

NORTH MAHARASHTRA UNIVERSITY, JALGAON.

Syllabus for Master of Social Work(M.S.W.) Course

Non-Semester (From June, 1998)

Rules of the Master's Degree course in Social Work (MSW)

Introduction :

The Master of social work is a two year professional degree course designed to help students acquire theoretical insights and skills for the effective handling of jobs or work in the field of Social Welfare and Social Services.

The M.S.W. Programme is designed to accommodate both generic as well as specialization pattern both in first and second year M.S.W. course.

Academic Year : June to May

Duration of the Course : Two years

Eligibility of Admission :

Admission to M.S.W. course is open to graduates of any recognised university.

Tuition fees : Rs.

Medium of Instruction :

The medium of instruction at the M.S.W. Degree course shall be English. However, the candidates are permitted to write answer in Marathi and hence suitable instruction in Marathi may also be given in the classroom.

Selection Procedure :

Selection of candidates for admission to the M.S.W. course will be based on a written test, group discussion and personal interview to be conducted by Social Work Training Institution/Colleges.

Other Conditions :

No Student of M.S.W. will be allowed to keep terms for any other University Course.

Structure of the M.S.W. course :

The structure of the M.S.W. course shall be as under (with four different heads of passing) :

1. Total No. of Theory Subjects : 14 of 100 marks each.

M.S.W. IInd year	Marks	Marks
Compulsory Subjects	7*100 each	700
M.S.W. IInd year		
Compulsory subjects	2*100 each	200
Optional-Generic	5*100 each	500
Specialization Subjects	Total	1400

2. Field Work :

M.S.W. Ist year	
Internal Assessment	150
M.S.W. 2nd year	
Internal Assessment	150

3. Research Dissertation

Research Dissertation (one) to be submitted at the end of Second Year.

Note :- Research dissertation shall be according to a prescribed standard.

External	150
Internal	50
Total Research dissertation marks	200

4. Viva-Voce (1st year and 2nd year) (Viva-voce will be based on research dissertation and field work)

M.S.W.-1st year - 50 marks (Internal)

M.S.W.-2nd year - 50 marks (External)

M.S.W. 2nd year viva-voce (based on research dissertation) shall be conducted by one external and one internal examiner. Total - 100 Total marks-2000.

Theory subjects There shall be 7 theory subjects each year of 100 marks each during two years of M.S.W. Course.

M.S.W. 1st year - (7 subjects of 100 marks each) Written theory examination will be held once in a year.

M.S.W. 2nd year : (7 subjects) similar pattern will be followed for the second year M.S.W. theory examination.

Field work : (Internal Assessment)

1. Field work shall consist of 15 clock hours per week and shall carry 200 marks per year.
2. The Field work of every student shall be supervised by a trained social worker who will have weekly individual conference related to field work with every student.
3. Field work will be evaluated internally by the concerned college. Field work shall be done in the recognised social work agencies and community setting.

Research Dissertation :

1. M.S.W. student is required to select an appropriate topic for his research dissertation and complete the same in prescribed period of time.
2. Completion of research dissertation shall be a pre-requisite to appearing at annual examination.
3. There shall be only one research dissertation during the M.S.W. course and shall be submitted to the university after the approval of concerned research guide at the end of second year before the annual examination.
4. Research dissertation will be evaluated externally Viva-Voce:
 1. There shall be a Viva-voce for M.S.W. course at the end of each year based on Research and field work.
 2. M.S.W. 1st year Viva-Voce will be conducted by the college (internally before the annual examination for 50 marks and the marks obtained by the students shall be sent to the University before the 1st year annual examination.

3. M.S.W. 2nd year Viva-Voce will be conducted by the University at the end of second year for 50 marks and will have external assessment. Head of passing :

The following shall be separable heads of passing.

- i. Written Theory papers ii. Field work
- iii. Research dissertation iv. Viva-Voce.

Failure in any one of the above heads shall be considered as the failure at the M.S.W. Examination.

Block placement:

The student shall do his block field work for a period of 30 days after his second year final examination. The M.S.W. result will not be declared until a satisfactory report on completion of block field work is submitted to the university by the college. Rules pertaining to conduct of examination and standard of passing.

1. Setting of papers.

- a) Internal examination for M.S.W. 1st and M.S.W. 2nd year will be conducted by the college every year at the end of First Term Examination papers will be set on half of the syllabus and shall contain 2 questions for 25 marks and student will be instructed to attempt both the questions. Examination will be of the duration of one hour. Question papers will be set by the concerned college teachers and the answer books will be assessed internally by the concerned college teacher.
- b) Annual examination : Annual examination of the M.S.W. course will be held for the first year and the second year M.S.W. candidates in the month of April every year resp. Annual examination papers will be set by the board of paper setters of the university and answer books will be assessed externally. The question papers will be set out from the total syllabus of the subject. The annual examination will be of the duration of three hours.

A.T.R.T.

1. A student must pass in 5 subjects out of seven in the first year M.S.W. examination to be eligible for second year M.S.W. admission.
2. A student failing in field work in the first year will have to repeat the first year M.S.W. course including written theory papers. Similarly a student failing in field work in the 2nd year will have to repeat the second year M.S.W. course including written theory papers.
3. A student failing in Research dissertation will have to rewrite the research dissertation (and submit it to the university in the same session within a period of three months from the date of declaration of result.
4. A student failing in Viva-Voce will be called again for Viva-Voce in the same session within a period of three months from the date of declaration of the result. However, a candidate failing M.S.W. 1st year Viva-Voce will be eligible for M.S.W. 2nd year admission.

Minimum requirement for passing:

1. 45% marks in each written theory paper.
2. 50% marks for passing in field work every year.
3. 50% marks for Research dissertation.
4. 50% marks for Viva-Voce every year.

Note: A student passing once in the subject shall not be allowed to repeat the said subject again.

Award of Class:

- 70% marks and above - First class with Distinction.
- 60% marks and above - First class.
- 55% marks and above - Second class.
- 45% marks and above - Pass class.
- Below 45% marks - Fail.

The statement of marks/passing certificate/Degree certificate for M.S.W. examination shall indicate the specialization group of the candidate.

Syllabus on M.S.W.

Generic and Specilisation :

- A) M.S.W. - Generic (G-1 to G-5)
- B) M.S.W. - Specilization (5 subjects each)
 - B-1: Labour welfare, Personnel Management and Industrial Relations.
 - B-2: Family and Child welfare.
 - B-3: Social welfare and Correctional administration.
 - B-4: Community Dvelopment and Extention.
 - B-5: Tribal welfare and Environment.
 - B-6: Medical and Pschyiatric Social work.

M.S.W.-I

Common Papers of 100 marks each.

- 1.1 Introduction to social work.
- 1.2 Integrated methods of social work (case work/group work)
- 1.3 Integrated methods of social work (community organisation, social action)
- 1.4 Social work Research and Statistics.
- 1.5 Sociology and Indian Social Problems.
- 1.6 Psychology for Social worker.
- 1.7 Functional English and Computer Application.

M.S.W.-II

Compulsory Subjects (2) of 100 marks each.

Specilisation Subjects (5) of 100 marks each.

- 2.1 Social Legislation
- 2.2 Social Development

Specilisation

Generic

- G-1: Correctional Social work.
- G-2: Family Welfare.
- G-3: Social Security and Labour Welfare.
- G-4: Community Development and Extension.

G-5: Development of Weaker Section.

Tribal Welfare

Tw-1 Tribal Life

Tw-2 Tribal Problems.

Tw-3 Rural and Tribal Welfare.

Tw-4 Environmental Social work.

Tw-5 Environment Policy, Law and Development.

Labour Welfare

Lw-1 Labour Economics and Indian Labour Problems.

Lw-2 Industrial Sociology and Psychology.

Lw-3 Industrial Relations and Trade Unionisms.

Lw-4 Personnel Management.

Lw-5 Labour Legislation.

Community Development and Extension

Cd-1 Rural and Urban Sociology

Cd-2 Problems of Rural and Urban Communities.

Cd-3 Community Development and Extension.

Cd-4 Government and Voluntary Agencies for Community Development.

Cd-5 Rural Economy and Co-operation.

1.1 Introduction to social work

1. Meaning and concept of social work.
2. Definition and common objectives-social reforms, social service, social action social Education & Social security.
3. Historical Development of social work in India.
 - a) Social work before independence
 - b) Social work after independence
 - c) Social work Education.
4. Changing Philosophy, values and Principles and ethics in social work.
5. Mahatma Gandhi's contribution to social work
6. Social work as a profession.

7. Importance of field work and supervision
8. Fields of social work practice
 - a) Family and child welfare.
 - b) Youth welfare.
 - c) Correctional work.
 - d) Services for the Physically and Socially handicapped.
 - e) Medical and Psychiatric social work.
 - f) Tribal, rural and urban welfare.
 - g) Industrial welfare.
 - h) Community welfare service.

