KAVAYITRI BAHINABAI CHAUDHARI NORTH MAHARASHTRAUNIVERSITY, JALGAON

Faculty of Humanities

SYLLABUS OF MSW SECOND YEAR
(IIIrd and IVth Sem.)

Programme Code: M.S.W.

UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

Revised Rules and Regulations With effect fromAcademic Year: - 2022 -2023

Prepared By

BOARD OF STUDIES (SOCIAL WORK)

THIRD SEMESTER (CBCS Pattern)

GROUP	TYPE OF COURSE	COURSE / SUBJECT CODE	TITLE OF THE COURSE	MARKS	CREDITS
COMPULSARY & ELECTIVE	CC	MSW-231	SOCIAL LEGISLATION IN INDIA	100	4
	SEC (Any ONE out of two Skill Enhancement courses)	MSW-232	DISASTER MANAGEMENT AND SOCIAL WORK	100	4
		MSW-233	WOMEN DEVELOPMENT AND SOCIAL WORK	100	4
	FWP III	MSW-234	FIELD WORK PRACTICUM	150	6
From Following Specialisation wise Discipline specific course select one specialisation group of 3 subjects					
GENERIC	DSE	MSW-G-3	CORRECTIONAL SOCIAL WORK	100	4
	DSE	MSW-G-4	DEVELOPMENT OF WEAKER SECTIONS	100	4
	DSE	MSW-G-5	YOUTH AND DEVELOPMENT	100	4
TRIBAL WELFARE	DSE	MSW-TW-3	TRIBAL DEVELOPMENT SCHEMES AND PROGRAMME	100	4
	DSE	MSW-TW-4	ECOLOGY AND SOCIAL WORK	100	4
	DSE	MSW-TW-5	ENVIRONMENT POLICY AND LAW	100	4
COMMUNITY DEVELOPMENT	DSE	MSW-CD-3	RURAL & URBAN ECONOMY	100	4
	DSE	MSW-CD-4	COMMUNITY DEVELOPMENT AND GOVERNANCE	100	4
	DSE	MSW-CD-5	MANAGEMENT OF VOLUNTARY ORGANIZATION	100	4
HUMAN RESOURCE MANAGEMENT	DSE	MSW-HRM-3	HUMAN RESOURCE MANAGEMENT	100	4
	DSE	MSW-HRM-4	PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS	100	4
	DSE	MSW-HRM-5	ORGANIZATIONAL BEHAVIOUR	100	4
CHOOSE ONE OUT OF FOUR (No Weightage in CGPA)	AUDIT COURSE	AC 301 (A) AC301 (B) AC 301 (C) AC 301 (D)	Computer Skills Cyber Security SPSS In Social Sciences Skills of Data Analysis	100	2
			Total Credits of the Semester – 26 + 2		

FOURTH SEMESTER (CBCS Pattern)

GROUP	TYPE OF COURSE	COURSE / SUBJECT CODE	TITLE OF THE COURSE	MARKS	CREDITS
COMPULSARY / ELECTIVE	CCM-5	MSW -241	SOCIAL POLICY, PLANNING AND ADMINISTRATION	100	4
	SEC (Any ONE out of two Skill Enhancement courses)	MSW -242	HEALTH SYSTEM IN INDIA	100	4
		MSW -243	CORPORATE SOCIAL RESPONSIBILITY	100	4
	FWP IV	MSW -244	FIELD WORK PRACTICUM	150	6
	RD	MSW-245	RESEARCH DISSERTATION (PROJECT REPORT)	150	6
	VV 2	MSW-246	VIVA VOCE	50	2
From Following Specialisation wise Discipline specific course select one specialisation group of 3 subjects					
GENERIC	DSE	MSW-G-6	INSTITUTIONAL MANAGEMENT	100	4
	DSE	MSW-G-7	SOCIAL WELFARE AND SOCIAL JUSTICE	100	4
	DSE	MSW-G-8	FAMILY AND CHILD WELFARE	100	4
TRIBAL WELFARE	DSE	MSW-TW-6	ADMINISTRATION OF TRIBAL WELFARE	100	4
	DSE	MSW-TW-7	ENVIRONMENT DEVELOPMENT PROGRAMME	100	4
	DSE	MSW-TW-8	RURAL, TRIBAL MOVEMENT IN INDIA	100	4
COMMUNITY DEVELOPMENT	DSE	MSW-CD-6	SOCIAL EDUCATION AND DEVELOPMENT	100	4
	DSE	MSW-CD-7	PARTICIPATORY APPROACHES OF COMMUNITY DEVELOPMENT	100	4
	DSE	MSW-CD-8	ADMINISTRATION OF URBAN DEVELOPMENT	100	4
HUMAN RESOURCE MANAGEMENT	DSE	MSW-HRM-6	LABOUR ECONOMICS AND INDIAN LABOUR PROBLEMS	100	4
	DSE	MSW-HRM-7	PERSONNEL PROCEDURES & PRACTICES	100	4
	DSE	MSW-HRM-8	INDUSTRIAL SOCIOLOGY	100	4
CHOOSE ONE OUT OF FOUR (No Weightage in CGPA)	AUDIT COURSE	AC 401 (A) AC401 (B) AC 401 (C) AC 401 (D)	Human Rights Current Affairs Personality Development Writing and Record Keeping Skills	100	2
Total Credits of the Semester – 34 + 2					

(**CC** - Core Course, **CCM** - Core Course Method, **IC** - Interdisciplinary Course, **FWP** - Field Work Practicum, **VV** - Viva Voce, **RD** - Research Dissertation, **AC** - Audit Courses, **SEC** - Skill Enhancement Course, **DSE** - Discipline Specific Elective)

LIST OF AUDIT COURSES
(SELECT ANY ONE COURSE OF CHOICE FROM SEMESTER II, III & IV)

