

**NORTH MAHARASHTRA UNIVERSITY,
JALGAON.**

**Syllabus of MSW Second Year
(Third and Fourth semesters)**

w. e. f. June 2015

SW 231: Community Organization and Social Action

Learners Objectives;

1. To make students understand that work with communities is a unit of intervention
2. To help students to understand leadership, power and conflicts in the communities.
3. To help students to understand different approaches to community organization and strategies.
4. To develop sensitivity towards marginalized groups in the society.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Community Organization Concept and Definitions	a) History of Community organization in India b) Concepts of community, community organization and community development c) Principles and values of Community organization d) Community organization as an Integrated method of Social Work.	7/10
2	Process of Community Organization & Problem Solving	a) Approaches to community organization. b) Steps/Process of Community Organization c) Importance of PRA/PLA and some of its main techniques d) Strategy of Community Based organization (CBOs)/ SHG e) Rothman's Models of Community organization.	7/10
3	Understanding Community leadership and power	a) Leadership types, community leadership and training of community leaders. b) Concept and sources of power and power structure in the community – urban , rural and tribal	5/8
4	Understanding Community Conflict	a) Types of conflict in communities and strategies for conflict resolution b) Strategies for Consensus, Conform and confrontation. c) Factors to be considered while selecting strategies. d) SWOT analysis.	5/8
5	Social Action	a) Meaning, Definition and objectives of social action. b) Nature & scope of social action c) Steps/process of social action d) Concept of Advocacy & Advocacy a tool of social action e) Strategies of Advocacy. f) Role of social worker in Community Organization and Social Action.	5/8
6	Current issues in Community Organization with respect to urban and rural	a) Government and NGO interventions. b) Housing and urban planning c) Current issues in community. <ol style="list-style-type: none"> i) Women issues ii) Health Problems 	4/8

	development	iii) Problems of Farmers d) Community project in Maharashtra. i) Raleganshiddhi. ii) Hiware Bazar iii) Vasundhara Project.	
7	Monitoring and Evaluation in the Community Work	a) Recording – purpose, Types of Recording in community Work b) Monitoring & Evaluation in the Community work. c) Social Audit.	4/8
		Total Hours & Marks	37/60

Reference Books:

- 1 Rajni Kothari: Politics and People 1989-Vol II; Ajanta Publication
2. Arthur Dunham 1965 : Community Welfare Organization T.Y. Crowell Company, N Y
3. Siddiqui H.Y.:1997: Working with Communities – An Introduction to Community Work. Hira publisher.
4. Shah A.M.1996: Social Structure and Change: Community Organisation and Urban Communities Sage Publication, New Delhi
5. P. Sainath.1996: Everybody Loves A Good Drought; Penguin Books India.
6. Kramer and Speech: 1975(2nd Edition); Readings in Community Organization practice. Prentice-Hall, USA
7. Bokil Milind: 1987: Community Development- An attempt by peoples Multipurpose
8. PanditVivek: 2000. Fearless Minds; National Centre for Advocacy Studies, Pune Development Society.
9. Shah G.2004 : Social Movements in India, Sage Publication ‘ New Delhi
10. RathG.C(ed.)2006 : Tribal Development in India, Sage Publication, New Delhi
11. Gangarde K. D., Community Organization in India, Popular Prakashan Mumbai.
12. Siddhiki Working With Communities, HiraPublication , New Dehli
13. Ramchandra Raj Functioning and dysfunctions of Conflict, popular prakashan, Mumbai
14. Banmala(Dr) Community Organization. Indian institute of Youth Welfare. Nagpur
15. George K. N SocialworkToday, Madras School of Social Work,
16. Siddiqui H.Y.:1984, Social work and social action ,Harnam Publication , New Delhi.
17. Somesh Kumar ,2002,Methods for community participation,Sage Publication, NewDelhi
- 18.C. P. Yadav ,Encyclopedia of social work and community organization.Vol-.I to IV, AnmolPublication, New Delhi
19. Dr. SudamRathod:-Skill Training for Social Worker, yking publication, Jaipur
20. प्राचार्य डॉ. संभाजी देसाई (२०१३) महाराष्ट्रातील चळवळ, प्रशांत पब्लीकेशन, जळगाव
२१. प्राचार्य डॉ.संभाजी देसाई (२०१४) महिला सबलीकरण , प्रशांत पब्लीकेशन, जळगाव
२२. प्राजक्ता टांकसाळे व्यावसायिकसमाजकार्य, साईनाथ प्रकाशन, नागपुर.
२३. प्रा.रा.ना.घाटोळेग्रामीण समाजशास्त्र व सामुदायिक विकास, मंगेश प्रकाशन, नागपुर

SW 232: SOCIAL LEGISLATION

The course is to help learners understand the social legislation & procedures in India

Learners Objective:

- 1) Acquire information on the legal right of people.
- 2) Gain insight into the problems faced by the people belonging to different strata of society, in interacting with this system.
- 3) Develop an understanding of the process and problems of public interest litigation and legal aid to the marginalized

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Social Legislation	a) Concept, classification, need and importance b) Process of enactment of law c) Social legislation as an instrument of social change.	06/10
2	The Lokpal and Lokayuktas Act, 2013	a) Background b) Objectives and Procedure of the act	05/06
3	Acts Related to Women	a) The Hindu Marriage Act, 1955 and provisions relating to Divorce amongst various religious groups in India. b) The Dowry Prohibition Act, 1961. c) The Medical Termination of Pregnancy Act, 1972 d) The Domestic Violence Act, 2005 and relevant provisions under the Indian Penal Code	10/15
4	Special Acts	a) The Consumer Protection Act, 1986 b) The Right to Information Act, 2005	05/10
5	Legal Aid	Concept, the scheme and problems	03/07
6	Public Interest Litigation	Concept and history of PIL in India. Problems related to PIL	03/07
7	Probation, Bail and Parole	Concepts and procedures related	03/05

Reference Books:

1. The Constitution of India Government Press, Pune(English and Marathi version)
2. Mani B.N Jurisprudence (Legal Theory) Alahabad Law Agency, Faridabad.
3. Arantha T, Social Advocacy, Perspectives in Social Work, NirmalaNiketn, Mumbai.
4. Iyer V.R.K, Law Vs. Justice, Deep and Deep Pub.New Delhi.
5. Basu Durga Das Introduction to the Constitution of India Prentice Hall of India, New Delhi-01
- ६.जावडेकर प्राची ग्राहकसंरक्षण कायदा निराली प्रकाशन पुणे
- ७.चपळगावकर नरेंद्रकायदा आणि माणुस प्रतिमा प्रकाशन पुणे
- ८.अभया शेलकर (२०१४) मानवी हक्कसंरक्षण अधिनियम लॉ बुक हाऊस, औरंगाबाद
- ९.भारतीय दंडसंहिता(२०१४) चौधरी लॉ पब्लिशर्स, पुणे
- १०.डॉ.व्ही.एम.पेशवे (१९९३).ग्राहकसंरक्षण कायदा विद्या प्रकाशन, नागपूर
- ११.माहितीचा अधिकार(२०१३) चौधरी लॉ पब्लिशर्स, पुणे
- १२.अॅड.के.टी.शिरुडकर पोलिसांचे व नागरिकांचे अधिकार अशोक ग्रोवर अॅण्ड कंपनी. औरंगाबाद.