Books for Reference

1. Wadia A.R. - History and Philosophy of social work-Allied Publications, Bombay.
2. Khinduka, S.K. - Social work in India, Kitab Mahal, Asia Publishing House, Bombay.
3. Jacob, K.K. - Methods and Fields of social work, Asia Publishing House, Bombay.
4. Fink, A.E. - Fields of social work - Publication Division U.A.
5. Natrajan, S. - Century of Social reform in India, Asia Publishing House, Bombay.
6. Friedlander - An introduction to social welfare.
7. Mada G.R. - Indian Social problems Vol. I & II.

1.2 Integrated method of social work (case work, group work)

(Social case work)

1. Definition of social case work. Characteristics of social case work and limitations.
2. History and development of social case work (In U.K., U.S.A. and India)
3. Components of social case work.
 - Person (client, individual with problems)
 - Problems - (Problematic situation)
 - Process - (Study, assessment, Interventions and Termination)

4. Principles of social case work practice
5. Social case worker-Client Relationship.
6. Skills and techniques in
 - Social case work
 - Communication - Interpersonal.
 - Interviewing - Concept, types and process
 - Recording - Importance use and types.
 - Counseling - Concept, need and techniques
 - Supportive, Preventive, Curative, rehalillative Problemotive and Developmental aspects of social case work.
 - Behavioural modification approach.
 - Family therapy.
 - Crisis intervention approach.
 - Electric approach.

Social group work

1. Definition of social group work
 - social group work as a method of social work.
 - values and principles of social group work.
 - formation of groups
 - Types of group (formal, informal, primary and secondary. open and close) long term short term group.
 - (Demographic group, authority group, T centered group, task oriented group).
2. Group Dynamics-Group interaction.
 - Developmental stages and group-orientation stage, subgroup formation, termination stage.
 - leadership process in group development, group conflict and group control.
 - The role of social worker in group intervention.

3. Group work in various settings - Community centre, institutions for children and hospitals.
4. Techniques of group work
 - Recording and reporting in group work
 - Observation and Interviewing
 - Use of verbal and non-verbal communication
 - Group guidance.

Books for Reference

Social case work

1. Helen Perlman-Social Case Work-Chicago University.
2. Hamilton Gordon-Theory and practice of social case work, New York, Cloumbia University Press.
3. Mehatras V.C. - understanding social casework pub. Bombay.
4. Roberts R.W.Nee.R.H.- Theories and social case work Pub. Chicago University and Chicago.
5. Aptakar H.- Basic concepts of social case work.
6. S.H. Pathak - Record in social case work, Delhi School of social work, Delhi.
7. W.A. Frie-lander - Introductions to social welfare.

Social Group work

1. Tracker H.B. - Social group work - Principle and practices.
2. Konopka Gisela - Social work in institution.
3. Helen Northen - Social work with groups.
4. Konopka Gisela - Social Group Work a helping process.
5. M.K. McCullough and P.J. Ely - Social work with groups
6. G. Wilson and G. Ryland - Social group work practices.
7. R.R. Middleman - The Non-verbal Method, in working with groups
8. A.F. Kelin - Social work through group process.
9. R. Toselane and R.Rivas - An Introduction to Group Work Practice.

1.3 Integrated methods of social work (Community Organisation, Social Action)

1. Concept of community work, community organisation and community development.
2. Community organisation as a problem solving method and a social work process-models and steps.
3. Principles of community organisation.
4. Recording and evaluation in community organisation.
5. Areas of community organisation practice.
6. Role of social worker in C.O.
7. Concept and definition of Social Action.
8. Methods and strategies of social action - Gandhian techniques-Direct action, non co-operation, civil disobedience, stayaraha, peaceful agitation, constructive programs, Social actions for sarvodaya society - conscientization social action for cultural freedom, pressure group actions to tackle social issues and problems, legislative social action.
9. Current trends in community and social action.
10. Social Action as an instrument of community development. Strategies and techniques of social action.
11. Concepts of Community Health, Public Health, Preventive Medicine.
12. Extent causes, symptoms ^{and} Treatment of —
 - a) Leprosy
 - b) T.B.
 - c) Cancer
 - d) AIDS
13. Health Administration in India.

Books for References:

1. Murray Ross - Community Organisation theory - Principles and Practice.
2. Friedlander - Concepts and methods of social work.
3. K.D.Gangrade- Community organisation in India.
4. Dasgupta S(ed) - Towards a philosophy of social work in India.
5. C.G. Murphy - The community organisation practice.
6. David Jones and Marjorie Mayo - Community work.
7. R.M. Kramer, H. Specht - Readings in Community organisation practice.
8. P.R. Sangputa - Community organisation process in India.
9. Directorate of extension, Ministry of Food and Agriculture.
- Extension Education in C.D.
10. Dr. Banmala - Community organisation pub. by Indian Institute of Youth Welfare, 134, Shivaji Nagar Nagpur-10.
11. Textbooks of preventive and social medicine- J.E. Park and K Park Sons Pub. S.M. Marwah.
13. Preventive and social medicine in India - B.K. Mahajan. Publication - by Jaypee Brothers.
14. A guide to preventive and social medicine - Dr. Vidya Ratan, Jaypee Brothers. Pub.

1.4 SOCIAL WORK RESEARCH AND STATISTICS

1. Nature of scientific research - Characteristics of science, basic element of scientific method, application of scientific method for the study of social phenomenon, possibilities and limitations.
2. Social work research - concepts, need, objectives, and scope of research in social work.
3. Technique of social research -
 - a) Techniques of selection - identifying the area of study, reference work, objectives of study, listing of items of information, organizing fields of study, defining size of study, problems formulations, identifying the source of information, deciding of sampling.

- b) Methods of data collection - observation, questionnaire, interview, interview schedule and documents and projective techniques.
4. Methods of social research - survey, case study, experimental and historical.
5. Sampling - purpose and methods, theory of sampling - probability and non-probability sampling.
6. Definition, importance, functions and limitations of statistics.
7. Presentation of data, classification, tabulation, graphic presentation.
8. Simple derivatives, ratios, proportions, rates, percentage, simple co-efficients.
9. Measures of central tendency-mean, median, mode.
10. Measures of variability - range, quartile, deviation, mean deviation, standard deviation, co-efficient of variability, standard score.
11. Co - relation- co - efficient of co - relation, rank co-relation co-efficient.
12. Data processing analysis - manual and mechanical, interpretation and preparation of research report.

Books for Reference

1. Selitiz Clarie - Research methods in social relation.
2. Goode and Hatt - methods in social research.
3. Bernard S. Phillips - Social research strategies and tactics.
4. Wilkington T.S. and P.L. Bhandarkar Methodology and techniques of social research.
5. Margaret Stacey - Methods of social research.
6. M.A. Thoothi - Methods of social research.
7. Bajpai S.R. - Methods of social survey and research.
8. M.H.Gopal - An introduction to research procedure in social science.
9. Doby Suchman - An introduction to social research.
10. Walka Rand C. - Elementary statistical method.
11. Elhance D.M. - Fundamental of Statistic.

12. Karlinger Fred M. - Foundation of behavioral research (New York holt, Reinhart, and Winston, 1964)
13. Kidder, Lousic, H. Selftiz, Wringhtsman and Cook - Research methods in social relation, Fourth edition (New York, Rinehart, And Winston - 1981)
14. Madge John - The tools of social science (London - Longman , 1953).
15. Parten, Mildred- survey polls and samples (New York, Harper and brothers - 1950.)
16. Phillips B.S. - Social research strategies and tactics (New York : Macmillan - 1986)
17. Ramchandran P. -Social work research and statistics cha-33 in A.R. Wadia - history , philosophy of social work in India (Bombay : allied pub. 1961.)
18. Shah U.P. -Research designs and strategies (New York agricultural/ development council 1972)
19. Rosenberg, Morris- thre logic survey analysis (New York basic books 1968)
20. Shah U.P. - Reporting Research.
21. Young P.V. - Scientific social survey and research (New Delhi : Prentice Hall of India - 1973)
22. Champion D.J. -Basic statistics for social research (Scanto Chandter 1970)
23. Garrelt H.E. -Statistic for psychology and education (Bombay Vikas Ferrer and Simmons Pvt ltd-71)
24. Gupta S.P.- Statistical methods (New Delhi.Sultan chand and sons 1983)
25. Macmillan W. - Statistical methods for social workers (Chicago. University of Chicago press 1952)
26. Yates Frank-Sampling methods for censuses and survey -New York: Hafner pub. Co. 1954.

