselling for HIV / AIDS – A Counsellor's Resource Book*, Tata Institute Publication, 2000
16. *Women Empowerment* Dr. Usha Verghese and Dr. Kirtiraj D.C. - (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
17. *Child Development and socialization* Dr. Usha Verghese and Dr. Nisha Waghmare. - (2018) Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
18. *Introduction to Psychology*, Dr. Bharati Chavan, Tanuja Kher 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
19. *Psychology for Social Workers*, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE

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*

REFERENCES:

1. *Dr. Durga Das Basu (1983). Introduction of the Constitution of India: Prentice hall of India pvt Ltd, New Delhi.*
2. *Social Legislation Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
2. *The Constitution of India. Government of India Publication*
3. *Domestic Violence: Issue of Violation of Human Rights of Women By Mahapatra, Padmalaya Madhya Pradesh Journal of Social Sciences, Vol. 13, No. 2, July-December 2008.*
4. *Women's Rights as Human Rights: The Promotion of Human Rights as a Counter-Culture By Arat, Zehra F. Kabasakal UN Chronicle, Vol. 45, No. 2-3, June-September 2008.*
5. *Human Rights: The Essential Reference By Carol Devine; Carol Rae Hansen; Ralph Wilde; Hilary Poole Oryx Press, 1999.*
5. *Human Rights in India: Issues and Perspectives, APH Publishing, 2000*
6. *India Human Rights Report 2007, Jain Book House, New Delhi, Book Code : 002244, ISBN : 8188987174, Publication Year : 2007, Edition: First.*
7. *Universal Human Rights in Theory and Practice, by Jack Donnelly, Jain Book House, New Delhi, Book Code : 003442, ISBN : 8170492580, Publication Year : 2005, Edition: Second.*
8. *Teaching Human Rights, by Harry Dhand, Jain Book House, New Delhi, Book Code : 004182, ISBN : 8172732066, Publication Year : 2005, Edition: First.*
9. *International Law and Human Rights, by S K Kapoor, Jain Book House New Delhi, Book Code : 000763, Publication Year : 2014, Edition: Nineteenth.*
10. *BARE Acts :*
 - a) *Protection of Human Rights Act, 1993*
 - b) *Bonded Labour System (Abolition) Act, 1976*
 - 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*

REFERENCES:

1. Dr. Anuradha Patil and Dr.V.V.Kulkarni, (2014),*HIV/AIDs and Coping Machanism*, Published by Laxmi Book Publications, Solapur. ISBN – 978-1-329-07277-0
2. Prof. Usha Nayar and V. V. Kulkarni, (2013), *Interventions to save the girl child in Punjab, Haryana and Delhi Vol. I* ISBN No.– 978-1-329-70943-0 Published by, Lulu Publication 3101 Hillsborough St, Raleigh, NC 27607, United States of America
3. Park J. E., Park, K (1977) *Preventive and Social Medicine* :M/s Banarasidas Bhanot.
4. Park, K. :*Textbook of Preventive & Social Medicine*, Jabalpur : Banarisi Das Bhanot Publishers
5. *Open Course* , Dr. Bharati Chavan, Dr. Lokindar Tyagi, Dr, Brotho Bhardwaj 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
5. VHAI – Voluntary Health Asso. of India 1992. *State of India's Health*.
6. A.B. Hiramani, *Health Behaviour Research in India*, Central Health Edu. Bureau, 1991.
7. Aditi Iyer, Amar Jesani, etc. *Women in Health Care*, FRCH, 1995.
8. Amar Jesai, *NGO's in Rural Health Care*, FRCH, 1996.
9. C. Gopalan, B.V. Sastri & S.C. Balasubramanian, *Nutritive Value of Indian Foods*, National Institute of Nutrition, 1996.
10. C. Ramachandran, T. Dhasmaaliyam, *Health Education*, Vikas Publication House Ltd., 1993.
11. Deodhar N.S., *You and Your Health*, Rane Publication, 1970.
12. Green – Anderson (1982) *Community Health*, London, The C. V. Mosby Company
13. Hetzel, Basil S. (1978) *Basic health care in developing countries*, New york, Oxford University Press
14. ICSSR (1981) *Health for All: an alternative strategy*, Pune, Indian institute of education.
15. Kakar, N., Kakar, S. N. (2002) *Combating AIDS in the 21st century issues challenges*, New Delhi Sterling Publishers Pvt. Ltd.
16. Kumar R. (1992) *Social & Preventive Health Administration*, New Delhi, Ashish Publishing House.
17. K.V. Narayana, *Health and Development*, Rawat Publications, 1997.
18. Korlic de Koning & Marion Martion, *Participatory Research in Health*, Sage Publications, 1996.
19. L. Ramchandran, T. Dharmalingam (1983) *A Textbook of Health Education*, New Delhi, Vikas Publishing House Pvt. Ltd.
20. Mrs. Nareadr Nagpal, *Primary Health Care*, Trained Nurses' Association, 1984.
21. Nagpal, Narender (1984) *Primary Health Care*, New Delhi ,Trained Nurses Association of India