SW 233: Women Centered Social Work

Learners Objectives:

- 1) To Help Student to acquired knowledge of the status of women in India Society.
- 2) To sensitize the student towards Gender Issues.
- 3) To help students to understand the need and process of women Empowerment.
- 4) To help students to understand the NGOs Intervention and the Government efforts for women development.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	status of women in Indian Society	<ol style="list-style-type: none"> a) Historical Review of position and status of women in Indian society and religion b) Present status of women in Indian family and society c) Demographic characteristics of women 	05/05
2	Issues and problems Related to women in India	<ol style="list-style-type: none"> a) Problems related to female children: female feticide, female infanticide, child marriage b) Problems related to marriage and women: Dowry, Divorce, widowhood, Domestic violence c) Problems related to marginalized women-problems of Dalit , Tribal and Muslim women 	04/10
3	Gender sensitization	<ol style="list-style-type: none"> a) Social construction of gender b) Gender discrimination, Gender & Division of work c) Factors responsible for adverse sex ratio in India 	06/10
4	laws related to women	<ol style="list-style-type: none"> a) The Maternity Benefit Act-1961 b) Domestic violence 2005 c) Prohibition of Child Marriage Act-2006 d) Sexual Harassment of women at workplace (prevention prohibition and redressal) Act2013 	06/10
5	Women Status in Rural Area	<ol style="list-style-type: none"> a) Women and Health b) Women and Education c) Women and employment 	05/10
6	Theories of Women Development	<ol style="list-style-type: none"> a) Marxist Theory b) Feminist Theory c) Liberian Theory 	05/05
7	Women Movement& empowerment	<ol style="list-style-type: none"> a) Historical review of women movement in India b) Participation in local Self Government - 73rd and 74th Amendment c) Role of Go's and NGO's in women empowerment – SHG movement, Programmes and policy for women development d) Role of social worker in women development 	04/10

Reference Books:-

1. AgrawalSushila– Status of Indian Women , Print well Publication, Jaipur-1988
2. DevendraKiran – Changing status of women in India ,Vikas publication,1994
3. Sharma –Gender in Indian Society, Rawatpublication, Jaipur
4. Sunit Gupta & Mukta Mittal -Status of women India ,Anmolpublication,1995
5. LinaGonsalves –Women and Human Rights, APH publication, New Delhi.

6. V. S. Ganesamurthy- Empowerment of Women in India, New Centurypublication, New Delhi.
7. R. K. Dutta – Women Empowerment, Referencepress, New Delhi.
8. Arora Krishna –The protection of women from Domestic violence Act. 2005
९. डॉ.बी.आर.आंबेडकर - भारताचे संविधान शासकीय मुद्रणालय, पुणे
१०. पाटील बी.व्ही. - भारतीय राज्यघटना के.सागरपब्लिकेशन पुणे २००६
११. डॉ.एस.बी. देवगावकर - सामाजिक चळवळी परंपरागत आणि नवीन , साईनाथ प्रकाशन, नागपुर
१२. घनश्याम शाह - भारतातील सामाजिक चळवळ डायमंड प्रकाशन, पुणे
१३. मिनाक्षी मुन - फुले आंबेडकरी स्त्री चळवळ नागपुर प्रकाशन पुणे
१४. प्राचार्य डॉ.संभाजी देसाई (२०१४) महिला सबलीकरण प्रशांत पब्लिकेशन, जळगाव
१५. प्राचार्य डॉ.संभाजी देसाई (२०१३) महाराष्ट्रातील चळवळी प्रशांत पब्लिकेशन, जळगाव

G 3: Correctional Social Work

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Basic concepts and definitions / meaning	a) Juvenile Delinquency b) Juvenile Justice c) Truancy and Vagrancy	06/10
2	Juvenile Delinquency	Causes and extent	05/10
3	Observation Homes, Industrial School	Nature and Functions of Certified School and Juvenile Homes	05/08
4	Crime	Definition, Causes and Theories	05/10
5	Institutional and non-institutional services in India	a) Open Jail b) Jails c) Probation d) After Care and preventive services	06/10
6	Role of Social Worker	In Correction Services	03/05
7	Integrated Child Protection Scheme	a) Introduction & Concept b) Administrative setup c) Funding and services.	05/07

Reference Books:

1. Sethana M. J. Society and Criminals.
2. Dr. Kaldate S.V Society, Delinquents and Juvenile Courts, Ajanta Pub. New Delhi.
3. Dr. Hansa Seth, Juvenile Delinquents in Indian Settings.
4. Madan G. R. Indian Social problems Vol.II Encyclopaedia of Social Work.
5. Srivastava S. P Juvenile Justice in India, Ajanta Pub. New Delhi.
6. Mukharji S.K. Administration of Juvenile Correctional Institutions.
७. डॉ. उमेश वाणी (२०१५) बालमजुरी आणि कृषी क्षेत्र .
८. काळदातेसुधा गुन्हेगारीचे समाजशास्त्र, श्री विद्या प्रकाशन पुणे
९. टाकसाळे प्राजक्ता व्यावसायिकसमाजकार्यसंकल्पना आणि सिध्दान्त. साईनाथ प्रकाशन नागपुर

G 4: Development of Weaker Sections

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Weaker Sections of the Society	a) Meaning and Criteria of Weaker Section and Development b) Classification of Weaker Section—Scheduled Castes and Scheduled Tribes, minorities, Other Backward Classes c) Social inclusion and Rights approach	06/10
2	Problems of Weaker Sections	Social, Economic and Political	05/08
3	Various Schemes and programmes for Development of the Weaker Sections	a) Reservation Policy, programme and various s Schemes b) Present Status of Reservation Policy. c) Impact of Mandal Commission on development of OBCs d) National Scheme for rehabilitation of Scavengers	06/10
4	Scheduled Castes and Scheduled Tribes	SC & ST (Prevention of Atrocities) Act, 1989. Present status in Maharashtra	05/08
5	Contribution of Reformers	a) Mahatma JyotiraoPhule b) Rajarshi Chh.ShahuMaharaj c) Dr. Babasaheb Ambedkar	05/08
6	Constitutional Provisions and Policies for Minorities	a) Suchar committee report b) National Commission for Minorities c) State Commission for Minorities	04/08
7	Constitutional Provisions and Policies	a) for scheduled cast and scheduled tribe b) National Commission for SC and ST c) State Commission for SC and ST	04/08

Reference Books:

1. Khan Mumtaj Ali, 1980 Scheduled Castes and their status in India, Uppal Publishing House, New Delhi.
2. Nair T.K. 1975 Social Work Education and Development of Weaker Section, ASSWI, Chennai.
3. Revankar R. S The Indian Constitution- a case study of Backward Classes.
4. Gajendragadkar P.B. Law, Liberty and Social Justice
5. Kshirsagar R. K. Untouchability in India, Deepand Deep Pub. New Delhi.
6. Government of India Report on Customary Rights of Scavengers.
7. Kananaikil, Jose Scheduled Castes and Struggle Against Inequality, Indian Social Institute, New Delhi.
८. शेल्टे एम.बी. अनुसूचित जाती आणि जमाती अत्याचार प्रतिबंध कायदा १९८९
९. पानसरे गोविंद मंडल आयोग
१०. डॉ.कुंभार नागोराव आरक्षण का व कसे ?

G 5: Population and Environment

Learners Objectives:

- 1) Understand characteristics, determinants of population growth.
- 2) Examine population policy, plan and initiatives.
- 3) Understand inter-relatedness of human life, living organisms, and environment.
- 4) Understand nature and impact of initiatives.
- 5) Examine utilization and management of resources.
- 6) Develop skills to participate in activities related to the two areas.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Thoughts of Dr. B.R. Ambedkar and others	on population	04/05
2	Characteristics of Indian Population	a) Determinants of population b) Planned parenthood c) Programme of Family Welfare (family planning)	06/10
3	Population Policy	a) Population Policy of the Government. b) Role of NGOs in controlling population	06/05
4	Population and Environment	a) Impact of population on environment b) Current issues related to Population and environment.	06/10
5	Law related to protection of environment	a) Conservation of forests b) Water pollution	06/10
6	Urbanization	Measures to control unplanned Urbanization	04/10
7	Role of Social Workers and NGOs	in Protection and Development of Environment	04/10

Reference Books:

1. Gadgil and Guha This fissured Land-an ecological History of India New Delhi, Oxford University Press.
2. Fisher W.F.,1997 Toward sustainable Development Rawat Publication, New Delhi.
3. Mohan R.1995 Urbanization in India- Population and Development Review Vol.11.
4. Family Planning Association of India. Family Counseling Guide
5. Parsed R.K Population Planning, Policy and Programmes, Deep and Deep Pub.New Delhi.
6. Sharma R.D,1995 Ecology and Environment, RastogiPub. New Delhi.
7. Satpathi N.1998 Sustainable Development (An Alternative aradigm, Karnavati Pub.Ahmedabad.
8. Seshadri and Panday Population Education, NCERT, NewDelhi.
9. Sapru R.K., 1987 Environment Management in India Vol.II, Ashish Pub. House New Delhi.
10. Thompson and Lewis Population Problems, fifth Ed, Tata MacGraw Hill Pub.New Delhi.
११. डॉ.संभाजी देसाई लोकसंख्येचा विस्फोट शिवाजी विद्यापीठ, कोल्हापूर
१२. कुलकर्णी एस.एन. आणि श्रीवास्तव लोकसंख्या शास्त्र आणि लोकसंख्या शिक्षण विद्याप्रकाशन, नागपुर

TW 3: Rural and Tribal Welfare

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Traditional rural Community	d) Meaning, Characteristics	04/05
2	Rural community	a) Local Self government - functions and problems b) Rural Organization (Formal) , rural credit systems	05/10
3	Changing nature of rural community	Factors and issues related to modernization	05/10
4	Rural Development Programmes	In India, Low cost technology for rural people	05/10
5	Tribal Development	a) Approaches b) Tribal Development Policy – A Historical development	05/10
6	Tribal Economy	a) Nature and problems b) Marketing of minor forest produce c) Farm and horticulture produce	07/10
7	Constitutional Safeguards	for Schedule Tribes	04/05

Reference Books:

- 1) Shashi Bairathi, Culture Economy and Health – Rawat Publication- Jaipur
- 2) Singh Hoshiar Rural Development in India, Printwell Publication , Jaipur
- 3) Das Kumar B. Rural Development Through Decentralization, Discovery Publication House New Delhi
- 4) Pandey G.N Rural Development in India, Anmol Publication Pvt. Ltd. New Delhi
- 5) Basu Ashok Ranjan Tribal Development Administration in India, Mittal Publication- New Delhi

TW 4: Environmental Social Work

Learners Objectives:

The main objective of the course is to enable the students understand present state of environment with a view to develop analytical ability that promises to reduce the complexities of environment problems to the manageable levels.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Environmental Social Work	a) Concept and objectives b) Dimensions of Environment Education.	05/10
2	Sustainable Development	a) Social Work for Sustainable Development b) Environmental Education for Youth c) Creating Environmental awareness among children	07/10
3	Social Work approach	a) To prevention of degradation of environment b) Preservation and development of environment including soil and water management through various agencies	06/10
4	Protection	a) Wild life b) Biodiversity and natural resources	04/06
5	Pollution	a) Types and effects of pollution b) Control of pollution	04/06
6	Aesthetic Environment	a) Landscaping b) Architectural character of buildings c) Protection of archaeological sites d) Waste land development	05/08
7	Role of social workers and NGO	a) In Environment Education b) In Protection c) Global Environmental movements and Conventions	04/10

Reference Books:

1. Sherrif Afzal, Text book of Environmental Studies, Sublime Publications, Jaipur
2. Lt. Col, Gautam Sharma, Environment, Man & Nature, Reliance Publishing House, New Delhi
3. Trivedi R. N. A. Text book of environmental Sciences- Anmol Publications Pvt. Ltd. New Delhi
4. G .S. Bhalla & Hem Khanna, Environmental Education –Regal publications New Delhi.
5. R. Kumar Environment Pollution and Health Hazards in India,
6. Singh M.G. Environmental Changes & development – Attar Chand, New Delhi.
7. Mourya S.D Urbanization and Environmental Problems
8. I Mohan Environmental Issues and programmes
9. Sapru R.K Environmental Management in India
10. Ghosh G.K Environmental Pollution

TW 5: Environment Policy and Law

Learners Objectives:

The course is designed with a view to provide a state of art of government policy framework towards environment protection and development.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	State of environment in India Problems related to environment	a) Forest cover, Wild life, Amphibians, Aquatic life b) Irregular rainfall c) Depletion of ozone layer d) Global warming e) Extinction of species etc	04/10
2	Environment policy	a) Characteristics of Environment policy b) Role of government in protection and development of Environment	04/05
3	Land degradation	extent of soil erosion, causes, remedies	04/07
4	Pollution	a) Water, Air and Noise pollution b) Causes and measures to control pollution	06/08
5	Biodiversity	Concept, factors affecting Biodiversity, endangered species	04/07
6	Birds - Role of Social Worker and NGOs	a) Role of birds in environment, endangered species of birds and measures to protect them. b) Role of Social Worker and NGOs in creating awareness about environment	04/08
7	Special Acts (main Provisions)	a) Forest Conservation Act, 1980 b) The Wild Life Protection Act, 1972 c) Air (Prevention and Control of Pollution) Act- 1981 d) The Environment (Protection)Act- 1986 e) The Water (Prevention and Control of Pollution) Act-1981 f) The Insecticides Act- 1968 g) Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act – 2006	10/15

Reference Books:

1. P.C. Joohi- Namita Joshi Biodiversity and Conservation, A.P. H. Publishing Corporation 5, Ansari Rd, New Delhi – 110002
2. P.S. Jaswal- NishthaJaswal Environmental Law- Allahabad Law Agency, Law Publications Faridabad (Haryana)
3. Upadhyay J.P Environmental Law
4. Benionadeb Chatterjee Environmental Laws- Implementation Problems and Perspectives

CD 3: Rural Economy and Co-operation

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Rural Economy	a) Meaning, scope and Importance b) Characteristics of Rural Economy	05/10
2	Present Amendments in Land Legislation	Tenancy Act 1943. (2 Amendments)	04/05
3	Rural Credit Systems	a) Agro Industries and Organic farming b) SHG, Micro-Credit system	05/10
4	Development of Infrastructure and Rural Economy	Development of Infrastructure and Rural Economy	04/05
5	Co-Operation	a) Meaning, Objectives and principles b) Types of co-operative society (area-wise and sector-wise) c) Role of co-operatives in empowering the poor and marginalized	06/10
6	Co-operative sector	a) Contemporary problems and challenges to co-operative sector b) Models of co-operatives	05/10
7	Co-operative	a) Phases of co-operative b) Merit and Demerits of co-operative Movement c) e.g. Amul Dairy, Warana	06/10

Reference Books:

1. Ahuja - Indian Economy
2. Ghanekar V.V. - Co-operative Movement in India
3. Sundaram and Dutta - Indian Economy.
4. Mamoria C.B. Agricultural Problems in India
5. कविमंडन विजय - कृषी अर्थशास्त्र, श्री. मंगेश प्रकाशन, नागपूर.
६. सराफ मोहन - सहकार, विद्या प्रकाशन, नागपूर.
७. डॉ. कायदे गंगाधर - शेतीचे अर्थशास्त्र
८. डॉ. गायकवाड मुकंदराव - भारताचे कृषी अर्थशास्त्र, कॉन्टिनेन्टल प्रकाशन, पूणे
९. डॉ. बोधनकर सुधीर & डॉ. कानेटकर मेघा, आर्थिक नियोजन व भारताचा विकास, साईनाथ, नागपूर

CD 4: Community Development and Panchayat Raj

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Community Development	Concept, Definition, Objectives and Principles	06/10
2	Historical Review of Community Development	a) Experiments in Rural Reconstruction b) Voluntary Community Development Projects like Firka, Nilokheri, Marthandam, Sriniketan and Sarvodaya	06/10
3	Panchayat Raj	The Functioning of three tier system of Panchayat Raj in Maharashtra.	05/10
4	Community Development Programme	Administrative structure and phases of development	05/10
5	Extension Education	a) Concept, Objectives, Importance	05/08
6	Extension Education	a) Methods and Tools	04/07
7	A critique of Legislative measures	A critique of Legislative measures like 73rd and 74 th and 84 th Amendment to strengthen Panchayat Raj institutions	04/05

Reference Books :

1. NIRD, Hyderabad Rural Development in India
2. Prof..Patil V.BPanchayat Raj
3. Suganchand Jain Community Development andPanchayat Raj in India
4. Dahama O.P Community Development
5. B.MukharjiCommunity Development
6. तिजारे बी.व्ही. -सामुदायिक विकास आणि विस्तार शिक्षण
७. लाखे सी.व्ही. - सामुदायिक विस्तार व विस्ताराची मुळ तत्त्वे
८. घातोंळे रा.ना. - ग्रामीणसामुदायिक विकास

CD-5 Management of Voluntary Organization

Rationale

The NGO's since the last two decades, due to their unique vision and perspectives of a just, equitable and sustainable society have gained prominence as agents of social and economic change. This increasing recognition has also heightened the demand for increased professionalism. The actions, the frames of reference, the demands for better results and transparent governance require a massive investment in developing human resources. The developing countries do have their own unique needs and cultural identities. This must be understood and addressed while building the managerial traits in its human resources. Importing the required managerial competence from the developing economies may not be a feasible strategy. This course makes an attempt to address this uniqueness. It is, therefore, a unique cause to attend those interested in working on the social and economic agenda, with NGO's.