1.5 SOCIOLOGY AND INDIAN SOCIAL PROBLEMS

1. a) Sociology - definition, nature, scope and importance of sociology in the present context.
b) Relation of sociology with other social science-History, political science, anthropology, economics, geography, psychology.
2. a) Some fundamental concepts of sociology - society, community association, institutions, culture, organisation, social structure, social system, norms, folkways, mores, habits; deviance & conformity and Agencies of social control.
b) Meaning of socialisation and its major agencies Personality development and heredity and environmental factors.
c) Meaning of groups sumner and coley's classification of groups. Importance of primary and secondary groups.
3. a) Social institution - family, marriage, education, kinship, caste, class system.
b) Social stratification - meaning of social mobility and achieved status.
c) Leadership - nature, qualities of leader and crisis of leadership in Indian context.
d) Social change - Theories, factors of social change, religion and science today.
4. The meaning of social problems - concept of social disorganization, causes of social disorganization; individual, family and community disorganization.
5. Juvenile delinquency, crime, suicide, alcoholism, prostitution, gambling sickness and insanity, beggary.
6. Marital conflict, divorce, problems of ageing and infirm, generation gap.
7. Problems of illiteracy, problems of women, unteachability, dowry, childmarriage, poverty, unemployment, orphanhood, problems of migration, problems of slum and population problem in India.

Books for Reference.

1. Society - Mac Ever and page.
2. An introduction of sociology - Sachdeva and vidya Bhushan.
3. Indian Social Problems II - G.R. Madan.
4. Indian Social Problem - Mamoria.
5. An introduction to sociology - Harey Johnson.
6. Sociology - Lundberg.
7. Rural sociology - A.R. Desai.
8. Human society - Kingsley Davis.
9. Sociology - Ginsberg.
10. Sociology - Bogardus
11. Introduction to sociology - Kimball Young.
12. Sociology - Droom and Seizwick.
13. Caste, Class, occupation - Ehuzye.
14. Caste in India - Hutton.

1.6 PSYCHOLOGY FOR SOCIAL WORKERS

1. Psychology or Science
 - a) Definition of psychology. concept of behaviour.
 - b) Branches (subfields) of Psychology.
 - c) Areas of application of Psychology.
 - d) Scientific methods in Psychology.
2. Determinants of development.
 - a) Definitions and areas of development
 - b) The nature of our genetic inheritance. variations in endowment.
The role of heredity in development. Role of nervous system glands in personality development and behaviour.
 - c) Environment Prenatal Environment (Nature) post natal (Nurtura) environment, physical environment, socio cultural environment, socialization and development.
 - d) Self as a third determinant self direction and development.

3. Areas of development.
 - a) Physical development and maturation.
 - b) Intellectual development.
 - c) Emotional development.
 - d) Social development.
 - e) Development from conceptions to adolescence.
 - f) Behavioural problems among children and treatment in general.
 - g) Characteristics and problems of adulthood and old age and adjustment to these problems.
4. Concept of healthy and faculty development Concept healthy development
Genetic and acquired defect
 - a) Maternal deprivation
 - b) Pathogenic families
 - c) Family parent child relationship
 - d) Social pathology Important factors in healthy development.
5. Psychological factors in development
 - a) Needs, motivation and goals.
 - b) Problems of adjustments.
 - i) Frustration
 - ii) Conflict
 - iii) Pressure and reaction to adjustive demands, types of defence mechanism.
 - c) Faulty patterns of adjustment
 - i) Nature of effective and ineffective adjustments concepts of normal and abnormal behaviour.
 - d) Major maladjustment pattern.
 - i. Personality disorders
 - ii. Neurotic disorders
 - iii. Psychotic disorders
 - iv. Personality disorders (character)

6. Effective adjustments and personal growth

a) Intellectual competence

- i. Learning
- ii. Solving problems
- iii. Creative thinking

b) Emotional competence

- i. Emotional problems
- ii. Dealing with emotional problems

c) social competence

- i. Recognition of mutual purpose rights and responsibilities.
- ii. Learning for more effective communication and interpersonal relationship.
- iii. Avoiding common source of difficulty.
- iv. Helping to meet the needs of others.

Books for Reference

- 1. Psychology and effective behaviour - by James. C. Coleman
- 2. Psychology - Gilmer V.H.
- 3. Psychology - Murphy G.
- 4. Essentials of psychology - Ghcepad M.B.
- 5. Child psychology & child guidance - by S.Y. Kale.

SYLLABUS OF FUNCTIONAL ENGLISH AT THE M.S.W. DEGREE COURSE

Objectives of prescribing functional English at the M.S.W. Degree course-

To enable the student -

1. To make use of English for practical purpose
2. To acquire communication skill in English useful in real life situations.
3. To use the English language not only as a library language but also as a means of life long education and social interaction.
4. To enable the students to change their attitudes to the task of revising and refining their English. The attitude should change from that of his traditional "Scholar" to that of a user of the language in the give and take of information ideas etc. in the society.
5. To understand the difference between knowledge and skill and they should shift their attitude from English as a "Subject" of knowledge to English as a skill that they can train themselves to use.

1.7 FUNCTIONAL ENGLISH AND COMPUTER APPLICATION

Syllabus.

1. PRECISE WRITING

- i. Preci defined
- ii. Essential features of a good preci.
- iii. Methods to be followed in preci writing.
- iv. Examples of precis written
 - Narrative
 - Descriptive
 - Essay argument
 - Difficult argument.

2. COMMUNICATION SKILL

Some concepts in communication

i. LETTER WRITING

a) Formal letters

- i. Essential of formal letters, mechanics of writing a formal letter. The format.

Letters about jobs - application

Accepting an offer, Declining an offer

Letters ordering goods, Letter to government and other organizations.

Letter of complaint

Letters giving instructions

Letters off request etc.

b) INFORMAL LETTERS

Difference between formal and informal letters.

Letters expressing ones feelings

Letter of congratulations

Letter of condolence

Letters of request and invitation

General personal letters etc.

ii. CONVERSATION

(No question to be set on conversation)

- a) Formal - Making enquiries and giving information at public offices example conversation : At a railway counter Placing order, offering apologise, conversation at a hotel, consulting a doctor, arguing and persuading people.

eg: Conversation which takes place at the meeting of the board of directors of the company.

Describing process -

eg: Describing the working of a machine, explaining how a certain institution works, what is the procedure for applying for some thing etc.

Checking an investigating

eg: Investigating the causes of a crime, eg conversation between a police inspector and a man outside whose house a woman has been found murdered.

b) Informal - Conversation : Greeting, Enquiries about one's health, every day situation, social life, social issues : discussions

eg: Beliefs and customs, television programs, films and sports, the state of the economy and employment election prospect etc.

Cultural events and entertainment programs.

Economics topic, political issue, educational matters, miscellaneous topics.

Telephone conversation

eg : Emergency calls, business calls, with the telephone exchange.

iii. OFFICIAL COMMUNICATION

A MEMO - What's a memo ?

Format and style

Letters vs. Memos

Why do we write memo's

Reports : Types of reports

Steps in writing reports.

Methods of investigation

Sources of information

Note making

Outline of the report

Characteristics of good business report

Procedures for writing a report

The format of a report

Informal report

eg: Accident report

Survey report

eg: Opinion survey among customers.

Feasibility report on the launching of certain product, tour report etc.

Minutes of meetings : What are minutes, mechanism of writing minutes.

The general format of minutes.

Telegram and telexes : The language of telegram Difference between telegram and telexes.

iv. INTERVIEWS AND PUBLIC SPEAKING

Preparations for an interview unfolding the personality.

Specimen interview

debets : Introduction

Beginning the debate

Poise and delivery

Fallacian in argument and rebuttal

difference between in debate and discussion.

Speeches - Welcome

Farewell

Felicitations

condolences

Inauguration

v. WRITING FOR NEWS PAPER :

News paper as an instrument of mass communication. How to develop your potential skills as a potential writer for the news paper.

Types of information in a newspaper

eg : News item. The editorial column,

Opinion : letters to the editors

items of immediate interest

Article

Feature

Column

Review

Middle etc.

3. VOCABULARY AND THE USE OF WORDS

Synonyms and antonyms, words of similar forms but different meanings

Idioms:

One word for many

Words referring to numbers

Nationality words

Abbreviation :

National and International

Miscellaneous

Abbreviation used in writing and note making

FORMAT OF QUESTION PAPER TOTAL MARKS 50

Ques 1	: Precise writing	(10)
Ques 2	: a) Communication skill	(15)
	: b) Communication skill	(15)
Ques 3	Cocabulary	(10)

(Computer Application)

Introduction to Computer

- 1) Introduction
 - i) Basic computing machine - Block Diagram - Characteristics of computer - Generation of computer - Uses of computers - Types of computers.
 - ii) Terms-Hardware, Software, RAM, ROM, Operation Systems Interpreter, Compiler, Assemblers.
 - iii) DOS commands - Internal, External Commands.
- 2) Input Output Devices - Keyboard, Mouse, VDU, Floppy Disk, Harddisk, Printers, CD-ROM
- 3) Data Representation - Number system (Decimal Binary) and Conversion.
- 4) Flow Chart- Meaning - Symbols - Some example.
- 5) Programming Languages - HLL, LLL, Assembly.
- 6) WordStar -
 - i) Introduction: WS Package, Uses, Starting WS, Main Menu, Commands. D-document, N-non-document, P-Print, X-exit, L,C,E,O,Y,F,R command.
 - ii) Creating a file : Type text, Saving a file, Printing file.
 - iii) Editing Text : Cursor movement command, Scrolling commands Erase and Unerase command.
 - iv) Basic Quick Movement commands, Block command, Print command.