FCD- 10: FAMILY COUNSELING

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*
- *Marital Conflict*
- *Divorce And Remarriage*

Unit 3: Marriage and Family Counselling

- *Marriage and Marital Relationships*
- *Marital Adjustment*
- *Pre-Marital and Marital Counselling*

SECTION-II

Unit 4: Intervention in Family Related Issues- I

- *Sexuality Counselling*
- *Infertility Counselling*
- *Pregnancy related Counselling*

Unit 5: Intervention in Family Related Issues- II

- *Pre and Post Adoptive Counselling*
- *Child Related Issues*
- *Domestic Violence*

Unit 6: Techniques and Approaches in Family Counselling

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

REFERENCES:

- 1) *Social Legislation* Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- 2) *Introduction to Psychology*, Dr. Bharati Chavan, Tanuja Kher 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- 3) *Psychology for Social Workers*, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
- 4) A.K. Nayak, *Guidance and Counselling*, APH Publishing Corporation, 1997.
- 5) *Jacobs Masson Harvill, Brooks / Cole, Group Counselling Strategies and Skills – IVth Edition*, 2002.
- 6) K.K. Shrivastava, *Principles of Guidance and Counselling*, Kanishka Publishers, New Delhi, 2003.
- 7) Sarla Gupta, *Career and Counselling Education*, Kalpaz Publications, Delhi, 2001.
- 8) J.C. Aggarwal, *Educational Vocational Guidance and Counselling*, Doaba House, Delhi, 1998.
- 9) Manju Gupta, *Effective Guidance and Counselling – Modern Methods and Techniques*, Mangal Deep Publications, Jaipur, 2003.
- 10) Burle E. Gilliland and Richarda, K. James, *Theories and Strategies in Counselling and Psychotherapy*, Allyn and Bacon Publishers, 1989.
- 11) B.G. Barki and B. Mukhopadhyay, *Guidance and Counselling – A Manual*, Sterling Publishers, 1993.
- 12) Fara Chand Sharma, *Modern Methods of Guidance and Counselling*, Sarup & Sons, New Delhi, 2002.
- 13) Geraldine Shipton and Eileen Smith, *Long Term Counselling*, Sage Publications, 1998.
- 14) Rowan Bayne and Paula Nicotson, *Counselling and Communication Skills for Medical and Health Practitioners*, Universities Press, 2000.
- 15) Stephen Palmer and Gladeana Mc Mahon, *Professional Skills for Counsellors – Client Assessment*, Sage Publications, 1997.
- 16) Charlotte Sills, *Contracts in Counselling*, Sage Publications, 1997.
- 17) Roger Thistle, *Counselling and Psychotherapy in Private Practice*, Sage Publications, 1998.
- 18) Robin D. Tribhuvan, S.R. Shevkari, *Funding Project Proposals*, Discovery Publishing House, 2000.
- 19) E.D. Setty, *A Practical Handbook on training*, Anmol Publications, 2002.
- 20) Vineeta Chitale, Melita Vaz, *Telephone Counselling for HIV / AIDS – A Counsellor's Resource Book*, Tata Institute Publication, 2000.

FCD – 11: GENDER STUDIES

Section-I

Unit 1: Introduction

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

Unit 2: Gender Issues

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

Unit 3: Feminism

- *Concept and Meaning of Feminism*
- *Major Feminist Issues*
- *Importance of Feminism in Social Work*

Section -II

Unit 4: Gender and Culture

- *Culture and Feminism*
- *Gender Inequities*
- *Media and Gender*

Unit – V: Contemporary Issues of Women

- *Issues of SC,ST,OBC & VJNT Women*
- *Female Foeticide*
- *Domestic Violence*

Unit – VI: Gender Policy and Programmes

- *National and State policy for Women empowerment*
- *Governmental and NGO Initiatives*
- *Role of Women's Commission*

REFERENCES:

- 1) *Introduction to Psychology, Dr. Bharati Chavan, Tanuja Kher 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
- 2) *Psychology for Social Workers, Dr. Bharati Chavan 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
- 3) *Methods of Social work Practice :Work with Individual and Groups, Dr. Anita Mohite, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
- 4) *O.P. Dahama, O.P. Bhatnagar – Education and Communication for Development.*
- 5) *Sindevani L. Lall – Some thoughts of Social Education.*
- 6) *Mehar C. Nanavatty – Social Education.*
- 7) *N.R. Roy – Social Education.*
- 8) *Sohan Singh – Social Education.*