Semester I (Compulsory)		Semester II (Choose ONE) Personality & Cultural Development		Semester III (Choose ONE) Technology + Value Added Course		Semester IV (Choose ONE) Professional and Social + Value Added Course	
Course Code	Course Title	Course Code	Course Title	Course Code	Course Title	Course Code	Course Title
AC 101	Practicing Cleanliness	AC 201 (A)	Soft Skills	AC 301 (A)	Computer Skills	AC 401 (A)	Human Rights
		AC 201 (B)	Sport Activities	AC 301 (B)	Cyber Security	AC 401 (B)	Current Affairs
		AC 201 (C)	Yoga	AC 301 (C)	SPSS in Social Sciences	AC 401 (C)	Personality Development
		AC 201 (D)	Music	AC 301 (D)	Skills of Data Analysis	AC 401 (D)	Writing and Record Keeping Skills

*(** Note: The paper of audit course will be of 100 marks which will be examined at college level. The marks of this course will not be obtained in the total marks of MSW but only grades will be given)*

SUBJECT STRUCTURE OF MASTER OF SOCIAL WORK (M.S.W.)
THIRD SEMESTER (CBCS Pattern)

GROUP	TYPE OF COURSE	COURSE / SUBJECT CODE	TITLE OF THE COURSE	MARKS	CREDITS
COMPULSARY & ELECTIVE	CC	MSW-231	SOCIAL LEGISLATION IN INDIA	100	4
	SEC (Any ONE out of two Skill Enhancement courses)	MSW-232	DISASTER MANAGEMENT AND SOCIAL WORK	100	4
		MSW-233	WOMEN DEVELOPMENT AND SOCIAL WORK	100	4
	FWP III	MSW-234	FIELD WORK PRACTICUM	150	6
From Following Specialisation wise Discipline specific course select one specialisation group of 3 subjects					
GENERIC	DSE	MSW-G-3	CORRECTIONAL SOCIAL WORK	100	4
	DSE	MSW-G-4	DEVELOPMENT OF WEAKER SECTIONS	100	4
	DSE	MSW-G-5	YOUTH AND DEVELOPMENT	100	4
TRIBAL WELFARE	DSE	MSW-TW-3	TRIBAL DEVELOPMENT SCHEMES AND PROGRAMME	100	4
	DSE	MSW-TW-4	ECOLOGY AND SOCIAL WORK	100	4
	DSE	MSW-TW-5	ENVIRONMENT POLICY AND LAW	100	4
COMMUNITY DEVELOPMENT	DSE	MSW-CD-3	RURAL & URBAN ECONOMY	100	4
	DSE	MSW-CD-4	COMMUNITY DEVELOPMENT AND GOVERNANCE	100	4
	DSE	MSW-CD-5	MANAGEMENT OF VOLUNTARY ORGANIZATION	100	4
HUMAN RESOURCE MANAGEMENT	DSE	MSW-HRM-3	HUMAN RESOURCE MANAGEMENT	100	4
	DSE	MSW-HRM-4	PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS	100	4
	DSE	MSW-HRM-5	ORGANIZATIONAL BEHAVIOUR	100	4
CHOOSE ONE OUT OF FOUR (No Weightage in CGPA)	AUDIT COURSE	AC 301 (A) AC301 (B) AC 301 (C) AC 301 (D)	Computer Skills Cyber Security SPSS In Social Sciences Skills of Data Analysis	100	2
Total Credits of the Semester – 26 + 2					

COURSE TYPE	COURSE CODE	TITLE
Core Course (CC)	MSW-231	SOCIAL LEGISLATION 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) Feature of Constitution of India c) Process of enactment of law d) Social legislation as an instrument of social change.	6/15
2	Classification of Law	a)Substantive Law- Indian Penal Code, b)Procedural Law- Criminal Procedure Code, Law of Evidence c)Civil Law – meaning, concept, scope	6/15
3	Acts Related to Women	a) Marriage system and provisions relating to Divorce amongst various religious groups in India. Special Marriage act 1954 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 e) Sexual harassment of Women at Workplace (Prevention, Probation and Redressal) Act, 2013	7/15
4	Main Provisions of Special Acts	a) The Consumer Protection Act, 2019 b) The Right to Information Act, 2005 c) The Lokpal and Lokayuktas Act, 2013 d) The Mental Health Care Act, 2017	4/15
5	Legal Aid & Public Interest Litigation	: Concept, the scheme and provisions in legal services authority act 1987 : Concept and history of PIL in India. Problems related to PIL	5/15
6	Acts Related to	a) Juvenile Justice (Care & Protection of	4/15

	Children	Children) Act, 2000 b) Provisions relating to Adoption & Succession amongst various religious groups in India. c)Protection of Children from Sexual Offences Act, 2012	
7	Family Courts	Object, concept, structure, Powers of family courts	3/10

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, NirmalaNiketan, Mumbai.