Reference Books :

1. Computer and Commonsense : Hunt and Shelly
2. Notes for computer Course Vol. 1 : Fadke, Moghe (In Marathi Language)
3. WordStar Profession 4.0 Made Simple : R.K. Taxali
4. Introduction to Computer : V. Rajaramn.

2.1 SOCIAL LEGISLATION:

1. A) Concept of social justices and relevant provisions in the Indian constitution, outstanding features of the Indian constitution.
B) Concept of Human Rights.
C) Concept and scope of social legislation.
2. Family law -
 - i. The Hindu Marriage Act, 1955.
 - ii. The Special Marriage Act, 1956.
 - iii. Marriage and divorce among the muslims.
 - iv. The Hindu Succession Act.
3. Acts relating to women and children :
 - i. The Juvenile Justice Act, 1986.
 - ii. The Child Marriage Restraint Act, 1929.
 - iii. The Hindu Adoption and Maintenance Act, 1956.
 - iv. The Dowry Prohibition Act, 1961.
 - v. Immoral Traffic (prevention) Act, 1987.
 - vi. The Medical Termination of Pregnancy Act, 1972.
 - vii. The Probation of Offenders Act, 1958.
 - viii. The Maternity Benefit Act, 1961.
4. Process and problem of detention, parole and bail.
5. a) Prevention of food Adulteration Act.
b) The consumer Protection Act.
c) Removal of unteachability.
6. Enforcement and administration of the law-the legal benefit scheme and family courts, loknyalayas.

Reference books:

1. Gangrade, K.D. - Social Legislation.
2. The constitutional of India, English and Marathi version, Govt. Publication.
3. Social legislation and rural problem - M.A. Khan, Uppal Pub. Holuse, New Delhi.
4. Paul Chaudhari : Child Welfare Manual.
5. Various Acts.

2.2 SOCIAL DEVELOPMENT

1. Social welfare policy:-definitions, steps & principles of policy making
2. Social welfare planing - aspects of planing, principles of planning and importance of planning.
3. Social welfare administration - historical development of social welfare administration - purpose, principles and functions of social welfare administration.
4. Registration constitution of social welfare institution.
5. Organisation and Bureaucracy in social welfare institution.
6. Supervision and public relations in social welfare institution, co-ordination between government and voluntary organizations.
7. Problems of finance in social welfare administration - Budgeting, Accounting, Record-keeping and Funds raising.
8. Personnel administration - Recruitment, training and welfare facility for personnel.
9. Supervision - definition, Areas and types of supervision, purposes and functions of supervision.
10. Grants-in-Aid for social welfare institution, Central Social Welfare Board, State Social Welfare Board.
11. Concept and Philosophy of Social Development.
12. Approaches to social Development.
13. Programme design and evaluation.
14. Disaster Management - meaning, nature and scope.
15. Review of history of disasters in India.

Recommended Readings

1. Social Development - Prof. R.R. Singh
2. Social Policy, Planning and Administration - DR. K.K. Jacob.
3. Ecosoc - Social Development Report on the world social situation, U.N. New York, 1993.
4. U.N.Report of the World Summit for Social Development, U.N., New York, 1995

G-1 CORRECTIONAL SOCIAL WORK

Juvenile Delinquency

1. Definitions and basic concepts :-
 - a) Juvenile delinquency
 - b) Vagrancy
 - c) Truancy
 - d) Juvenile justice.
2.
 - a) The nature and extent of juvenile delinquency in India and Maharashtra.
 - b) Causation of Juvenile delinquency.
3. Institutional facilities.
 - a) The nature and functions of observation home, juvenile home, industrial schools, certified schools.
 - b) Institution for delinquents as treatment centres.
 - i) Aims of treatment.
 - ii) Programs and services in institutions.
 - iii) Process of treatment and rehabilitation.
4.
 - a) Concepts of juvenile care
 - b) Juvenile after care services in India.
5. Juvenile justice mechanism and the role of police in juvenile justice the role of social worker in juvenile justice and prevention of delinquency.

Audit crime

1.
 - a) Definition of crime and criminology.
 - b) The nature and extent of crime in India and Maharashtra.
 - c) Theories of crime and causation of crime.
2. Institutional and non-institutional services in India.
 - a) Open jail, jails and institutions for women criminals.
 - b) Parole
 - c) Probations
 - d) After care
 - e) Prevention services
 - f) Rehabilitation of criminals
3. The role of social workers in prevention of crime.

Reference Books

1. M.J. Sethana - Society and criminals.
2. Dr. S.V. Kaldate - Society, delinquent and juvenile court, Ajanta Publication, New Delhi.
3. Dr. Hansa Seth - Juvenile delinquence in Indian settings.
4. S.R. Mukharjee - Administration of Juvenile correlational institution.
5. Dr. G.R. Madan - Indian Social Problem, Volume-II.
6. S.P. Shrivastav - Juvenile Justice in India, Ajanta Publication.
7. Handbook of Welfare 1987 -Encyclopaedia of social work, New Delhi.

G-2 FAMILY WELFARE :

1. Indian family - characteristics and issues.
2. Individual's rights and responsibilities within the family.
3. Family's rights and responsibilities.
4. Specific problems of families below poverty line & high risk families.
5. Factors and forces leading to family crises - gender -bias, migration, role, conflict, urbanization, industrialization, population growth etc.
6. Role of social work in relation to services needed.
7. Counseling - methods and areas of child welfare.
8. Problems of various categories of children-children from single parent families, street children, delinquent children, children in institutions, working children, victimism children etc.
9. Concept of population duration and family life education, planned parenthood and family life-cycle.
10. Problem of population explosion and measures to control it.
11. A survey of child welfare services in India.
12. Integrated child Development Scheme-an overview.
13. Concept and methods of counseling in family and child welfare.
14. rights of children.

Reference Books

1. Kapadia K.M. - Marriage and family in India, Oxford University Press, Mumbai.

2. Mathur Deepa-Women family and work Rawat Pub., New Delhi-1992 Sinha R.
3. Dynamics of change in the modern Hindu family- Concept Pub.New Delhi.
4. Srinivas M.N.+ Changing positions of Indian Women - Oxford University Press Mumbai (1978)
5. Report of national seminar working with families NIMHANS, Bangalore (1994)
6. Rehabilitation of child labourers in India- by Patil R.N., Ashish Publishing house New Delhi.
7. Social work and social work education - Gore M.S., Asia Publishing House, Mumbai.
8. Pathak. G.S. - The Indian family in the change and challenge of the 70's, Sterling Publishers, New Delhi.
9. Dynamics of population and family welfare 1987 - K.Shrinivasan, S.Mukerji.
10. Population problems - Dr. Birendrakumar Jha.
11. Integrated child development services - an evaluation - S. Nayan Tara - Usha Ramkumar.
12. लोकसंख्या शिक्षण - संकल्पना व कार्यवाही - व.रा.नागपुरे व दि.कृ.जये.
13. लोकसंख्या शिक्षण - प्रा.बा.ग.अहिरे व के.एम.बोदाई.
14. ICDS and Evaluation by - S.Nayan Tara and Usha Ramkumar.

G-3GENERIC

SOCIAL SECURITY AND LABOUR WELFARE

1. Concept, scope and philosophy of social security and labour welfare.
2. Constituents of social security
 - a. Social insurance
 - b. Social assistance
3. Evolution of social security in U.K., U.S.A. and India.
4. Social Security schemes in India
 - i. Employees State Insurance Act, 1948.
 - ii. Work mens compensation Act, 1923.
 - iii. Employee's Provident Fund Scheme.

- iv. Family pension.
- v. Old Age Pension.
- vi. Employment Guarantee Scheme of Govt. of Maharashtra.
- vii. Social Assistance Schemes in India.
- 5. Problem of extending social security to unorganized workers.
- 6. Nature, scope and Agencies of Labour Welfare.
- 7. Statutory and non-statutory welfare facilities.
- 8. Approaches to labour welfare.
- 9. Principles of labour welfare.
- 10. Health, Safety and welfare with reference to the factories Act, 1948.
- 11. Role of labour Welfare officer.