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

- *Dementia*
- *Alzheimer*
- *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 loss*
- *Personality disorders*
- *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

- *G.O/NGO Initiatives for Elderly Care*
- *Social Work Intervention*
- *Nontraditional Approaches in Intervention -Music, Art, Drama, Pet Therapy*

REFERENCES:

1. Gokhale. S.D., *Elder Abuse, the South Asian Context*, International Longevity Centre - India.
2. S. Irudaya Rajan, U.S Mishra & P Sankara Sarma, *India's Elderly, Burden or Challenge?* Sage Publication, New Delhi.
3. John W. Rowe, M.D., and R.L Kahn, *Successful Aging, Simultaneously in Canada*, March 1999
4. R.N. Pati & B. Jena, *Aged in India, 'Socio-Demographic Dimensions'*, Ashish Publishing House, New Delhi.
5. *Ageing and Urbanization*, United Nations Publication.
6. Gokhale S. D., *Ageing in Search of its Identity*, Aameya Publishers
7. Natarajan, *Ageing Beautifully*, Ssakthi Pathipagam
8. Modi Ishwar., *Ageing Human Development*, Rawat Publications
9. *Ageing in Asia and the Pacific: Emerging Issues and Successful Practices*, United Nations Publication
10. Devi S D And Bagga A, *Ageing in Women*, Mihal Publication New Delhi
11. Gokhale S D and Ramamurthi P V, *Ageing in India*, Somaiya Publications Pvt. Ltd.
12. Timoner V, *Ageing Societies*, Tata Mcgraw Hill Company Limited
13. Gokhale S D , Patwardhan B, Nagatkar A K, *Longevity : 21st Century Revalution*, International Development Research Centre
14. Tandon S L, *Senior Citizens Perspective for the New Millennium*, Reliance Publishing House.
15. *Bare Act - The Maintenance and Welfare of Parents and Senior Citizen Act, 2007.*
16. *Constitution of India*, Government Publications.

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*

REFERENCES:

- *Social Work and Community Organization (2014)- Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
- *Dimensions of Community Work (2014) -Dr.V.V.Kulkarni , Published by Current Publications, Agra.*
- *Dynamics of community organization and Social Work (2014)-Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
- *Community Organization Process and social work (2014)- Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
- *Bhargava, Gopal (Edited, 1981) Urban Problems and policy perspectives , New Delhi, Abhinav Publications*
- *Flanagan, William G (1990) Urban Sociology: Images and structure, Boston; Allyn and Bacon*
- *Gill, Rajesh (1997) ‘ Issues and perspectives on urban poverty; Indian experience in Urban India, Vol XVII,*
- *Harpham, T and Tanner Marcel (1995), Urban Healthin Developing Counries London, Earthscan Publication Ltd.*
- *Mills E S and Becker, C. M (1986) Studies in Indian Urban Development New Delhi, Oxford University*
- *Rakodi, Carole and Lloyd John T (2002), Urban Livelihoods, Peoples centred approach to reducing poverty. London, Earthscan Publicatiob Ltd.*
- *Report of National Commission on Urbanisation (1988), Govt. pof India , Vol.1 and 2*

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*

References

1. *Sonal Shivgunde and Kulkarni V.V. (2019) School Education of Tribals Current Publication Agra*
2. *Kanaskar M.P. and Kulkarni V.V. (2019) Tribes in India, Current Publication Agra*
3. *The Scheduled Tribes - K.S. Singh, Oxford India.*
4. *Tribal Administration and Development – S.G. Deogaonkar; Concept Publishing, New Delhi.*
5. *Tripathy S.N.–Glimpses on Tribal Development–Discovery Publishing House, New Delhi– 2.*
6. *Sonal Shivgunde and Kulkarni V.V. (2019) School Education of Tribals Current Publication Agra*
7. *Singh A.K. – Tribals in India – Har-Anand Publication; New Delhi.*
8. *Vohra Gautam – Tribals, Development and Environment; Har-Anand Publication, New Delhi.*
9. *Dynamics of community organization and Social Work -Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
10. *Community Organization Process and social work- Dr.V.V.Kulkarni, Published by Current Publications, Agra.*
11. *Jairh M.S. – Tribal Economy and Society –Mittal Publications; New Delhi.*
12. *Nadeem Hasnain – Tribal India - Palaka Prakashan, Delhi.*
13. *K. Rani Gopal – Tribals and their Health Status, A.P.H. Publishing Corpn., Delhi.*
14. *Ghosh G.K. – Tribals and Their Culture – Ashish Publishing House, Delhi.*
15. *Deshmukh B.A. – Tribal Education, Sonali Publications, New Delhi.*
16. *Govt. of India Report on Tribal Development, 2004, New Delhi.*
17. *Policy Document, Tribal Welfare, Govt. of India and Govt. of Maharashtra.*