4. Iyer V.R.K, Law Vs. Justice, Deep and Deep Pub.New Delhi.

5. BasuDurga Das Introduction to the Constitution of India Prentice Hall of India, New Delhi-01

6. Indian Penal Code

7. Criminal Procedure Code in India

8. Special Marriage Act 1954

9. The Dowry Prohibition Act, 1961

10. The Medical Termination of Pregnancy Act, 1972

11. The Medical Termination of Pregnancy Act, 1972

12. The Domestic Violence Act, 2005 and relevant provisions under the Indian Penal Code

13. Sexual harassment of Women at Workplace (Prevention, Probation and Redressal) Act, 2013

14. The Consumer Protection Act, 2019

15. The Right to Information Act, 2005

16. The Lokpal and Lokayuktas Act, 2013

17. The Mental Health Care Act, 2017

18. Juvenile Justice (Care & Protection of Children) Act, 2000

19 Sonawane Sham D., Social Legislation in India, Current Publication , Agra

20. जावडेकर प्राची - ग्राहक संरक्षक कायदा निराली प्रकाशन, पुणे

21. चपळगावकर नरेंद्र - कायदा आणि माणूस, प्रतिमा प्रकाशन, पुणे

22. अभय शेलकर (2014) मानवी हक्क संरक्षक अधिनियम लॉ बुक हाऊस, औरंगाबाद

23. भारत दंडसंहिता (2014) चौधरी लॉ पब्लिशर्स, पुणे

24. डॉ.व्हि.एम.पेशवे (1993) ग्राहक संरक्षक कायदा विद्या प्रकाशन, कोल्हापूर

25. माहितीचा अधिकार(2013) चौधरी लॉ पब्लिशर्स, पुणे

26.अॅड.के.टी.शिरुडकर पोलिसांचे व नागरिकांचे आधिकार

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COURSE TYPE	COURSE CODE	TITLE
SEC	MSW-232	DISASTER MANAGEMENT AND SOCIAL WORK

Course specific Objectives:

- Understand key concepts, theories and approaches of disaster management with specific reference to Indian context
- Develop skills to analyze factors contributing todisaster
- Develop an understanding of the process of disastermanagement
- Develop an understanding of the social worker's role in the team for disaster management.

Course Outcomes: - Students will learn different disaster and measures to reduce the risk due to Disaster. Also students will learn institutional framework for Disaster Management atNational as well as global level. Develop skill that, provide mental and emotional support toPeople cope with Disaster Management and to develop the process of rehabilitation.

Topic No	Title of the Topic	Content	Allotted Hours and marks
1.	**Disasters**	a) Meaning and Concept, definition, b) Characteristics, types and impact - Famine, floods, cyclones, hurricanes, warfare, earthquake, volcanoes; c) Traditional and modern disaster threats and care factor, classification of disasters. Models of disaster - crunch model and release model.	6/15
2.	**Disaster management**	a) Definition and concept; approaches to disaster management, importance and relevance of disaster management in the present environmental scenario, cases studies of disaster management. b) Disaster Management and Phases: Pre-disaster: Prevention, Preparation, education vulnerability and preparedness. Actual disaster: Contingency, short-term and long term plans, search, relief, rescue, recovery and restoration. Post disaster: Rehabilitation andcommemorations.	8/20
3.	**Disaster Policy**	a) The international Decade for National Disaster Reduction. b) United International Strategy for Disaster. Risk Reduction (UNISDR), Hyogo framework for Action (HFA), Sendai framework and Action plan. IDRC Guideline, Sphere standards; c) Disaster policy (National policy on Disaster Management), d) Disaster Management Act-2005, e) National Disaster plan 2019	6/15
4	**Role and Responsibilit**	a) Role of information, Education , Communication and Training	6/15

		b) Role and Responsibilities of Central, State, District and Local Administration of Government c) Role and Responsibilities of Armed Forces, Police, Para military forces, para medical forces and Health Department d) Role and Responsibilities of International Agencies, NGO's and CBO's e) Role of Multiple stakeholders in Disaster Management response (Insurance, Media, Civil Society etc)	
5	**Disaster and Social Work Intervention**	a) Scope of disaster related intervention, intervention during disaster impact stage, trauma counseling and crisis intervention, b) Post disaster management, damage assessment and long term rehabilitation and reconstruction, c) Networking and co-ordination between government, NGOs, donor agencies, local bodies, police, military etc.	6/20
6	**Disaster Prevention and Preparedness**	a) Vulnerability analysis, hazard mapping, community based disaster preparedness programmes, training for CBDP, preparedness for post-disaster emergency response and long term rehabilitation, organization and planning, logistics; b) Resource utilization, specialized skills and training needs; public awareness and education; c) First-aid training, civil defence training.	6/15

Reference:

1. Birnabaum, F, Coplon 1973 Crisis Intervention after Natural Disaster Social Case work Volume 54 No 9 545,551
2. Blaufard .h& Levine .J 1972 : " Crisis intervention in an Earthquake" social work , Vol. 17 , No. 4, 16-19.
3. Bryant Edwards(2005); National Hazards, Cambridge University Press, U.K
4. Das Veena (ed) 1990 Mirrors of Violence, Communities, Riots and Survivors in South Asia, Delhi: Oxford University.
5. Government of India (1997); Vulnerability Atlas of India, New Delhi GOI(2009); National Disaster Management Policy
6. Grossmann L 1973 "Train Crash: Social work and Disaster Services" Social work Volume 18 No. 5 3844
7. Hoff .A. 1978 : "People in Crisis" , understanding and helping California ; Addison Wesley . Publishing company.
8. Indian Journals of Social work(2002); Special issue on Psychosocial Aspects of Disaster, Volume 63, issue 2 April.
9. Joint Assistant Center , 1980 : Natural Disaster , New Delhi : AdyatmaSadhana Kendra.
10. KapurAnu(2010) ; Vulnerable India: A Geographical study of Disaster , New Delhi: IIAS & Sage Publication
12. Lindomann .E. 1944 : "Symptomology and management of acute Grief". American Journal of psychiatry Vol. 101.
13. Maharatna. A , 1996 : The Demography of families: An India Historical perspective OUP : Delhi.
14. NDMA(2019); National Disaster Management Plan NDMA, New Delhi
15. Sahnipardeep et.al (eds) 2002; Disaster Management Experiences and Reflactions, Prentice Hall of India , New Delhi
16. Sharma R.K &SharmaG(2005); National Disaster , APH publishing corporation , New Delhi
17. TaoriK(2005); Disaster Management through Panchyati Raj , Concept Publishing Company, New Delhi
18. Vasta Krishna S 2001 TheBhuj Earthquake 2001, Identification of priority Issues: world Institute of Disaster Risk Management U.S.A

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COURSE TYPE	COURSE CODE	TITLE
SEC	MSW-233	WOMEN DEVELOPMENT AND SOCIAL WORK

Learners Objectives:

1. To Help Student to acquired knowledge of women of status 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.

Learning Outcomes:-

1. Students will be able to acquire knowledge of various issues of women development
2. Students will be able to analyse women empowerment
3. Students will be able to impart various modern reformers thoughts on women development.