Reference Books

- 1. Labour welfare - Jois, P.V., Somaiya Pub. Pvt. Mumbai.
- 2. Aspect of labour welfare and social security - Salma A.M., Himalaya Publication house Mumbai.
- 3. Readings in Indian labour and social welfare - Mongia J.N., Atmaram and Sons Pub. Delhi.
- 4. Introduction to social welfare - W.A. Friedlander and Apte.
- 5. Social security system in India - D.C. Srivastava, Lokbarati Pub. Allahabad.

COMMUNITY DEVELOPMENT COMMUNICATION AND EXTENSION

1. i. Concepts of community development
 - a. Definition
 - b. Objectives
 - c. Features of CD. programme
- ii. The process of C.D.
- iii. Methods of C.D.
- iv. Principles of C.D.
- v. Historical review of C.D. programme in India.
- vi. Concept and philosophy of Panchayat Raj.
- vii. Organisational structure of Panchayat Raj.
- viii. Evaluation of Panchayat Raj.
2. ix. Concepts of development communication and extension education.
- x. Methods of extension.
- xii. Classification and selection of communication channels.
- xiii. Essentials of effective organisation, oral communication.
- xiv. Blocks in communication, Effective Feedback, role of communication planer.
- xv. Importance of training in communication and extension.

Recommended Books

1. New partnership in Rural Development by D. Paul Chaudhari.
2. Community Development and Panchayat Raj in India - Suganchand Jain.
3. सामुदायिक विकास आणि विस्तार शिक्षण - प्रा. बा. वि. तिजारे.
4. सामुदायिक विकास आणि विस्तार कार्यची मुल्यतक्के - च. वा. लाडे.
5. Kurukshetra. Pub. Div. Ministry of I & B. Patiala House, Tilak Marg, New Delhi.
6. Education and communication for Development, Dahama adn Bhatnagar.
7. Rural Development in India Pub. by National Institute of Rural Development, Hyderabad.
8. Community Development (An analysis of the program in India by S.N. Bhatnagar.)

G-5 DEVELOPMENT OF WEAKER SECTIONS

1. Weaker section of the society - definition and meaning, criteria and classifications, scheduled Caste, Schedule Tribe, Other Backward classes, Women and Children, Agricultural and unorganised labour.
2. Welfare of Scheduled caste / tribe and backward classes - economy and problems of integration of these sections with the wider society.
3. Constitutional provisions and safe guards for scheduled castes and tribes.
4. Reservation policy - reservation of seats in legislatures, public services and educational institutions, critical assessment of governmental measures for the welfare of backward class.
5. Women and children welfare-Demographic characteristics of women and children, schemes for welfare of women and children.
6. Agricultural and unorganised labour-problems of unorganised labourers-unorganized labour - types, areas and governmental measure to overcome the problems.
7. Mandal commission - historical review of the mandal commission, effects of Mandal commission and the life of other backward class.
8. Role and functions of the social worker in the areas of welfare and development of the weaker section.
9. Assessment of the task of Dr. B.R. Ambedkar, Mahatma Phule, Chatrapati Shahu Maharaj and other social workers / reformers.

Reference Books

1. R.S.Revanker - The Indian constitutions - A case study of backward classes.
2. P.B. Gajendragakdar - Law, Liberty and Social Justice.
3. P.T.Barale - Segregations and desegregation in India.
4. G.S.Gharye - The Schedule Tribes.
5. Indian Council for child welfare - A national policy for child welfare.
6. Desai, Neera-Women in Modern India.

7. Social change in India - B. Kuppaswamy Konark Publishers Pvt. Ltd.
8. D.S. Obeg - Tribal economy.

TW-1 TRIBAL LIFE

1. Definitions of tribe, population strength, number, distribution, list of major tribes in India and Maharashtra.
2. The world view of Indian tribes - habitat, a tribal village.
3. Tribal self image - an identity - family, marriage, kinship, sub divisions, clan organisation, values.
4. Traditionality and change among tribals of North Maharashtra.
5. Patterns of inter-tribal relationship, interaction between tribes and non tribes.
6. Economic system, tribes and forest economy, special reference to shifting cultivation.
7. Political system - traditional and emerging political structure, socio-political movements among the Indian Tribes.
8. Status and changing role of tribal women.

Recommended Readings

1. Bose N.K. Tribal life in India 1971. New Delhi.
2. Beals and Hoijer : Introduction to Anthropology Macmillan Co. New York, 1959.
3. Boas, Frauz (ed) : General Anthropology D.c. Heath & co. : Boston, 1938.
4. Chapekar L.N. : Thakurs of Sayadri London 1960.
5. Golden Weiser, A.A. : Anthropology F.E. Croft & co. New York, 1945.
6. Kroebar A.L. : Anthropology Harcourt Brace Co. New York 1948.
7. Lowie R.H. : Introduction to cultural Anthropology : Rinehart & Co. New York, 1955.

8. Elvin V. : The Aborigines - Bombay 1944.
9. Majumdar D.N. : Races & Cultures of India, Bombay, 1961.
10. Mamonica C.B. : Tribal demography of India Allahabad, 1957.
11. Radcliffe Brown A.R. - The andaman Islanders Cambridge, 1953.
12. Risley H: The people of India - London, 1955.
13. Tribal Women and Development - J.P. Singh, M.N. Vyas and R.S. Mann.
14. आदिवासींचे सामाजिक जीवन - डॉ. विलास संगदे.
15. आदिवासी संस्कृती व स्वल्प - डॉ. गोविंद गारे.
16. पावरा समाज व संस्कृती - प्रा. डी.जी. पाटील.
17. सातपुड्याच्या सहवासात - दिलीप डंगडे.

TW-2 TRIBAL PROBLEMS

1. a) Demographic features of tribal in India.
b) Types of tribal settlements.
2. Exploitation of Tribals -
a) Environmental - meaning, falling of trees - natural resources
major projects.
b) Social - bonded labour, atrocities.
c) Economic - low wages, low payments for farms produce land
alienation, problems of trespassing in forest land, unfair
practices in money lending, bribery in receiving benefits under
various schemes, contracts.
3. Problem of displacement due to major/minor river projects/dams.
4. Problems of blind faiths, superstitions due to traditionality,
educational backwardness.
5. Problem of communication in tribal regions.
6. Tribal ecology, impact of forest laws on tribals.
7. Problems of unrest in tribal areas process of Socio-economic changes.
8. Problem of low standard of living, malnourishment, health hazards **absence** /
inefficiency/inadequate health services, alcoholism.
9. The problem created by tribal, non-tribal interaction - educational
backwardness, absenteeism, drawbacks of relevant schemes.

10. Administrative problems - problems of development functionaries - health workers, Government employees etc. practical issues in planning for tribal development.
11. Problem of migration of tribal population - causes and effects.
12. Problems of nomadic tribes.

Recommended Readings

1. महाराष्ट्रातील आदिवासी आणि त्यांचे प्रश्न - सुधीर फडके.
2. आदिवासींच्या समस्या - गोविंद गारे.
3. Problems of Tribal Development - M.G. Kulkarni.
4. Problems of Tribal India - Y.M. Verna.
5. Education and Health Problems in Tribal Development - Kanchan Roy.
6. Curriculum - the training of Tribal Women Leader of Health - by Dr. A.B. Solepure, SBH. Govt. Medical College, Dhule.

TW-3 RURAL AND TRIBAL WELFARE

1. Concept and goals of rural & tribal welfare.
2. Community development and extension education as approaches to rural welfare.
3. History and philosophy of Rural Development in India.
4. Role of Panchayats in rural and tribal welfare.
5. Agencies for rural and tribal welfare.
6. Tribal development policy and administrative structure, tribal development conceptual frame.
7. Approaches to tribal development.
8. Integrated tribal development programme - a critical overview and evaluation.
9. Integrated Rural Development program - an overview.
10. Decentralized planning - concept and scope.
11. Adoption of tribal / nomadic settlement for integrated development.
12. Rural housing schemes, remunerative employment, health and educational facilities infrastructure development, role of NGOs.
13. Budgetary provision for tribal welfare.

Recommended readings

1. Extension & Rural Welfare - by O.P. Dahamee.
2. Community Development in India by B. Mukherjee.
3. Rural Development in India - Pub. by NIRD, Hyderabad.
4. Sharma B.D. - 1978 - Tribal development - The concept & the frame.
5. Vidyarthi L.P. 1974 : Tribal development in Independent India & its future-Man in India - Jan.
6. Sharma B.D. 1977 - Administrative for tribal development, Indian formal of public Administration 23(3) July.
7. Administration for rural development in India by Deogaonkar.
8. Community Development & Panchayat Raj in India - by Sugan Chand Jain.