Learners Objectives:

The aim of the course is to impart knowledge, develop skills and create suitable attitudes and behavior patterns required for effective provision of social and welfare services.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Non Government Organization	a) Definition, Concepts, Objectives and Types b) Role, Issues and challenges of NGOs	06/10
2	Legal procedures for establishment	a) NGOs, Trust, and Society b) Difference between NGOs, Trust, and Society	04/08
3	Formation of Trust and Society	a) Registration procedure for NGO b) Memorandum of Association	04/08
4	Office Procedure and Documentation	a) Documents of trust and society b) Management of the staff and Projects	04/06
5	Basics concept	a) Accounting, Budgeting and Resource Mobilization b) Types and sources of Fund raising,	04/08
6	Special Acts and Main Provisions	a) FCRA : Foreign Contribution Regulatory Act b) Income tax Act 1961: Nature and scope of Section 10 c) Income Tax Exemption: Under Sections 11 and 12 d) Rebate under Sections 80G and 35AC of Income Tax Act	07/10
7	Role of NGOs and Criteria for NGO's Support,	a) Governance and Leadership b) SWOT analysis c) Process of Management Planning, Networking d) Co ordination, Capacity Building, Major Schemes of the Government of India in Various Sectors	06/10

Reference Books :

1. Choudhary D. Paul,1992 – Social Welfare Administration, Atma Ram and Sons, Delhi
2. Garain. S. 1998 – Organizational Effectiveness of NGOs University. Book House, Jaipur
3. Choudhari D. Paul – Voluntary efforts in social welfare and Development,Sidhartha Publishers
New Delhi.
4. Latith N.V.1984 – Voluntary Work in India, a study of Volunteerism welfare Agencies, New Delhi,
5. Gangrade K.D. – Social Work and Social Development, Northern Book Centre, New Delhi
Young India foundation New Delhi
6. Kulkarni V.M. – Voluntary Action in a Developing Society New Delhi
7. Pathak Shankar 1981, Social Welfare: An Evolution

PMIR 3: Personnel Management and Human Resource Development

Learner Objectives:

- 1) Develop knowledge and understanding about functions of PM/HRM.
- 2) Develop an insight of various policies, practices, importance and relevance of PM/HRM.
- 3) Understand the importance of Human Resource in industry and various applications of strategic HRM.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Personnel Management	<ol style="list-style-type: none"> a) Definition, Objectives, Goals, Scope b) Principles, Importance of Personnel Management c) Changing Concept of Personnel Management 	04/06
2	Functions of Personnel Management	<ol style="list-style-type: none"> a) structure of Personnel Management, changing forms b) Specific functions and role of Personnel Management department in modern industrial organizations 	03/06
3	Personnel / HR Manager	<ol style="list-style-type: none"> a) Essential qualities, core competencies b) Role, Functions and Importance of Personnel Managers/ H R managers in industrial organizations 	03/06
4	Recruitment, Selection, Placement & Induction	<ol style="list-style-type: none"> a) Meaning, objectives, types, internal & external sources of recruitment and process of recruitment b) Selection process, criteria, steps & methods, importance of systematic and scientific selection procedures c) Placement- basic principles, criteria & process of placement d) Induction - meaning, objectives and importance of induction programme. 	07/12
5	Wage and Salary administration	<ol style="list-style-type: none"> a) Various aspects of wage & salary administration b) Peculiarities and structure of ideal wage & salary policy c) Piece-rate and Time- rate wage system, modern criteria & methods of payment of wage and salaries/ pay package. d) Financial and non-financial Incentives, Incentive schemes and their impact on the employees' performance and the work. 	07/12
6	Employees Training - Promotions and Transfer	<ol style="list-style-type: none"> a) Meaning of training, identification of training needs b) Types and methods of training- Lecture, Case-study, Role-play, management games, use of Audio-Visual Aids, essentials of good training programme c) Meaning, goals, principles, policies, criteria/ parameters, types, essentials & salient features of sound promotion and transfer policies. 	07/12
7	Human Resource Development	<ol style="list-style-type: none"> a) Concepts of Human Resource Development b) Workers Education, Performance Appraisal and Merit Rating, c) Management Development Programmes 	04/06

Reference Books:

1. Mamoria C.B, third Edition, 1983. Personnel Management
2. Davar R.S,1976 Personnel Management & Industrial Relations, Vikas Pub. Masjid Rd Jangpur, New Delhi
3. Rakesh K. Chopra - Management of Human Resources , Kitab Mahal ,Alahabad .
4. Sengupta and others. Personnel Management in India
5. Santosh Gupta and Sachin Gupta, Human Resource Development, Concepts and Practices, Deep and Deep Pub. Pvt., F 159, Rajouri Garden, New Delhi.
6. Bhagoliwel, T. N. (1990) Personnel Management and IR

PMIR 4: Industrial Relations and Trade Unions in India

Learner Objectives:

- 1) Develop a comprehensive understanding about trade unionism and industrial relations perspective
- 2) Understand the intervention strategies and role of government
- 3) Develop an understanding about the various factors influencing the industrial relations.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Industrial Relations	a) Meaning, Concept, Scope, Evolution and development of Industrial Relations in India. b) Role of Government, Employers and Trade Unions in Industrial Relations	06/10
2	Mechanisms of Industrial Relations	a) Collective Bargaining, Joint Management Councils, Works committee b) Workers Participation in Management, Grievance handling procedures	07/10
3	Industrial Disputes	a) Meaning, Nature, Scope and Etiology of Industrial Disputes and industrial conflicts. b) Strikes, Lock-outs, Closure, Go-slow and other forms and types of Industrial tactics	07/10
4	Industrial Relations machinery in India	a) Conciliation, Arbitration and Adjudication b) Code of discipline	04/10
5	Trade Unions	a) Types, Meaning, Objectives and Functions b) Recognition procedure	04/08
6	Trade Union movement in India	a) Role of ILO in labour movements b) Unionism in unorganized sector	04/06
7	Problems of Trade Unions	a) leadership, finance, Rivalry between Unions	03/06

Reference Books:

1. Mamoria C.B - Dynamics of Industrial Relations in India, Himalaya Pub. House, Mumbai.
2. Michael V.P- Industrial Relations and workers involvement, Himalaya Pub. House, Mumbai.
3. Agarwal S.L. -Labour Relations Law in India
4. Charles Myer.- Industrial Relations in India
5. Punekar S.D. Labour Welfare, Trade unions and Industrial Relations, Himalaya Pub. House, Mumbai.
6. Sharma G.K., Labour Movement in India, Sterling Pub., New Delhi .
7. Schil Jawed -Trade Union Movement in India, Sundeep Publication, New Delhi.
8. Karnik V.B., Indian Unions –problems and Prospects, Minerva Associates, Kolkata

PMIR 5: Industrial Sociology

Learner Objectives:

- 1) Develop an understanding about Industry as a part of society, inter personal behavior, group dynamics within the organization.
- 2) Develop knowledge and understanding about technological change and its impact on society.
- 3) Equip the students for facilitating a better understanding of the “self” and professional behavior in relation to others.
- 4) Develop understanding about CSR / social responsibility of manager and its various dimensions in industrial organization.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Industrial Sociology	a) Definition, Nature, Scope b) Importance of Industrial Sociology.	04/08
2	Industry and society	a) Industry as a part of social system b) Socio- cultural environment in industry c) Impact of Industrialization on employees & their family,	05/08
3	Group Dynamics	a) Meaning of work group, types, group formation process, formal & Informal group b) Role and types of groups in organization. c) Domestic and factory system of production d) Industrialization and growth of Industrial Sociology.	06/10
4	Technological change and its impact on society	a) Modernization b) Urbanization c) Rationalization.	04/06
5	Social problems / issues in industry	a) Quality of life, gender issues, gender discrimination b) Sexual harassment at work place, human right issues c) SEZ related issues.	06/10
6	Corporate Social Responsibility	a) Social Responsibility of Organization, Evolution b) Principles, Goals & Implementation,	05/10
7	CSR	a) CSR-developmental projects b) Role of Social Worker in CSR projects.	05/08

Reference Books:

- 1) Singh Jarpal (1991) Contribution to Industrial Sociology, National Bank Organization, New Delhi.
- 2) Stephen P. Robbins (2002) Organizational Behavior, Pearson Education Asia, Delhi.
- 3) Brown David & Harrison Michael (1978) A Sociology of Industrialization an Introduction, Macmillan press London.
- 4) Chnider, Eugene v (1971) Industrial Sociology, McGraw, London
- 5) Berg Ivar (1979) Industrial Social Practice, New York
- 6) Gisbert, Faseuan S.K.- Fundamentals of Industrial Sociology, Tata McGraw Hill Pub; New Delhi
- 7) K. Singh , 1997, Industrial Sociology , Prakashan Kendra, Lucknow.

SW 241: Social Policy, Planning and Administration

Learner Objectives:

- 1) Gain Knowledge of policy analysis and the policy formulation process.
- 2) Acquire in critical analysis of social policies and development plans.
- 3) Study social policies, plans & programmes so as to be able to interpret, enforce & challenge them.
- 4) Develop an understanding of social policy in the perspective of national goals as stated in the Constitution particularly with reference to Fundamental Rights and the Directive Principles of State Policy.
- 5) Examine application, and litigation machinery.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Social Policy	a) Concept and scope b) Relationship between social policy and social development c) Role of Ideology and values in social policy.	05/06
2	Policy Formulation	a) Indian constitution Parliament b) Judicial pronouncement and Social Policy c) Models of Social Policy d) Process of Social Policy formulation.	05/06
3	Review and Evolution	a) Review of Major policies and programmes b) Evolution of social policy in Indian a historical perspective	04/10
4	Different social and Welfare policies and programmes	a) Social Welfare b) Women and Child Welfare c) Welfare of SCs and STs d) Poverty alleviation	06/10
5	Social Planning	a) Concept, Scope, Principles	04/08
6	Indian planning in a historical perspective	a) Planning process b) Planning Commission c) Limitations of planning d) Peoples participation in social planning	06/10
7	Social Welfare Administration	a) Concept, Nature, Types and Principles b) Administration of social and welfare services including financial Administration c) Types of Authority and Administration	05/10

Reference Books:

- 1) Bhanti R. 1993, Social Policy and Dev. In Rajsthan, Himanshu Pub. Udaipur.
- 2) Ganapathy R.S. and others. 1985- Public Policy and policy Analysis in India, SagePublications, Delhi.
- 3) Hebsur R.K. (ed) Social Intervention for Justice, TISS, Mumbai
- 4) Kulkarni P.D. 1979- Social Policy and Social Development in India
- 5) Mathur, K. Bjorkman Top Policy Makers in India, Concept publishing co. New Delhi.
- 6) Midgley, James Social Development – The developmental perspective in social welfare Sage publication New Delhi, 1955.
- 7) Mundle S. 1993 – Policies, Paradigms and development debate at the close of 21st century –Economic and Political weekly. Vol.XXVIII, No. 26, Sept 4 -1993
- 8) Mishra R. 1977 Society and Social Policy, McMillan Ltd. London
- 9) Rastogi P.N. 1992 Policy Analysis and problem solving for social systems, SagePublication, New Delhi.
- 10) Choudhary D. Paul, Social Welfare Administration.
- 11) Chakraborty S. 1987 Development Planning Indian Experience,Oxford: Claredon press.

SW 242: Community Health and Environmental Hygiene

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Concept of Health	a) Definition, Meaning & Concept of individual and Community Health. b) Preventive Medicine	06/05
2	Concept of Disease	Public Health Concern diseases a) Leprosy b) Tuberculosis c) STDs d) AIDS and H.I.V. e) Sickle cell Anemia f) Cancer	08/10
3	Communicable Disease of Childhood	a) Measles b) Tetanus c) Acute respiratory infection d) Rubella e) Acute diarrhea	04/10
4	Malnutrition	Concept, Causes, Measures	04/07
5	Health and Community Action	Administration of public health programme at Central, State and local level.	04/08
6	Family Welfare Programme	Health education, functions of Social Worker in Community Health programme.	05/10
7	National Scheme	National Rural Health Mission, Health Insurance, Gram Swachhata Abhiyan, Total sanitation Programme	04/10

Reference Books:

1. Pathak V. P. Communication In Family Welfare, DastaneRamchandra& Co.,830, SadashivPeth, Pune, 30
2. Patanaik Anjali Nutrition Education, APH Publishing Corporation5, Ansari Road, Darya Ganj, Delhi 002
3. BediYashpa Hygiene and Public Health, Atmaram& Sons Delhi.
4. Park J.E. and Park K. Text Book of Preventive and Social Medicine,
५. पी.के. कुलकर्णी आरोग्य आणि समाज, डायमंड प्रकाशन, पुणे
६. डॉ. जयस्वाल जे नारायण निर्दोष आहार पध्दती , गोपाल ग्रंथप्रकाशन
७. प्रा.सौ. रेदवाडे जयश्री समाजकार्यात आरोग्य काळजी व व्यवस्था , यश प्रकाशन नागपुर
८. डॉ.सरदेसाई ई . वी. आपण आणि सामाजिक आरोग्य ,श्री विद्याप्रकाशन, पुणे
९. माडीवाले लिला बा. वैयक्तिक आणि सामाजिक आरोग्य, अनंत प्रकाशन नागपुर

SW 243: Disaster Management

Learner Objectives:

- 1) To enable the learner to know and understand the nature and types of disaster.
- 2) To sensitize the learners for positive intervention in the process of rehabilitation and resettlement, especially, in trauma care and mitigation.
- 3) To create awareness about preparedness to cope with disaster at different levels of Administration and thus, to encourage the youth to actively participate in disaster Management.
- 4) To help the learner to acquire skills required during different phases of disaster Management

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Disasters	a) Definition and Types of Disasters. b) Disaster and the resources- material and human.	04/08
2	Dimension and typology	a) Dimension and Typology of Disaster b) Prevention of Disaster	04/08
3	Disaster Mitigation	a) Concept b) Risk Assessment, loss estimation. c) Disaster Management Policy and Planning.	05/08
4	Features and Issues	a) Environmental features. b) Issues in Disaster Management	05/08
5	Concept, procedure and stages in Disaster Management,	a) Role of people and Non-governmental organizations b) National Institute of Disaster Management. c) Role of Home Guards, NCC Cadets and the Military. d) Role of leadership in disaster management. e) Patterns of Disaster Management	06/10
6	Disaster Management	Methods, Tools and procedures of Disaster Management	05/08
7		a) Disaster Management Act, 2005. b) National and State level Bodies. c) Role of UNDP and National Disaster Management Authority. d) National Platform for Disaster Risk Reduction, National Disaster Response Force.	06/10

Reference Books:

1. Introduction to Disaster Management P. C. Sinha, Anmol Publications Pvt. Ltd. New Delhi 110002.
2. IFRC, 2005 World Disaster Report.
3. Birnbaum, F, Coplon, J and Scharff, T 1976 Crisis intervention after a Natural Disaster, Social Case Work, Vol.54 No. 9,545-551.
4. Blaufard H and Levine J 1967 Crisis intervention in an Earthquake Social work, Vol.17, No.4.16,19.