Unit No.	Title	Content	Suggested No. of Hours& Marks
1	Status of women in Indian Society	a) Historical Review of position and status of women in Indian society b) Status of Women in Indian Society-Pre and post independent periods c) Demographic characteristics of women d) Current status of women education, health and employment	8/20
2	Issues and problems Related to women in India	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) kidnaping and prostitution	6/20
3	Gender Sensitization	(a)Social construction of gender b) Gender discrimination, Gender & Division of work c) Understanding Patriarchy of Gender in India: Focus on Family, Religion and Media d) Factors responsible for adverse sex ratio in India	8/15
4	Laws related to Women	a) Pre-Natal Diagnostic Technique Act 1994 b)Equality before law b) Domestic violence Act-2005 c) Sexual Harassment of women at workplace (prevention prohibition and redressal) Act- 2013	6/20
5	Thoughts on Women Development	a) Marxist thoughts on women development b) Thoughts of Mahatma Phule on women development c) Thoughts of Dr.B.R.Ambedkar on women empowerment	6/15
6	Women Development and Social Work Intervention	a) Role of Social Worker in Women Development Setting b) Women Development with Social Work Intervention	04/10

Reference Books:-

1) Agrawal Sushila– Status of Indian Women ,Print well Publication, Jaipur-1988
2) Arora Krishna –The protection of women from Domestic violence Act. 2005
3) Dutta R. K.– Women Empowerment, Referencepress, New Delhi.
4) DevendraKiran – Changing status of women in India ,Vikas publication,1994
5) Ganesamurthy V. S. - Empowerment of Women in India, New Centurypublication, New Delhi
6) Gawai S.D. &Khandagale B.D. (2018), Women Development and Social Work, Sunrise publishers & distributers , Jaipur Rajasthan
7) Gupta Sunit& Mittal Mukta -Status of women India ,Anmolpublication,1995
8) Sharma –Gender in Indian Society, Rawatpublication, Jaipur
9) Lina Gon salves –Women and Human Rights, APH publication, New Delhi.
10) आंबेडकरबीआरभारताचेसंविधानशासकीयमुद्रणालयपुणे
11) पाटीलबी (2006) भारतीयराज्यघटना, केसागरपब्लिकेशनपुणे
12) देगावकरसामाजिकचळवळीपरंपरागतआणिनवीनसाईनाथप्रकाशननागपूर
13) देशपांडेसंबोधी,   (2019),   "महाराष्ट्रग्रामीणरोजगारहमीयोजनाआणिअनुसूचितजातींच्यामजुरांचीस्थिती", 'सयंदीपप्रकाशन', पुणे
14) शहाघनश्यामभारतातीलसामाजिकचळवळडायमंडप्रकाशनपुणे
15) मूनमीनाक्षीफुलेआंबेडकरस्त्रीसर्वनागपूरप्रकाशनपुणे-
16) देसाईसंभाजी (2014) महिलासबलीकरणप्रशांतपब्लिकेशनजळगाव
17) जोशीबिहारतेरणीकरसुलभाजॉर्जजॉन्सनबोर्जेसराऊतगणेश   (2007) डायमंडसामाजिकज्ञानकोषडायमंडप्रकाशनपुणे
18) भागवतवंदनाअनिलसपकाळआणिगीताविम(2014) संदर्भग्रंथसंहितास्त्रीवादस्त्रीवादाचेसमकालीनचर्चाविश्वशब्दपब्लिकेशनबोरिवलीमुंबई
19) रोडेपुष्पा2009 महिलांसाठीआधारकायद्याचाडायमंडप्रकाशनपुणे

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-G-3**	**CORRECTIONAL SOCIAL WORK**

- **Course Objectives :-**

    This course will help the students.

    1. To develop understanding of the concept of Correctional Social Work.
    2. To critically analyze various institutional and non-institutional correctional services.
    3. To relate the knowledge of social problems, crime & delinquency to the practice area.
    4. To understand the role of a social worker in various correctional settings and crime prevention programmes.

- **Learning Outcomes:-**

    1. Students will be able to acquire knowledge of Correctional Social Work.
    2. Students will be able to practice skills in correctional setting.
    3. Students will be able to critically analyze various institutional and non-institutional correctional services.

Unit No.	Unit Title	Content	Suggested Number of Class Hours/Marks
1	**Introduction of Correctional Social Work**	a) Meaning & Concept of Correctional Social Work b) Philosophy, Historical back ground of Correctional Social Work c) Need & Importance of Correctional Social Work**.**	05/15
2	**Crime and Juvenile Deviance**	a) Meaning & Definition of Crime b) Theories, Types & Causes of Crime c) Prevention & Control of Crime d) **Juvenile Deviance:** Juvenile Delinquency, Children in conflict with law, Truancy and Vagrancy and Juvenile Justice etc.	06/20
3	**Criminal Justice System and legislation**	a) Criminal Justice System in India b) Prison Manuals (Salient Features) c) Probation and Parole: Concept and Effectiveness. d) Probation of offenders Act, 1958 e) Juvenile Justice (Care and Protection of Children) Act-2015 f) UN Standard Minimum Rules for treatment of prisoners and other standard settings.	06/15