TV-4 ENVIRONMENTAL SOCIAL WORK

1. Importance and objectives of environmental education.
2. Concept of environment and evolution of environmental management Science.
3. Environment and sustainable development.
4. Interdisciplinary approach to environment management.
5. Models of environmental education.
6. Role of research institution U.G.C., ICSSR, NCERT etc.
7. Problem in implementing environment education.
8. Protection of wild life and bio-diversity in Indian context.
9. Pollution - causes, types, prevention/control.
10. Aesthetic environment - land scaping, Architectural character of buildings, protection of archeological sites.
11. Economical environment.
12. Technological changes and environment.
13. System approach - concept, objective and steps involved in it.
14. Strategies and means of social work intervention in positive environmental action.

Reference Books

1. Environmental Ecology and - S.T. Tilak Aerobiology.
2. Environmental Pollution - Yogendra N. Srivastava.
3. Environmental, Man & Nature - Ltd. Co. Gautam Sharma.
4. Environmental pollution and Health Hazard in India - R. Kumar
5. Man. Development and environmental - R. Doria. Avadhesh K. Singh, Suvendra Singh.
6. Environmental Changes and development - M.K. Singh.
7. Environmental pollution Attar Chand.
8. Urbanization and environmental problems - S.D. Maurya.
9. Environmental issues and programs-I Mohan
10. Environmental Management in India - R.K. Sapru.
11. पर्यावरण प्रदूषण - छाटे.
12. पर्यावरणशास्त्र परिचय - मगर.
13. पर्यावरण विज्ञान - पाटील जयश्री.
14. Environmental pollution - G.K. Ghosh.

ENVIRONMENT POLICY, LAW & DEVELOPMENT

1. Government as a protector of hazards of industrial growth.
2. Government policies in the protection and development of environment.
3. Causes and factors of soil erosion, improving the productivity of croplands.
4. Protection & improvement in the location & operation of chemical industries with special reference to fertilizer and pesticide industries.
5. Protection of threatened species & ecosystem; conservation of energy & promotion of inland & marine fisheries resources.
6. Protection of forest & wild life - importance of biodiversity - Role of birds in environment.
7. Role & functions of trade & industries with special reference to chemical & manufacturing units producing effluent water.

8. Role of NGOS in environmental protection environmental awareness.
9. State & central laws related to environmental protection.
10. Introduction of planning of redevelopment - five year plans and Industrial policy, structural aspects of Indian economy, Role of public sector.
11. Agriculture policy frame work, problems of agricultural sector with reference to globalization of Indian economy.
12. Development of irrigation, dairy, poultry, inland and marine fisher, sericulture.
13. Infrastructure development.
14. Development programmes for forest dwellers and landless labourers.

Books for Reference

1. Global Environment Series Vol. 5 - by Rajshekhar C.V.
2. Environment Protection and Law - C.S. Mehta.
3. Environment Management in India - R.K. Sapro.
4. Environmental Issues and programmes - I. Mohan.
5. Environment (Protection) Act, 1986.
6. Environment changes and Development - M.K. Sing.
7. India's Environmental concerns and strategies - by Khosho.

LW-1 LABOUR ECONOMICS AND INDIAN LABOUR PROBLEM

1. Definition, Nature, Scope of labour economics.
2. Labour force as a part of population: supply and demand aspect.
3. Employment - Theories of employment and unemployment, full employment, employment exchange.
4. Wages - Principles of wage determination, Normal and Real wages, Basic wages, fair wages, living wages, minimum wages, Relative wages, wage differential.

Theories of wages - Classical, Neoclassical, keyntial, modern theories, factors determining wages.

Methods of wage payment- Time wage system, Differential piece rate system.

1. Taylors differential piece rate system.
2. Merrick differential piece rate system.
3. Gantts Task and Bonus plan Rousari premium plan, profit sharing and co-partnership, fringe benifit.
5. Labor problem - Absenteeism, labour turnover, migration, Indebtedness, women employment, child labour, contract labour, Bonded labour system, agricultural labour.

Urbanization - problems of urbanization

6. Wage Regulation - Wage fixation, wage structure, National wage policy, first pay commission, Five years plans, Second pay commission, Third pay commission, Forth Paycommission, fifth Pay commission.
7. Productivity - concept Measurement technique of productivity, causes of low productivity of Indian labour.
8. Labour and Technological change - Rationalization, Modernization, Automation, social Impact of Technological change.

Books

1. Labour economics - Appleton J.D.S. M. and B. Handbooks, London, 1975.
2. Economic of labour industrial relation - Bhagoliwal - T.N. Sahitya Bhavan Agra. 1972.
3. Labour Economics - Datar B.N. Allied Pub. Bombay.
4. Labour economics - Helfgott Roy B. Random house, New York, 1974.
5. Industrialism and industrial man - Kerr clerk and other MIT Cambridge U.S.A.
6. Economics of labour - Lester R.A. the MACMILLAN Co. New York.
7. Indian Labour problems - Pant S.C. Chaitanya Pub. House Allahabad.
8. Principles of wages determination - Papola T.S. Somaiya Pub. Bombay.
9. Labour welfare, Trade Union and Industrial relation, Punekar S.D. Deodhar S.B., Shankaran Saraswati, Himalaya Pub. House Bombay.
10. Industry and labour - Ramaswami E.A., Ramaswami Umer, Oxford University Press, Delhi, 1981.

11. Report of National Commission on labour-Govt. of India Pub. Simla.
12. A theory of wage policy - Das Gupta A.K., Oxford University Press, Delhi.
13. International Labour organisation and India - Dhyani S.M. National Pub. House. New Delhi.
14. Wage issue a developing economy - Fonesca A.J. , Oxford University Press. Bombay.
15. Labour problems in Indian Industry - Giri V.V. , Asia Pub. House. Bombay. Planning for employment - Marayana D.L., Despande L.K., Sinha R.K., Bombay.
16. Planning for employment -- Sterline Pub. Pvt. Ltd., New Delhi.
17. Problems of Industrial Society - Faunce W.A. McGraw Hill Book Co., New York.
18. Indian labour problems and prospects - Karnik V.B., Minerva Associates Calcutta.
19. Labour problems - Sinha R.R. and Sinha M.H.
20. Industrial labour in India - Sinha V.B.
21. Labour problems and industrial development in India - Sanjvayya D.
22. Labour economics and labour relations - Reynolds L.G.
23. Labour economics, wages, employment and Trade unions Marshall F.R.
24. Labour economics - William C.G.
25. Principle of economics - Williams C.G.
26. Labour economics and welfare by Desai. Rao and R.S. Davar.
27. श्रमाचे अर्थशास्त्र - डॉ. प्रभाकर देशमुख

LW-2 INDUSTRIAL SOCIOLOGY & PSYCHOLOGY

- I. Industrial sociology - Definition, nature and scope of Industrial sociology.
- II. Sociology system : Factory as a social system, formal & Industrial organisation, social & Industrial stratification, characteristics of Industrial society.

- III. Industrial and Domestic system of production & factory system.
Industrial growth and Industrial sociology.
- IV. Development of Industrial Sociology
Types of productive system and the development of factory system of production.
- V. Psychology- definition, nature, scope and development of Industrial psychology. Importance of study of I.P. to a personnel man.
- VI. Maladjusted worker, causes of maladjustment in Industry, measures to remove maladjustment.
- VII. Human behaviour - perception and learning; frustration and frustrated behaviour, conflicts in Industrial organisation.
- VIII. Motivation - Meaning objective, importance of motivation, positive and negative motivation, financial and non-financial, self motivation, group motivation, traditional theory of work motivation McGregor's theory, X and Y theory, Maslow's need hierarchy theory, Victor's Vroom's expectancy theory Hygiene maintenance theory of Herzberg.
- IX. Communication - In Industry, definition, concept, importance, types, channels of effective communication, factory distorting communication, communication and industrial relation.

Reference Books

1. Berg Ivar - Industrial Sociology, Prentice Hall Inc. N.Y. 1979.
2. Brown David and Harison Michal J-A sociology of Industrialisation and introduction - The Macmillan Press Ltd., London 1978.
3. Faunce, William - Problems of Ind. Society McGraw Hill Book co. New York. 1968.
4. Gisbert, Faseuan S.K. - Fundamentals of Ind. Sociology, Tata McGraw Hill Pub. Co. New Delhi.
5. Miller, Delberg and Forum Williams H. industrial sociology Harper and Row. (Industrial) II edition 1964.
6. Parker S.R. (ed) Brown R.K. and others - The sociology Industry, George Allen, Urwin London 1977, III edition.