5. Brahma S and Gole P, 1967 Deluge in Pune, Asia Publishing House
6. Chen, L 1973 Disaster in Bangladesh : Health Crisis in
7. Fritz, C.E. 1968 Disaster Sills D (Ed) international encyclopedia of social science. Vol 4 USA The MacMillan Company and the free press, 202-208.
8. Gangrade, K.D. and Dhadde S, 1973 Challenge and response, Delhi Rachna Publication.
9. Grossman, L. 1973 Train crash social work and disaster services social work vol.18, No. 5, 38-44.
10. Hoff, A 1978 People in crisis understanding and helping calidornian Addison Wesley publishing company.
11. Joint Assistanance Centre 1980 Natural disaster new delhi Adhyatmasadhana Kendra.
12. Lindomann, E 1944 Symptomology and management of acute grief American journal of psychiatry vol.101, pp.141-148
13. Shader, l and Schwartz a 1966 Management of reaction of disaster social work vol 11, no.2
14. Siporin, m 1966 The experience of aiding the victiems of hurricane betsy social service review vol 10.
15. Wolfenstein, m 1977 Disaster APsychologicalEessay new York arno press

G 6: Institutional Management

Learner Objectives:

- 1) To expose the students to managements principle.
- 2) To develop in students an understanding of organizational behavior.
- 3) To enable students to understand the concept of management & Administration of welfare organization.
- 4) To help student to understand the registration procedure of organization, their planning & related aspects.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Management of Welfare Organization.	a) Definition, Meaning and Importance. b) Principles of Management. c) Concept of POSDCORB	05/10
2	Welfare Organization	a) Definition, Meaning and Importance. b) Principles of Administration c) Need of welfare & Development organization	06/10
3	Governance of Welfare Organization.	a) Registration of Organization b) NGO Governance, Role of Trustees c) Board of Directors, legal compliances. d) Accountability & Transparency.	06/08
4	The Societies Registration Act, 1860.	Main Provisions	04/05
5	Organizational behavior.	a) Organization Structure, delegation of authority b) Management information system c) Organizational communication	04/07
6	Dynamics of organizational behavior	a) Motivations, Leadership, Supervision, Team building, Conflict. b) Management (resolution) Time and Stress Management.	04/10
7	Programme Management	a) Resource Mobilization, fund rising. b) Documentation, Maintenance of records. c) Preparation of project proposal. d) GO. & NGO Interface, Public private partnership.	06/10

Reference Books:

- 1) Dr. A. Chandramohan, Human Resource Management , APH Publication, New Delhi.
- 2) Chandhari D. Pual, Social Welfare Administration. Atmaram& Sons publication.
- 3) Datar S.V. Societies Registration Act (Marathi) Chaudhari Law publisher, Pune.
- 4) Alex B. Fernandez, Social Work and NGOs, K. Geethakumari Pacific Books International Delhi-110009.
- 5) Ravi Shankar kumar, Role of NGOs in Developing countries. Singh (2003) Deep & Deep Publication Pvt. Ltd.New Delhi-110064
- 6) Chandra Snehlata (2003) :-Guidelines for NGOs Management in India Kanishka Publishers, Distributors New Delhi.

- 7) Bodhankar Sudhir(2003) Manavi Sansadhanache Vyavasthapan, KanetkarMedha, Shri.Sainath Prakashan, Nagpur
- 8) Saraf Mohan, Vyavasthanachi Multatve, Dapke Ramesh, Vidya Prakashan, Nagpur.
- 9) Seth Rupali (2009) Vyavasthanachi Tatve Aani Karya, KulkarniVidula, Dimond Publication, Pune.
- 10) Lohar Anil (2009), KaryalayaVyavasthapan, Kothari Prakash, Prashant Publication ,Jalgaon
- 11) Lohar Anil (2014) Aadhunik Karyalaya V yavasthapan, Sukhdane Chhaya, Prashant Publication, Jalgaon.
- १२) दातार एस.व्ही. संस्था नोंदणी कयदा, चौधरी लॉ पब्लिशर्स , पुणे
- १३) डॉ.कडवेकर व्यावसायिक व्यवस्थापन डायमंड प्रकाशन, पुणे

G 7: Social Welfare and Social Justice

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Social Welfare	a) Definition, Meaning, Concept. b) Nature and Importance of Social Welfare	04/06
2	Schemes of Welfare	a) Women's Self Help Groups. b) Anti poverty programme. c) Employment Guarantee Schemes. d) Special Component Schemes	06/10
3	Main Areas of Social Welfare	a) Child Welfare b) Disabled Welfare c) Aged Welfare	05/8
4	Social Justice	a) Definition, Meaning, Concept. b) Importance of Social Justice. c) Equality before law.	05/06
5	Human Rights and Social Justice	a) Human Rights and Social Justice.	04/10
6	Constitutional Provisions	a) Constitutional provisions and safe guards for Minority b) Constitutional provisions for SC, ST, NT, OBC	05/10
7	Schemes of Social Justice in the State of Maharashtra	a) Dadasaheb Gaikwad Swabhimani and Sabalakaran Schemes b) Dalit WastiSudharYojana. c) Gharkul Yojana d) Schemes for Educational upliftment of Scheduled Castes	06/10

Reference Books:

- 1) Desai D. A. Social Justice- a dialogue, Rawat Publication, Jaipur.
- 2) Sandanshiv D. N. Law and Social Justice, Siddhart Pub. Mumbai
- 3) Jogdand P.G. Globalization and Social Justice, Rawat Publication, Jaipur.
- 4) Dr. Sachdeo D. R. Social Welfare Administration in India, KitabMahal, Alahabad.
- 5) S. L. Goel & Jain R.K. Social Welfare Administration, Deep and Deep Pub. New Delhi.
- 6) Friedlander W.A and Apte R Z Introduction to Social Welfare, Prentice Hall India Pvt. Ltd. New Delhi.
- 7) Parmar P. M. Social Work And Social Welfare in India, Sublime Pub. Jaipur.
- 8) Indian Institute of Technology Strategies for Social Justice, Commonwealth pub. New Delhi.
- 9) Shaikh Azhar Iqbal Introduction to Social Welfare, Sublime Pub. Jaipur.
- 10) Chaudhari D. Paul Profile of Social Welfare & Development in India, M. N. Publishers & Distributors, New Delhi.
- 11) Chaudhari D. Paul Handbook of Social Welfare, Atmaram & Sons-Delhi
- 12) Rameshwari Devi and Ravi Prakash Social Welfare Administration methods & Research Mangal Deep Publications, Jaipur.
- १३) सामाजिक न्याय विभाग महाराष्ट्र शासन वाटचाल सामाजिक न्यायाच्या दिशेने

G 8: Family and child welfare

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Family as a Social System	<ul style="list-style-type: none"> a) Concept, Types and functions of Family b) Evolution of Family as Social Institutions c) Role of Family in Social Development d) Concept of Marriage e) Review of changing situations in Marriage and Marital relationship 	06/10
2	Family Welfare Programmes	<ul style="list-style-type: none"> a) The concept of Family Welfare b) Social Policies relating to Family c) Constitutional provisions and legal safeguards d) Family Welfare in National Plans e) Family counseling and support systems 	06/10
3	Family centered Social Work	<ul style="list-style-type: none"> a) Concept, Principles and Methods b) Methods of intervention (case work, counseling and guidance, family therapy, Advocacy, crisis intervention etc.) c) Rehabilitative and Preventive aspects of Social Work with Families 	05/08
4	Child Welfare	<ul style="list-style-type: none"> a) Concept, philosophy and principles b) Demographic characteristics of child population in India c) Welfare programmes and services for children d) Social work intervention with child welfare 	05/08
5	Child Health and Nutrition	<ul style="list-style-type: none"> a) Health and Hygiene b) M.C.H. programmes c) Pediatric practices d) Genetic counseling e) Nutrition, Deficiencies, Nutrition Education 	05/10
6	Women Welfare	<ul style="list-style-type: none"> a) Demographic characteristics and concept of Women Welfare b) Government and Voluntary efforts in Women Welfare c) Women organizations, their role and contribution to Women Welfare d) Women Empowerment – concept and scope 	05/08
7	Protection of Children from Sexual Offences Act, 2012	<ul style="list-style-type: none"> a) Introduction and an overview of the Act b) General Principles c) Role of Social Workers 	04/06