4	Institutional Correctional Services	a) **Correctional Institutions for Juveniles:** Observation Home, Children Home, Juvenile Justice Board, Child Welfare Committee, Special Home and Borstal School & Certified School. b) Preventive programmes and methods of treatment of Juvenile Delinquency. c) Integrated Child Protection Scheme. d) **Correctional Institutions for Women:** Vigilance Home, Protective Home, women hostel, shelter home. e) Prisons and Open Prisons etc. f) Correctional Programmes in Prisons.	06/15
5	**Non-Institutional Correctional Services**	a) **Community Based Programmes:** Non-institutional Services - Adoption, Foster-Care, Sponsorship, Child Guidance. b) Family Counselling, Crisis Intervention Centres, Helplines, Neighbourhood and Mutual-Help groups. c) After Care and preventive services, reintegration and follow up.	06/15
6	**Social Work in Correctional Setting**	a) Role of Social Worker in Institutional and Non-Institutional Correctional Services. b) Role of Social Work in Crime Prevention in Community setting and organizing Community Policing.	06/20

- **References**

1. Dr.Kaldate S.V, Society, Delinquents and Juvenile Courts, Ajanta Pub. New Delhi.
2. Srivastava S. P, Juvenile Justice in India, Ajanta Publication. New Delhi.
3. Dr.Hansa Seth, Juvenile Delinquents in Indian Settings.
4. काळदातेसुधा, गुन्हेगारीचेसमाजशास्त्र, श्रीविद्याप्रकाशन, पुणे
5. आगलावेप्रदीप, (2009), भारतीयसमाजरचनाआणिसमस्या, श्रीसाईनाथप्रकाशन,नागपूर.
6. पी.के. कुलकर्णी, (2010), भारतातीलसामाजिकसमस्या, विद्याप्रकाशन, नागपूर.
7. Srivastava, S.P. – Social Work prisoners, Social Work Forum, Vol. XIII, No. 1 April, 1975.
8. Srivastava, S.P. – Correctional Social Work, The Journal of Correctional Work, Vol. XII, 1965.
9. Mukharji S.K, Administration of Juvenile Correctional Institutions.

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-G-4**	**DEVELOPMENT OF WEAKER SECTIONS**

Objective:-

1) Understand the Weaker section of the Indian society
2) Understand the situation and problems of weaker section
3) Understand the welfare agencies and welfare scheme for weaker section
4) Enable to the student to know the contribution of social reformers for weaker section.
5) Understand the constitutionals provisions for SC, ST and Minorities.

Topic No	Title of the topic	Contents	Allotted hours of teaching and 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, VJNT, Minorities, Other Backward Classes, Differently able, LGBTQ. c) Social inclusion and Rights approach	06/20
2	Problems of Weaker Section	Social, Economic, Health, Education and Political	05/15
3	Various Schemes and programmes	a) Reservation Policy, programme and various s Schemes b) Present Status of Reservation Policy. c) Impact of Mandal Commission on development of OBCs d) Scavengers	05/15
4	Scheduled Castes and Scheduled Tribes	a)SC & ST (Prevention of Atrocities) Act, 1989. b) Present status in Maharashtra c) for scheduled caste and scheduled tribe d) National Commission for SC and ST e) State Commission for SC and ST	08/20
5	Contribution of Reformers	a) Mahatma JyotiraoPhule b) RajarshiChh.ShahuMaharaj c) Dr.BabasahebAmbedkar	05/15
6	Constitutional Provisions and Policies for Minorities	a) Succhar committee report b) National Commission for Minorities c) State Commission for Minorities	06/15

Reference Book:-

1. Nair T.K.1975 Social Work Education and development of weaker section, ASSWI, Chennai.

2. Revankar R.S The Indian Constitution – a case study of Backward Classes. 3. Government of India Report on Customary Rights of Scavengers.

4. Kananaikil, Jose Scheduled Castes and Struggle against Inequality, Indian Social Institute, New Delhi.

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14. PansareGovind-MandalAayog.

15. KumbharNagorao, AarakshanKavaKase.

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-G-5	YOUTH AND DEVELOPMENT

Learning Objectives:
1. Understand the concept and perspective of youth.
2. Understand the various concepts related with youth development.
3. Orientation of various approaches and models for work with youth.
4. Understanding the policies and programmes for youth.
5. Analyse the issues and challenges of youth in India.
6. Acquire the social work skills and strategy of working with youth.

Unit No	Title	Content	Suggested no of Hrs. & Marks
01	Understanding Youth	a. Meaning of Youth –Definition & characteristics. b. Profile of Indian youth – Social, cultural & demographic. c. Youth power – As a social capital, & socio-political change agent.	05/15
02	Youth Development	a. Youth development – meaning & concept. b. Positive youth development – concept & component. c. Youth led development – concept & importance. d. Youth Development Index	06/20
03	Approaches & Models of Youth Work	a. Approaches to Youth Work – Relief based approach, Welfare based approach, Development based approach and Policy Development based approach. b. Models of Youth work – Treatment model, Reform model, Advocacy model, Conscientization model.	05/15
04	Problems and Areas of Youth Development	a. Youth Development – Socialization, Sensitization, Education, health, skills development, employment, healthy life style & peace. b. Issues and challenges of youths – Addiction, unemployment, high risk behavior, excessive sedentary activities, violence (crime), socio-religious conflicts & LGBTQ.	07/20
05	Youth Policy & Programmes in India	a.Youth Policy - Policy development framework- Essential features of National Youth Policy of India (2014). b. National & International programme for youth – Youth hostels, youth exchange programmes, Nehru Yuva Kendra (NYK), Directorate of sports and Youth Welfare, Student Welfare Centers at University and colleges, NSS, NCC, Economic Development Corporations, Distance Education, RGNIYD. Role of UNFPA, UNDP, & UN.	07/20

06	Social Work with Youths	a.Scope for use of Social work methods, skills, tools & techniques for youths. b. Role of Social worker for work with youths.	05/10

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-TW-3**	**TRIBAL DEVELOPMENT SCHEMES AND PROGRAMME**

Learner Objectives:
1. To Understand Tribal Status, Schemes, and Development Perspective oftribals in India and Global Context.
2. Acquire knowledge of Tribal Development Policy in India and to understand the Role of NGOs and CSR Sector for Tribal Development.
3. To understand the perspectives of Constitutional Safeguards for tribal development.
4. Develop the ability to apply social work intervention in solving tribals issues and problems.