7. Chneider, Eugene V. - Industrial sociology McGraw London 1971 II edition.
8. Spaulding Charles B. - An introduction to I. Sociology. Taraporevala Sons and Co. Bombay (text) 1970.
9. Angyris Cris - Personality and organisation. Harper Row international. New York. 1965.
10. Blum, Milton L. Maylor, James C. - Industrial psychology Harper International Edn. New York, 1968.
11. Brown J.A.C. - Social Psychology of Industry Penguin books 1954.
12. Fleishman, Edwin A (edn) - Studies in personal and industrial psychology, the Dorsey Press Home Illinois 1967.
13. Ghosh P.K. and Ghorpade M.B. - Industrial Psychology Himalaya Pub. House Bombay, 1980.
14. Organ Denis W. - The applied Psychology of works behaviour, Business Pub. INC Dallas Texax 1978.
15. Schultz Dviana F. Psychology and Industry. Macmillan U.S.A. 1970.
16. Tannerabaun Arnold S. Social Psychology of work organisation. tavi stock pub. 1971.
17. Miner John B. Industrial Psychology, Macmillan London 1969.
18. औद्योगिक समाजशास्त्र - सुमन पाटे.
19. उद्योगाचे समाजशास्त्र - प्रा. पी. के. कुलकर्णी.
20. कर्मचारी आणि औद्योगिक मानसशास्त्र - प्रा. रवि पंडित, डॉ. प. श्री. पंढरी पांडे.

LW-3 INDUSTRIAL RELATIONS AND TRADE UNIONISM

1. Industrial Relation : Meaning, Concept and scope of Industrial relation evolution and development of industrial relations.
2. Industrial unrest, causes and cure, Trend analysis - causes, cures, conclusions.
3. Collective Bargaining - Meaning, concept, types of bargaining essentials, conditions for the success of collective bargaining collective bargaining process, tactics or strategies of collective bargaining.

4. Workers participation in management - element objective, pre-requisites for effective participation.
5. Machinery for smooth Industrial Relation - Conciliation, Arbitration - Adjustment, Mediation - Grievance handling procedure.
6. Trade Unionism- Concepts, types, functions and purpose of trade unions.
7. Concept, definition types, functions and purpose of trade union. Historical Development of Trade union in India.
8. Union's role in relation to job security, Economic development, Union in relation to law and politics.
9. Social responsibility of Industry and trade union, problems of trade union membership, significance and sources of union finances.
10. a) Concept of T.U. recognition - need for recognition of trade union, status of recognised union, practice of T.U. recognition in India.
b) Union security- open shop, closed shop, union shop and check off.

Reference Books

1. Trade Union Leadership Profile - Acharji Nilima, Ambika Pub., New Delhi.
2. Trade Unionism in under Developed Countries-Ghosh Subrathesh, Book and Publishers, Calcutta.
3. Trade Union Movement in India - Jawaid Schail, sundeep prakashen, Delhi.
4. Indian labour Problems and Prospect - Karnik V.B., Minerva Associates, Calcutta.
5. Labour Movement in India- Sharma G.K., Sterling Pub.Pvt.Ltd., New Delhi.
6. Indian Trade Union Leaders - Singh Jaspal, National Publishing House, New Delhi.
7. Trade Unions in India - Verma, Pramod and Mukherjee, Oxford and IBH Pub Co., New Delhi.

8. Labour Welfare, Trade Union and Industrial Relation - Punekar S.D., Dodhar S.B. and Sankarn, Himalaya Pub. House, Bombay.
9. Economic of labour and industrial relations - Karnik V.B., Somaiya Pub. Pvt. Ltd., Bombay-1.
10. Indian working class Movement-mathur J.S., J.S. Allahabad, Ramanujan G.
11. From the Babul tree story of Indian Labour - Indian Trade Union Congress, New Delhi.
12. Trade Unions and Politics on India - Crouch Harold, Manal talas, Bombay.
13. Dynamics of Industrial relations in India - memoria C.B. Himalaya Pub. House, Bombay, latest edition.
14. Industrial labor and industrial relations in India, Volume II -Memoria C.B., Kitab Mahal, Allahabad.
15. Law Relating to trade Unions in India - Srivastava, Eastern Book Co. Second Edition.
16. Industrial relations and workers involvement - Michael V.P. Himalaya Publication, Bombay.

LW-4 PERSONNEL MANAGEMENT

1. Definition, scope, principal of personnel management and function of personnel management.
2. Personnel policies procedures and programs : Personnel policies, aims and objectives, needs for personnel policies, principles of personal policies, Essential test of sound personnel policy.
3. Recruitment and selection - Internal sources external sources, methods and techniques of requirement - direct method - indirect method - third part method, selection procedures, essential of selection procedure, steps in selection procedure.
4. Training - Terms of training, Assessment of training and development needs importance, principles of training, training methods/techniques, training evaluation.

5. Promotion, Demotion, & transfer, purpose of promotion, types of promotion, promotion programme & procedure policy, causes of demotion, transfer, purpose of transfer, procedure for transfer & development.
6. Performance appraisal - Importance & purpose, methods techniques tools
 - Appraisal by result/management by objectives. C.M.B.O. process, benefit of M.B.O. programme/problem of appraisal, how appraisal may be successful.
7. Compensation system -
 - a) Job Evaluation - techniques, definition, objectives, principle, procedure, advantage limitation.
 - b) Managerial function, knowledge & skill of manager, characteristic of manager purpose & objectives of management development, importance of management development, executive development, process, techniques of management development, factors inhibiting management development.

Reference Books

1. Personnel Management - Flippo Edwin.
2. Personnel Management in India - Sen Gupta and Others.
3. Personnel Management - Vorthcott.
4. Personnel Administration and practice - Rudra Basavraj.
5. Personnel Management & Organisation behaviour - S.K. Gokhale.
6. Cases in personnel management S.K. Gokhale.
7. Dynamics of Personnel Administration - Rudra Basavraj.
8. Personnel Management in India - Indian Institute of Personnel Management.
9. Readings in Personnel Management - J.A. Panakel, nite D.C. and T.K. Karunakaran.
10. Personnel Management (Management of human Resources IIIrd edition, (1983) Dr. C.B. Mamoria.
11. Personnel Management - Arun Monnappa, Mirza S. Sayadain, Indian Institute of Management, Ahmedabad.

12. Managing the Managers - D.W. Gaitonde, manual on service condition of managers.
13. Labour Law Agency - Apprentices Act 1961. with rules.
14. Workers education in India - K.K. Kakkar.
15. Personnel Management and Industrials Relation in India - Davar, Dale Yoder.

LW-5 LABOUR WELFARE AND LABOUR LEGISLATION

Labor Welfare

1. Concept, definition, nature, objectives, need, scope, principles, approaches and agencies of labour welfare.
2. Impact of industrialisation on working and living conditions of workers. Intra-mural and extra-mural L.W. facilities, statutory and non-statutory L.W. Activities.
3. Labour welfare activities - Housing, health, hygiene, safety, recreation, social security, role of labour welfare officer.
4. Maharashtra L.W. board and its contribution to well being of working class, workers education, ILO, structure and functions.

Labour Legislation

5. Principles of labour legislation : social legislation and labour ^{and} legislation, forces influencing modern social/labour legislation in India, objective of Factory Legislation.
6. Normative/protective legislation - The factories Act, 1948, Mines Act 1952, plantation Act 1951, Bombay shops and Establishments Act 1948, Apprentices Act 1961.
7. Social security and welfare legislation-workmen's compensation Act 1923, Maternity Benefit Act 1961, ESI Act, E.P. F Act 1932 Family pension scheme 1971, Payment of Gratuity Act, 1972.
8. a) Wage legislation - Payment of wages Act 1936, Minimum Wages Act, 1948, payment of bonus Act 1965.
- b) I.R. Legislation T.L. Act 1926, I.E. (S.O.) Act 1946, I.D. Act 1947, M.R.T.U.P.U.L.P. Act 1972.

Reference Books

1. Labour relations law in India : Agrawal. S.L. The Macmillan Co. India (Delhi).
2. Industrial Law - Bulchandani K.R.. Himalaya Pub. House Bombay.
3. An Introduction to labour - Berarwalla F.L., Vora and Co. Bombay 1974
4. Industrial law-Himalaya Pub. House, Bombay. 1981. editon.
5. Misconduct in Employment.
6. The role of Labour law in developing countries - I.L.O., L.M.R. series number 49. I.L.O. Geneive 1975.
7. Law and procedure of departmental enquiry - Ghaiya B.R.
8. New comprihencive labour law on industrial relations - Jain Madan G. Delhi law institute, Delhi 1978.
9. A Study of Industrial law - Kothari G.M., N.M. Tripathi. Pvt. Ltd. Bombay, 1978.
10. Labour law agency - The industrial disputes Act, latest edition.
11. Labour law agency - The employees state insurance Act. 1948. Latest edition.
12. Labour law agency - The factories Act 1948. latest edition.
13. Labour law agency - The payment of wages Act. 1936 latest edition.
14. Labour law agency - The employees P.F. Act 1958 with family pension scheme 1971.
15. Labour law agency - Maharashtra labour welfare fund 1953.
16. Labour law agency - Industrial Employment (Standing Ord. Act. 1946)
17. labour law agency - Maharashtra Mathadi, Hamal, and Manual workers (REW) Act. 1969.
18. Labour law agency - Bombay industrial relation Act 19
19. The Industrial law - Malik P.L., Eastern book Co. Lucknow, latest edition.