Reference Books:

1. Harris C.C. (1969), The Family- an Introduction, George Allen and Unwin Ltd. London.

2. Elliot and Merrill (1960), Social Disorganization
3. Gore M.S. (1968), Urbanization and Family Change, Popular Prakashan, Mumbai
4. Desai Murli (1986), Family and Intervention- some case studies, TISS, Mumbai
5. Singh, Yogendra (1997) Social Stratification and Change in India, ManoharPublic. New Delhi
6. Pandey, Rama's, Child Socialization in Maharashtra, Somaiyapubli. Pvt. Ltd. Mumbai
7. Naik J.P. Status of Women in India, report of the national communities
8. Singh, K.P., Status of women and population Growth in India
9. National Plan for women and children – NIPCCD New Delhi

TW6: Administration of Tribal Welfare Schemes

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Tribal Development	a) A conceptual frame work. b) Tribal Development & Constitutional provisions	04/07
2	Administration of scheduled areas	a) Provisions & set-up under fifth schedule of the Constitution. b) Code of conduct for personnel posted in scheduled areas. c) Powers of Administration.	05/08
3	Role of Government	a) In Tribal Development and Social Change	04/05
4	Voluntary Agencies	a) For Development of Scheduled Tribes. b) Role & Functions of Voluntary Agencies	04/08
5	Welfare Programmes	a) Tribal Development Agencies & Tribal Welfare Programmes	06/08
6	Administration and Role	a) Administration and staffing pattern of Maharashtra Tribal Development Corporation (T.D.C) and Integrated Tribal Development Project (I.T.D.P.) b) Administration and Role of Tribal Development Co-operative societies. c) Tribal Research Institute	06/12
7	Integrated Tribal Development Programmes	a) Importance of I.T.D.P. programmes. b) Tribal Welfare Schemes & their evaluation. c) Review of Five Year Plans- with special reference to Tribal Development. d) Provisions Under Provisions of the Panchayats (Extension to the Scheduled Areas) Act - 1996	06/12

Reference Books:

- 1) Sharma B. D. 1977 - Administration for Tribal Development, Indian Journal of Public Administration 23 (3) July
- 2) Niranjani Pani, Jitendra Sahoo Tribal Development
- 3) S. Narayan Perspectives on Tribal Development- (Gandhian Approach to planned development)
- 4) Devendra Thakur, Thakur D.N. Role of Voluntary organizations in Tribal Development, (Tribal Life in India – 10)

TW 7: Environment Development Programme

Learner Objectives:

The course has two principal objectives –first, it provides perspective of overall situation of the economy and second, it deals with the understanding of the complex major areas in agriculture, forest and industrial development.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Environment	a) Meaning, Concept, Significance and types. b) Meaning and Concept of Environment Development. c) Human Development and Environment	06/12
2	Environmental Problems	a) Meaning causes and Types (Water, Air, Soil, and Chemical. b) Radioactive, Global Warming, Electronic wastes.) c) Impact on Nature and Human Life	06/12
3	Environment Development Programmes	a) Schemes and programmes, Horticulture, Social Forestry , Sericulture, Goat Farming, Fisheries, soil and Water Conservation in Tribal areas	06/12
4	Environmental Movements	a) Environmental Movements in India and Maharashtra	04/06
5	Role of Social Worker	a) Role of Social Worker in Protection of Environment	04/06
6	Conservation of Natural Resources	a) Conservation of Natural resources b) Energy sources and alternate sources	05/07
7	Impact	a) Impact of Urbanization on Environment	04/05

Reference Books:

1. Khera S.S. 1987. Government in Business, New Delhi.
2. Mathur R. N. Seminar on Social Responsibility of Business.
3. Government of India Publication - Reports of Five Year Plans, Report of Monopoly Inquiry Commission.
4. Khosho - Environmental Concerns and Strategies
5. Sharma Gautam. Environment- Man and Nature
6. R. Dora, A. K. Singh. Man, Development and Environment -
7. Singh M.K Environmental Changes and Development

TW 8: Tribal Traditions & Change

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Tribal Traditions	a) Meaning, Concept & Characteristics. b) Tribal tradition, Family & changes in Tribal family life c) Traditional tribal marriage system & present change	06/10
2	Tribal Economy	a) Meaning, Concept & Characteristics	04/10
3	Traditional Farming	a) System, Forest Economy, fish capturing, barter system & present changes.	06/10
4	Tribal Cultural Traditions.	a) Characteristics of life style	04/07
5	Impact of Modernization	a) On Tribal life, Marriage, Family, Dowry & Culture.	05/08
6	Traditional Medicine and Practices	Traditional Medicine and practices of Maternal and Child Care.	05/07
7	Factors affecting Tribal Traditions	a) Factors affecting Tribal Traditions. b) Tribal migration cross- cultural impact.	05/08

Reference Books:

1. Vyas N.N & Mann R.S, Indian Tribes in Transition Rawat Publication, Jaipur.
2. Mann K., Tribal Women in a changing Society Mittal Publication, New Delhi.
3. Tripathy S.N., Tribals in Transition, Discovery Publishing House, New Delhi.
4. Journal of Social and Economic Transformation in tribal Society, Studies Issues and Policies, Hyderabad, March, 1975 Sachidanand, 1980.
5. Patel M.L., Agro-economic problems of Tribal India, Progress Publishers, Bhopal.

CD 6: Social Education

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Social Education	a) Concept, Scope, Meaning, Aims, Objectives, Importance of Social Education b) Paulo Freire, Kemal Pasha- approaches	07/12
2	Areas of Social Education	a) Literacy Education b) Workers Education c) Adult Education d) Continuing Education e) Environment Education	05/10
3	Psychological Aspects	a) Psychological Aspects of Social Education	04/08
4	Planning & Education in Social Education	a) Planning b) Short term, long term planning, stages, progress c) Role of Social Education Worker d) Evaluation e) Tools, Methods, Techniques of Planning	05/08
5	Techniques in Social Education	a) Symposium, Seminar b) Panel discussion c) Forum d) Group discussion e) Role play f) Street play g) Audio visual aids	06/10
6	Role of Government Agencies	Role of Government in Social Education, Community Centers.	04/06
7	Role of Voluntary Agencies	Role of Government in Social Education, Community Centers.	04/06

Reference Books:

1. Roy N. R. Social Education
2. O. P. Dahama & Bhatnagar Education & Communication for development .
3. Nanavatti Mohair C. Social Education -
4. Sohan Singh Some thoughts on Social Education –
५. प्रा.बोमबे बी.एस - प्रौढ अनौपचारिक व निरंत शिक्षण
६. अहिरे बी.एस. लोक संख्या शिक्षण
७. माणूस जेव्हा माग काढतो. जनसेवा फाँडेशन, नंदुरबार

CD 7: Urban Welfare (Problems and Schemes)

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Urban Community	a) Definition, Meaning and Characteristics of Urban Community. b) Nature of Urban Growth in India.	05/10
2	Factors leading to change and their Impact on Urban Community	a) Urbanization, Industrialization and Migration. Influence of Liberalization. b) Privatization & Globalization.	05/10
3	Urban Slums	Growth, Causes and effect on Urban life	05/10
4	Problems of Urban Community	a) Housing, Health, Pollution, Waste disposal & sanitation, Recreation. b) Education, Prostitution and Child labour. c) Problems of basic amenities, Displacement	06/10
5	Urban Welfare Schemes	a) M.M.R.D.A. b) J.N.N.U.R.M. c) C.I.D.C.O. d) HUDCO. e) MHADA. f) R.G.H.D.S	06/10
6	Role of NGOs and Voluntary Organizations	In Various Fields of Urban Welfare,	04/05
7	Critical Review	a) Critical Review of Government and Voluntary efforts in Urban. b) Welfare & Development.	04/05

Reference Books:

1. Jacob Thudipara (1993) Urban Community Development, Rawatpublication, New Delhi.
2. Clinard M. B. (1993) Slums and community development, experiments in self help, Free press, New York.
3. Sudha Mohan (2005), Urban Development new localism, Rawatpublication, Jaipur.
4. D. VasudevaRao, (1990), Urban Development Problems, Lancer Books, New Delhi.
5. Desai A. R. and S. DevidasPillai (1990), Slums and Urbanization, Popular publication, Mumbai.
6. N. Jayapalan (2002), Urban Sociology, Atlantic publishers, New Delhi.