Course Outcome:-
1. Students will be able to understand Schemes and Programmes of Tribal Development.
2. To recognize and understand Tribal Development Policy and role of allied sectors.
3. The course will helps students for their field work training and their profession.

Unit No	Title	Content	Suggested No. of Hours and Marks
1	Tribal Development	a) Definition, Concept and Nature b) Tribal Status and Development Perspective	04/10
2	Approaches to Tribal Development	a) Approaches to Tribal Development- Government , CSR Sector and NGOs b) Overview of Tribal Development Policy in India-Pre independence and post - independence	05/15
3	Tribal Administration	a) Tribal development Policy b) Planning and Welfare Programmes of the tribes	05/15
4	Tribal Development Schemes and Programmes	a) Schemes related to social development b) Schemes related to economic development c) Schemes related to education development d) Schemes related to employment generation	07/25
5	Constitutional Safeguards	a) Definition of scheduled Tribes- Article-366 (25), 341,342 b) Social and cultural c) Economic d) Education e) Political	06/15
6	Tribal Economy	a) Nature and Problems b) Marketing of Miner forest produce c) Farm and horticulture produce	06/10

Reference :

1. Basu Ashok Ranjan – Tribal Development Administration in India, Mittal Publication-New Delhi.
2. ShashiBairathi- Culture economy and health ,Rawat Publication, Jaipur.

3. Dr.RameshPanwar (2011)- Tribal Culture and their social upliftment in India, New delhi.
4. M.M.Verma – Tribal Development in India.
5. Mohanty P K, Encyclopaedia of scheduled Tribes -2006 Gyan PVT Ltd.
6. महाराष्ट्रातीलआदिवासीसमाजजिवनडॉ. देवीदासखोडेवाड, विदयाप्रकाशनऔरंगाबाद – 2018
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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-TW-4	ECOLOGY AND SOCIAL WORK

Introduction:-

This course aims to helping students to introduce basic concept, structure and functions of an Ecology .This course aims to helping students to understand biodiversity and its importance.

Objectives:-

1. To Introduce the basic concept, structure and functions of an Ecology.
2. To understand the issues related to Biodiversity.
3 To Know about Ecological balance and biodiversity.
4. To Introduce The Role of Social Worker to Protect Environment.

Learning Outcome :-

1. To know about the basic concept, structure and functions of an Ecology.
2. To understand the issues related to Biodiversity.
3 To know about Ecological balance.
4. To study The Role of Social Worker to Protect Environment .

Unit No.	Title	Content	No. of Hours and Marks
1	Ecosystem	a) Concept of an Ecosystem. b) Structure and function of an Ecosystem. c) Energy flow in an ecosystem: food chains, food webs and ecological pyramids d) Ecological succession. e) Difference between ecology and biodiversity f) Case studies of the following ecosystems : 1) Forest ecosystem 2) Grassland ecosystem 3) Desert ecosystem 4) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)	08/20
2.	Biodiversity and its Conservation	a) Definition of Biodiversity, Types, importance, causes of threats to Biodiversity, b) Conservation of Biodiversity- Needs and Solutions	06/15
3	Biodiversity and ecological balance	a) Explain Ecological balance b) Biodiversity and planet c) Human activity threaded to Biodiversity d) Biodiversity hotspot in India (Western Ghat,EastrenHimalaya,western Himalaya ,Andaman Nikobar and Rajsthan)	06/15
4	Environmental issues and Consciousness	a) Environment pollution and their effects, Solutions -Air, water, soil, Noise, Public health aspects, solid waste, e-waste	08/20

		b) Consciousness- Role of NGOs and Ecological Movements (Global level, people's initiatives to save their environment Chipko Movement, Save forests movement, MittiBachaoAndolan, Movements against big dams-Narmada and Tehri, Eco farming-natural farming efforts), c) Forestation programmes and policies.	
5	Protection Of Biodiversity	a) Initiatives by Government and NGOs b) Legal Aspects c) Impact of climate change on Biodiversity	06/15
6.	Social Work Intervention	a)Role of Social worker in environment protection b) Environment education and Awareness. c)Role of social worker in community participation and concerns environmental issues	06/15

References:

1. SherrifAfzal,- 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 17

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

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-TW-5	ENVIRONMENT POLICY AND LAW

Course Objectives: -
1. To study need of laws, importance of environmental legislations, governmental Policies for protection and development of environment.
2. To understand the rearrange prevention and control rules, regulations and governmental policies.
3. To aware students about the legal approaches/aspects of environment
4. To make aware students about the role of NGO's and Social worker to work on environment issues.

Course Outcome:-
4. Students will be able to understand Need of Law, Importance of Environmental Policy.
5. To recognize Prevention and Control Rules & Regulations, of environmental Policy.
6. To help student field work Practice of Community Development & micro planning.

Unit No	Title	Content	Suggested No. of Hours /Marks
1.	Environment Policy	a) International and Government of India's Policies in the Protection of environment b) Environment action plan (EAP) c) National Forest Policy,1989, d) National Water Policy.2002 e) National Environment Policy 2020	06/20
2.	Social Issues and the 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.	06/15
3.	Causes of degradation	land degradation Extent of soil erosion, causes & remedies - Social Factors ,Economic Factors & Institutional Factors ,	04/10
4	Pollution Causes and measures	a) Air and Noise pollution ,Water pollution , Soil pollution , Nuclear Hazards b) Role of an individual in prevention of pollution	04/15
5	Biodiversity and its conservation	a) Introduction Definition : genetic, species & ecosystem diversity b) Biodiversity at global, National and local levels.	04/10