20. On labour legislation - More M.T., Smt. Rajashree, Bombay, 1972.
21. M.R.T.U. and Prevention of unfair labour practices Act 1971 - Shintre V.P., Orient Longman Ltd., Bombay.
22. Hand book on labour laws - Shintre V.P., Labour law agency Bombay, latest editon.
23. Industrial relation machinery - Srivastava S.C., Deep and Deep Pub. New Deli, 1983.
24. The industrial law - malik P.L., Eastern Book Co. Lucknow, latest editoin.
25. Workers welfare and law - Choudhary Pavan, metro book Co. Pvt. Ltd., New Delhi latest edition.
26. The minimum wages Act. 1948- Chopra D.S. and Apte S. Eastern Law House, Calcutta. Latest edition.
27. Labour legislation in India - I.L.O. (India) 1957.
28. Labour Administration - Husband J.I., Oxford and Pub. Co. New Delhi, 1980 (ILO).
29. Elements of Industrial Law - Kapoor M.D., Elements Industrial law Sultanchand and Sons, New Delhi, Latest edition.

CD-1 RURAL AND URBAN SOCIOLOGY

Rural Sociology

1. Rural sociology - meaning scope and relation to general sociology.
2. Traditional system of social stratification : caste, structure of caste intercaste relationship.
3. Folk and peasant society, types of villages in India, the physical structure, system of Land tenure.
4. Traditional village organisation - function, merit, demerits. Leadership in Indian villages and its impact.
5. Changing rural social structure in India - Urbanisatin and rural society, rural migration to cities.
6. Rural industrialization and social change.

Urban Sociology

7. Urban sociology - meaning, scope and relation with general and rural sociology.
8. City in history, the ancient and medieval Indian city - Urbanization in modern India.
9. Demographic and occupational aspects, Ecological patterns of cities.
10. Urbanisation, industrialization and economic development.
11. Urbanization and social institution - marriage, family education and recreation.
12. Social stratification in urban society.

Books

1. Rural Sociology - G Das
2. Urban Sociology - G Das
3. Rural Sociology - A.R. Desai.

CD-2 PROBLEMS OF RURAL AND URBAN COMMUNITIES

Problems of rural communities:

1. a) Poverty - concept, definition, distribution of population below poverty line - indicators of poverty - causes of Poverty.
b) Unemployment - Underemployment & its causes.
2. Problems of agriculture - soil erosion, soil conservation, fertilizer, seeds, crops yielding, irrigation, water management, agricultural labour.
3. Problems of rural credit system and banking.
4. Problems of housing, education, recreation, health.
5. Problem of gambling, alcoholism, tradition, superstitions, illiteracy, adult education, small scale and cottage industry.
6. Problems of individual, community and social disorganisation in rural areas.

Problems of urban communities

7. Problems of urbanization and industrialization

8. Urban slum - causes and effect of slums on urban life and slum improvement programme.
9. Programmes of housing, health, sanitation, education, recreation, unemployment, sound pollution, air pollution.
10. Problems of family, marriage, class, integration.
11. Problems of prostitution, alcoholism, Gambling, Child Labour, Street Child.
12. Problems of migration to urban areas and impact of urbanization on rural life.

Books

1. G.R. Madan - Indian Social Problems
2. A.R. Desai - Rural Sociology
3. Roy Turner - Indian Urban Future
4. Borigel - Urban Sociology.
5. Kuppaswamy - Social Change.

CD-3 COMMUNITY DEVELOPMENT AND EXTENSION

1. Community development - concept, definition, features and objectives of community development.
2. The process and methods of community development.
3. Principles of community development.
4. Historical review of community development programme in India (bhudhan, sarvodaya, shriniketan, sevagram firkavikas).
5. Evaluation of community development programme in India.
6. Concept, scope, meaning, aims & objective of social education.
7. Areas of social education
 - a) literacy education. b) worker education.
 - c) adult education. d) youth education
 - e) children education
8. Social education and community development.
9. Importance of community centers for social education.

10. Concept, function, definition, importance in development communication.
11. Feed back in communication -
 - a) communication - communicate relationship
 - b) process of feed back.
 - c) effects of feed back in communication.
12. Organisation communication in development- meaning & types.
13. Communication planners - meaning, scope, communication planing.
14. Interpersonal communication and mass media indeveloping societies
 - a) development issue of communication.
 - b) mass media in developing societies
15. Problems in developmental communication
16. Extension education - concept, objectives, importance, types.
17. Communication channel for extension education - selection of communication channel in extension education. Audio visual aids-use of talk, meeting, conference, tours, camping, camp, extension methods and formal methods.
18. Training for social education, community development, developmental communication, extension education.
19. Role of C.D. workers, extensive workers, communicators, social educator worker in community development.

Reference books

1. B.N.Ahiya, S.S. Chhabra - Community development.
2. Jaypee Brothers - The community developers.
3. Community Development and Panchayat Raj in India - Suganchand Jain.

CD-4 GOVERNMENT AND VOLUNTARY AGENCIES FOR COMMUNITY DEVELOPMENT

Government and voluntary agencies in rural development

1. Rural development - meaning and objectives.
2. Programme planning for rural development - meaning, principle for rural development, component of program planing, program priorities and peoples participation in program planning.

3. Government agencies for rural development - national, state district and local agencies.
4. Functions of village panchayat - role of VLV, BDO, concepts, objectives and of panchayat raj and its organisation at various levels, various government programs for rural development such as IRDP, DPAP, DRDA, NREP etc..pa
5. Role of voluntary agencies for rural development at various levels - national, state, district and local level.
6. Programs for rural development -
 - a) Co-operative programs
 - b) Land development and water management programme.
 - c) Educational and social education.
 - d) Rural employment scheme.
 - e) Rural health programme
 - f) Rural housing
 - g) Small scale and cottage industries.
7. Administrative organisation and processes administrative organisation at village, block, state and union level.
8. Political process and rural development - impact of political process on rural development.

GOVERNMENT AND VOLUNTARY AGENCIES OF URBAN DEVELOPMENT

9. History of local self government in urban areas in India.
10. Forms of municipal government - municipality corporation, municipality council-organisation - its powers - executive in municipality government, Function of urban local bodies, Municipality administration -organisation of development and their functions, municipal personnel administrative recruitment functions.
11. Finance of municipal government, sources of income.
12. Programme and activities of municipality government - education, health, recreation, housing, electric and water supply, urban welfare, slum.

13. State control over urban local bodies and problems of municipal government.
14. Role of voluntary agencies in urban development.
15. Role of government agencies in urban development.
16. Approach to urban community development, community development in new housing projects, communities welfare council its structure and functions, mobilising community resources.

Reference books

1. Rural development in India - published by NIRD, Hyderabad.
2. Extension and rural development - O.P. Dahama
3. Administration for rural development in India - Deogaonkar.
4. Community development program in India - Prabhakar Singh.
5. Local self government in India - S.R. Maheshwari.
6. R.A.K. Kapoor & Dharanvir Singh - Rural development through NGO's.
7. K.S. Singh - A simple study of comparative local government and administration.

CD-5 RURAL ECONOMY AND CO-OPERATION

1. Rural economy - definition and scope - rural traditions in India, Pattern of Indian rural economy.
2. Rural economic development during the plans.
3. Economic of agriculture-technical problems, irrigation, soil conservation Manures, fertilizers and plant breeding.
4. Problem of organisation and management - land problem, abolition of intermediary tenures reduction of rents, security of tenure, ownership rights, ceiling on agricultural holdings.
5. Organizing units - Bhoodan and Gramdan, agriculture reorganisation, farm management, land legislation, methods of cultivation.
6. Rural industries cottage and village industries - agricultural workers landless workers.

7. Co-operation - meaning and objectives of co-operation - values and principles of co-operation.
8. Different types of co-operative societies in India.
9. Co-operative education and training.
10. Relationship between co-operation, socialism and democracy co-operation as an alternative form of organisation.
11. History of co-operation movement in India with specific reference to Maharashtra.
12. Legislative, administrative and organisational procedures related to various types of co-operatives.
13. Role of co-operative organisation as a strategy of working with the rural and urban poor. -
Various types of credit systems.

Books

1. Alak Singh - Indian Economy.
2. Bansil P.C. - Agricultural Problems in India.
3. Srivastava-Agarival and Kapuria - Agricultural Economics and co-operation.
4. Hough - The co-operative movement in India.
5. कृषी अर्थशास्त्र - विजय कवीमंडन.
6. सहकार - मोहन तराफ.

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