CD 8: Municipal Administration

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Local Self Government as a Municipal Administration	a) History of Urban Local Self Government in India.	05/07
2	Municipal Corporation	a) Structure b) Powers and Functions at each level.	05/10
3	Types of Urban Local Self Government in India	a) Forms of Municipal Government – Municipal Corporation, Municipal Council/Nagar Palika. b) Sources of Revenue/ Income.	06/10
4	74th Constitutional Amendment	a) Review of content and implementation.	05/08
5	System of election to Urban Local Self Government	a) Ward Committees and citizen Participation. b) Functions and Types of Local Bodies / Committees	05/10
6	Contemporary Issues and Potentials of Local Self Govt.	a) Women's participation b) Participation of Marginalized groups (SC, ST & Minorities)	05/07
7	Programmes and Role	Urban Development programmes and Role of Local Self Government.	04/08

Reference Books:

- १ राम भोग.डॉ. शांता लले - स्थानिक स्वराज्य संस्था
- २.प्रा. गोविंद यमलवाड - स्थानिक स्वराज्य संस्था
- ३.प्रो. बी.बी.पाटील - लोकप्रशासन
- ४ के. सागर - भारताची राज्यघटना
5. Maheshwari, Shriram (1995), Local Government in India, Agra.
6. Haldipur R.N. Paramahansa R.K. (Eds), (1970) Local Government Institutions in India, Hyderabad
7. Yadav C. S. (1986), Urban Planning and Policies, Concept Publishing Co. NewDelhi.
8. Upadhyay S. B. (1992), Urban Planning ,Printwell, Jaipur.
- ९ .डॉ.वा.भा.पाटील - स्थानिक स्वराज्य संस्था, प्रशांत पब्लिकेशन्स.
१०. प्रा. अ.ना. कुलकर्णी - भारतातील स्थानिक स्वशासन - विद्याप्रकाशन नागपूर

PMIR 6: Labour Economics

Learner Objectives:

1. Develop the understanding of Labour Economics and its scope in industry.
2. Develop understanding about recent economic developments and industrial policies.
3. Develop understanding about various labour problems and its impact economic development.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Labour Economics	a) Concept, Nature, Scope and Importance of Labour Economics. b) Labour force as a part of population. c) Characteristics of labour as a factor of production i.e. d) Supply and Demand aspects.	06/10
2	Employment	a) Concept and theories of Employment and under Employment. b) Dimensions of Unemployment and full Employment c) Problems of Unemployment, causative factors and remedies.	05/10
3	Wages	a) Concept of Wages and its Types, Theories of Wages b) Methods of wage payment, c) Wage policy for developing economy.	05/08
4	Productivity and Efficiency	a) Concept, Indicators, Factors affecting Productivity and efficiency. b) Measurement tools and techniques of productivity.	04/10
5	Problems of Organized and Unorganized labour in India	a) Meaning, Rise of labour problems. b) Nature and Causes of labour problems – Absenteeism, Migration, Indebtedness.	05/07
6	Problems of Unorganized labour in India	a) Bonded labour, Women and Child labour, b) Contract labour, Agricultural labour, Mathadi workers.	06/08
7	Problems of Migratory and Rrural labour	a) Characteristics of Migratory and Rural labour in India. b) Problems of Housing and Slums, labour turnover.	04/07

Reference Books:

1. Bhagoliwal T.N. (1976) Economics of Labour & Social Welfare, Sahitya Bhavan, Aagra.
2. Kumar H.L. (1990) Labour Problems & Remedies, University Book Traders, Delhi.
3. Saxena R.C. (1974) Labour Problems & Social welfare, K.Nath & co. Meerut.
4. Tyagi B.P. (1986) Labour Economics & Social Welfare, Jai Prakash Nath & co; Meerut.
5. Datar B.A. Labour Economics, Allied Pub; Mumbai.
6. Desai Rao & Davar, Labour Economics and Welfare.
7. Karnik V.B., Indian Labour Problems and Prospects, Minerva Associates, Kolkata.

.PMIR 7: Personnel Procedure and Practice

Learner Objectives:

- 1) Develop an understanding about Personnel Procedures and practices in relation to employment within the organization.
- 2) To Gain skills in implementation of disciplinary rules/Procedures in organizations.
- 3) To develop a better understanding of the Employment Administration.

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Time Office	a) Functions of time office, Responsibilities of Time Keeper. b) Leave Administration, Personnel records, Payment and Allowances.	05/10
2	Service Rules and Conditions	a) Conditions of Employment, Contents of the Appointment letter. Salary, leave provisions. b) Implementation of Disciplinary rules. c) Practices relating to Transfer and Promotion.	06/10
3	Procedures and practices	a) Procedures and practices in relation to employment, Termination of service, Layoff, Retrenchment, Notice of change, Accidents, Condition of work closure, lockout, strike.	06/10
4	Disciplinary Procedure	a) Application of Disciplinary rules. b) Drafting Disciplinary letters- Show cause notice, Charge sheet, Discharge, Dismissal, Termination of Service.	05/10
5	Domestic Enquiry	a) Enquiry procedure, Principles of Natural Justice.	04/05
6	Employment Administration	a) Statutory returns and other records to be kept under different labour laws, b) Settlement and Awards, Exit interview, Resignation process and feedback.	05/10
7	Case Studies	Select cases on Theft, breach of Settlement.	04/05

Reference Books:

1. Joshi K.D. and L.V., Time keeping, Managerial and Industrial Services,Pune- 30
2. Bhattacharya K.K. Supreme Court labour Judgments (up to date), LawPublishing House, Allahabad.
3. Bulchandani K. R. Industrial Law, Himalaya Publishing house, Mumbai.
4. Ghaiya B.R., Law and Procedure of Departmental Enquires Eastern BookCo. Lucknow
5. Malhotra O.P., Tripathi N. M. - The Law of Industrial Disputes, Mumbai
6. Puri S.D. (1964) The Industrial Employment (StandingOrders) Act, Labour Law Agency, Mumbai
7. Ghaiya B.R., Misconduct in employment 7 – Eastern Lucknow

PMIR 8: Industrial Psychology

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	Industrial Psychology	a) Definition, Nature, Scope & Development of Industrial Psychology. b) Role & Importance of Psychology in Industrial Settings.	05/10
2	Organizational Behavior	a) Meaning, Importance of Organizational Behavior. b) Human needs, Frustration, Attitudes – their formation, Measurement & change, Job satisfaction.	05/10
3	Motivation	a) Definition, basic needs of Human being, Importance. b) Fundamental theories of Motivation and its relevance in present context, Motivation & Performance.	05/10
4	Employees Morale	a) Meaning and Importance of Moral, Measures & Techniques of promoting Morale Factors, b) Contributing to high level of Moral in the Organization.	05/10
5	Employees counseling	a) Concept, Objectives, Need, Functions, Techniques & Types of Employees Counseling.	05/08
6	Advantages & Effectiveness	a) Advantages & Effectiveness of Employees Counseling. b) Role of Social Worker / H. R. Manager in Counseling.	05/06
7	Communication in Industry	a) Definition, Concept, Importance, Types. b) Channels of Effective Communication in I.R.	05/06

Reference Books:

1. Ahujak. k. (1990) Organization Behaviour, Kalyani publication, New Delhi
2. Ghosh P.K. and Ghorpade M.B. (1991) Industrial and Organizational Psychology, Himalaya publishing house, Mumbai
3. Ghorpade M.B. (1980) Industrial Psychology, Himalaya publishing house, Mumbai
4. Gilmer (1961) Industrial Psychology, McGraw hill, London
5. Sinha Durganand (1992) Studies in Industrial Psychology, Sriram Mehar and co. Agra
6. Stephen P. Robbins (2002) Organizational Behavior, Pearson education Asia, New Delhi.