6	Environmental laws & Rules in India	a) The Environment (Protection) Act1986 b) Scheduled Tribes and Traditional Forest Dwellers (Recognition of Forest Rights) Act -2006 Environmental rules in India: a) Forest Conservation Act, 1980 b) The Wild Life protection Act, 1972 c) Air (Prevention and Control of pollution)Act 1981 e) The Water (Prevention and control of pollution) Act-1981 f) The Insecticides Act – 1968 b) Noise Pollution (regulation and control) Rules, 2000; Coastal Zone Regulation,1991	08/20
7	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 creating awareness about environment	04/10

Suggested readings: (References :)

1. Environment and Pollution Law Manual: Mohanty S. K., Universal Law Publishing Co. Pvt. Ltd., New Delhi (2000).

2. Environmental Policies: Sinha P. C., Anmol Publications Pvt. Ltd, New Delhi (1998)

3. Environmental Guidelines and Standards in India: Goel P. K and Sharma K. P, Techno Science Publications, Jaipur (1996)

4. Biodiversity and conservation, P.C. Joohi – Namita Joshi A.P.H. Publishing corporation5, Ansari road New DELHI- 110002

5. Environmental Law – Allahabad Law Agency, P.S. Jaswal – NishitaJaiswal Law Publications Faridabad (Haryana)

6. Upadhyay J.P. Environmental Law

7. Benionadeb Chatterjee Environmental Laws- Implementation Problems and Perspectives

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-CD-3	**RURAL & URBAN ECONOMY**

LearnersObjectives.

1. TodevelopanunderstandingabouttheRuralEconomyand RuralCo-operation.
2. To enrich the students about components of the Rural Economy and Rural Co-operation.
3. TohelpstudentsanunderstandtheRuralCo-operativeCreditStructure.
4. TodevelopknowledgeandunderstandingabouttheUrbanCo-operativeandCredit Systems.
5. Tohelp studentstounderstandabouttheDevelopmentofurbanareasand UrbanEconomy.

Unit No.	Title	Content	Suggeste dHours & Marks
1	**RuralEconomy**	a) Meaning,scope,andImportance b) CharacteristicsofRuralEconomy c) AgriculturalProductivity&RuralEconomy d) EconomicactivitiesinRuralareas	6/15
2	**Rural Co-operation**	a) Meaning,definitions&PrinciplesofCo-operation. b) CharacteristicsandImportanceofCo-operation. c) Typesofco-operativesociety d) Role of co-operatives in empowering the poor andmarginalized f)Contemporaryproblemsandchallengestoco-operativesector	8/15
3	**Rural CreditSyste ms**	a) Need of Rural Credit b) RuralCo-operativeCreditStructure c) Self-HelpGroup,Micro-Creditsystem d) Credit delivery Mechanism e) RoleofNABARDandCommercialBanks.	6/15
4	**Rural Sector and Rural Development**	a) Importance of Rural Sector in Rural Economy & Development b) Type of Rural Sectors c) Need of finance to rural sector d) Sources of finance to rural	5/10
5	**UrbanEconomy**	a) Meaning,scopeandImportance b) CharacteristicsofUrbanEconomy c) Economicactivitiesinurbanareas	5/15
6	**Urban Co-operativeand CreditSystems**	a) Need of Urban Credit b) UrbanCo-operativeandCreditStructure c) RoleofCommercialBanks. d)TheEconomicOrganizationinurbanareas e) Credit delivery Mechanism	5/15

7	Developmentofurban areas andUrbanEconomy	a) Patternsoflanduse& Zoning b) Suburbanization, Markets, Transportation, Education, Crime,Housing andMigration and their Influence on the UrbanEconomy c) IndustrialDevelopmentandUrbanEconomy	7/15

Learner Outcome:
1. Students will understandabout theRuralEconomyand RuralCo-operation.
2. It will enrich the students about components of the Rural Economy and Rural Co-operation.
3. Students will get theknowledgeabouttheUrbanCo-operativeandCredit Systems.
4. It will help to studentstounderstandabouttheDevelopmentofurbanareasand UrbanEconomy

ReferenceBooks:
1. Ahuja-IndianEconomy
2. GhanekarV.V.-Co-operativeMovementinIndia
3. SundaramandDutta-IndianEconomy.
4. MamoriaC.B.AgriculturalProblemsinIndia
5. Hough, E. M. (1966). The co-operative movement in India. *The co-operative movement in India.*
6. Madan, G. R. (2007). *Co-operative movement in India*. Mittal Publications.
7. Misra, S. K., &Puri, V. K. (2011). *Indian economy*. Himalaya Publishing House.
8. Puri, V. K., &Misra, S. K. (2017). *Indian economy*. Mumbai: Himalaya Publishing House.
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10. AgrawalA.N.IndianEconomyProblemsofDevelopmentandPlanning.2006.
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12. कवि मंडन विजय, कृषी अर्थशास्त्र, श्री.मंगेश् प्रकाशन,नागपूर
13. सराफ मोहन – सहकार विद्याप्रकाशन, नागपूर
14. डॉ.गायकवाड मुकुंदराव- भारताचे कृषी अर्थशास्त्र, कॉंटीनेटल प्रकाशन,पुणे

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-CD-4**	**COMMUNITY DEVELOPMENT AND GOVERNANCE**

Course Objectives:-
1. Understanding about the Concept of Community Development
 2. Understand different Theories, approaches and strategies of Community Development
3. To Study the different Community Development Project in Maharashtra.
4. To Study the Concept, & Various dimensions of governance about Community Organisation.
· **Learning Outcomes: -**
1. Able to understand the Concept of Community Development
 2. Able to develop understanding different Theories, approaches and strategies of Community Development.
 3. Able to understand the different Community Development Project in Maharashtra.
 4. Able to Study the Concept, & Various dimensions of governance about Community Organisation