HRM&LW – 10: LABOUR WELFARE

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*

REFERENCES:

1. *Human Resource management, Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
2. *Unorganised Labour Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
3. *Social Legislation Dr. G.R.Rathod, and Jayshree Kandhare 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE*
4. *Punekar and Deodhar, Labour Welfare, Trade Unionism and Industrial Relations*
5. *B.D. Rawat, Labour Welfarism in India*
6. *Aspects of Labour Welfare and Social Security*
7. *Dr. B.P. Tyagi, Labour Economics and Social Welfare.*
8. *Dr. M.V. Moorthy, Principles of Labour Welfare*
9. *Annual Reports of Maharashtra Labour Welfare Board, Bombay.*
10. *Information Booklet – Maharashtra Labour Welfare Board, Bombay.*
11. *The Factories Act, 1948.*
12. *M.M. Desai, Social Work in Industry, Tata Institute of Social Sciences, Mumbai.*
13. *Mhetras V.G., Labour Welfare and Labour Welfare Officer in Indian Industry.*
14. *Jois P.V., Labour Welfare, Somaiya Publications Pvt. Ltd., Bombay.*
15. *Prof. R.K. Malviya, Committee on Labour Welfare (1969).*
16. *Report of the National Commission of Labour in India – NCL Govt. of India.*

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*

REFERENCES:

1. *Human Resource management*, Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Unorganised Labour* Dr. G.R.Rathod and Dr. S.D. Pawar, 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
3. *Charles Myer, Industrial Relations in India*
4. *Davar & Dale Yoder Personnel Management and Industrial Relations in India*
5. *Dr. C.B. Memoria, Dynamics of Industrial Relations*
6. *S.L. Agarwal, Labour Relations Law in India*
7. *V.P. Michael, Industrial Relations in India and Workers Involvement in Management*
8. *Dr. C.B. Mamoria, Dynamic of Industrial Relations*
9. *Dr. R.M. Shah, Case Studies in Indian Management, Jaico Publishing House.*
10. *Agarwal, Labour Relation Law, Macmillan and Co. India.*
11. *M.K. Shukla and Y. Ramaswamy, Cases in Industrial Relations, Popular Prakashan, Bombay*
12. *S.P. Jain, Industrial Law*
13. *Labour Gazathe*
14. *Arun Monappa, Industrial Relations*
15. *K.K. Ahuja, Industrial Relations Theory & Practice*

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*

REFERENCES:

1. *Armstrong Michael and Barren Angola, Performance management*
2. *Lowe P, Performance management , Kogan Page India Pvt Ltd, Vol 1*
3. *Fister M, Performance Appraisal, Kogan Page India*
4. *Rao T.V. , Performance management and Appraisal systems, Sage Publications, 2007*
5. *Kaplan P.S. and Norton D.P, Balance Score Card*
6. *Chadha Prem, Performance management, Mcmilan Business Books*

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*

REFERENCES:

1. *Media and Developemnt* Dr. G.R.Rathod and Dr. Garima Diyama , 2019, Published by School of Distance Education, Bharati Vidyapeeth Deemed University, PUNE
2. *Kumar, Kewal J Mass Communication in India*, Jaico Books, New Delhi,
3. *J.S. Yadava & Pradeep Mathur Issues in Mass Communication: The Basic Concepts*, Kanishka Publishers, Delhi, 2008
4. *Shymali Bhattacharjee., Media and Mass Communication: An Introduction*, Kanishka Publishers, Delhi, 2005
5. *Natrajan J, History of Indian Journalism*, Publications Division, Ministry of Information & Broadcasting, Govt. of India, 1997
6. *Parthasarthy, Rangaswami., Journalism in India*, Sterling Publishers Pvt. Ltd., New Delhi,
7. *Aruna Zachariah., Print Media, Communication and Management : Elements, Dimensions and Images*, Kanishka Publishers, Delhi, 2007
8. *Ambrish Saxena., Fundamentals of Reporting & Editing*, Kanishka Publishers, Delhi,
9. *George A. Hough., News Writing*, Kanishka Publishers, Delhi, 2006
10. *Suhas Chakravarty.,News Reporting & Editing : An Overview*, Kanishka Publishers, Delhi, 7. *Wynford Hicks.,Writing for Journalist*, Routledge, London, 2000 FIRST SEMESTER