Unit No.	Unit Title	Content	Suggested No. of Class Hours/ Marks
1	Community Development	-A. Definition& Objectives of Community Development - Principles of Community Development. - Types of Community in India. - Scope of Community Development, Various Settings of Community Development,	05/20
2	History of community development in India	- Community Development programme in India. -Voluntary Community Development Projects like- Firka, Nilokheri, Marthandam, Sriniketan and Sarvodaya.	05/20
3	Community Development Programme and Models.	- Administrative structure and Objectives of Community Development Programme - Community Organisation in Indian society of Urban rural and tribal Development, rural, and tribal Community	05/20
4	Community Development Theories, And Approaches	- Theories of Community Development - Different approaches in community development - Strategies of Community Development	05/20

5	Concept of Governance	- Definition and Characteristics of governance -Various dimensions of governance for community development - strategies tools and technics for community Development.	05/20
6	sustainable development through Community Development and Governance	- Modi model or Community Organisation in Indian society of Urban rural and tribal Development -Rural, Urban and Tribal Community Development Programmes and its Governance	05/20

References:-.
1. Training Module / Guideline NIRD, Hyderabad Rural Development in India
2. Suganchand Jain, Community Development and Panchayat Raj in India
3. Dahama O.P, Community Development
4. B.Mukharji, Community Development
5. Pillai P Gopichandran, Rural Development in India, Pointer Publisher; New Delhi. 22
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7. Gunjal V R , 'Panchyat Raj' GraminvikasAaniSarpanch, Aharav Publication, Jalgaon. (Marathi Book)
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10. https://en.wikipedia.org/wiki/Community_development
11. https://www.yourarticlelibrary.com/india-2/the-community-development-programme-of-india-2405-words/4866
12. Global Journal for research Analysis- Modi model or Community Organisation in Indian society of urban rural and tribal Development
13. International Journal Scientific Research and Reviews - To Study The Opinion of Social Work Student About Time Management For The Development of India
14. Social work personal training and development- Prof. Vilas Deshamukh Asst.Prof. Dr.J. S. Sonawane
15. A text book of Social work- R.P. Publications Delhi. 2013- Prof.Dr.I. M. SaundankarAsst.Prof. Dr.J. S. Sonawane

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-CD-5**	**MANAGEMENT OF VOLUNTARY ORGANIZATION**

Learners Objectives ;

1. To develop an understanding about the concept of Management & Voluntary Organization.
2. To help students to understand Special Acts related to Voluntary Organization.
3. To develop an understanding about the Registration procedure for Voluntary Organization.
4. To develop an understanding about the Governance of Voluntary Organization.
5. To help students to understand the different Financial Resources of Voluntary Organization.
6. To help students to understand the Roles and Functions of Voluntary Organization.

Unit No.	Title	Content	Suggested Hours & Marks
1	Concept of Management	a) Concept, and Basic principles of Management b) Importance of Management c) Concept of POSDCORB and their application to Voluntary Organization	6/10
2	Concept of Voluntary Organization	a) Definition, Concepts, Objectives and types of Voluntary Organization b) Historical reviews of Voluntary Organization c) Principles, Function, Role of Voluntary Organization d) Working Area of Voluntary Organization e) Capacity Building of Voluntary Organization for sustainable development	8/15
3	Voluntary Organization and Special Acts	a) The Societies Registration Act, 1860 b) The Maharashtra Public Trust Act,1950 c) FCRA : Foreign Contribution Regulatory Act d) Income tax Act 1961 : Section 10, Income Tax Exemption Under Sections 11 and 12, and Rebate under sections 80G and 35AC.	8/20
4	Establishment of Voluntary Organization	a) Registration procedure for Voluntary Organization b) Memorandum of Association	6/15
5	Governance of Voluntary Organization	a) Management Committee, Members of the organization, office bearers & Volunteers: Role and Functions b) Documentation, Type of records.	6/20

		c) Project proposal writing, Project Management d) Career Opportunity for students of Social Work in Voluntary Organization	
6	Financial Resources of Voluntary Organization	a) Identification of funding agencies; Principles and methods of Fund raising. b) Financial Resources ; Self, State, Central Governments, Foreign Government , Corporate Social Responsibility (CSR) and other funding agencies etc. c) Challenges of Voluntary Organization d) Role of social Work in management of Voluntary Organization	7/20

Reference Books ;

1) Dr. A. Chandramohan, Human Resource Management, APH Publicaiton, New Delhi.
2) Chandhari D. Pual, Social Welfare Administration. Atmaram& Sons publication.
3) DatarS.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) Garain. S. 1998- Organizational Effectiveness of NGOs University. Book House, Jaipur
8) Kulkarni V.M. – Voluntary Action in a Developing Society New Delhi.
9) Latith N.V. 1984- Voluntary Work in India, a study of Volunteerism welfare Agencies, New Delhi.
10) BodhankarSudhir (2003), Manavisansadhanachevyavasthapan, (Marathi), shri. SainathPrakashan ,Nagapur.
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14) Lohar Anil (2014) , AadhunikKaryalayaVyavasthapan, (Marathi), Prashant Publication , Jalgaon
15) Verma B.S. 2013, "Organizational Development in Social Work Practices", Centrum Press, New Delhi.
१६. दातार एस.व्ही. संस्थानोंदणी ,चौधरी लॉ पब्लीशर्स, पुणे.
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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-HRM-3**	**HUMAN RESOURCE MANAGEMENT**

1. To impart knowledge about the concept and the latest trends in Human Resource Management (HRM)
2. To inculcate certain skills, techniques and competencies among the learners so that they are able to perform various functions of HR Manager.
3. To make the learners aware about certain important concepts of HR Field.
4. To make them learn about employee development process as well as the methods of their performance appraisal.

Unit No.	Title	Content	Suggested No. of hours & Marks
1	**Human Resource Management &Human Resource Development - Basic Concept& Issues**	a) Concept and Meaning of Human Resource Management & Human resource Development. b) Evolution - Nature, Objectives, Scope and Importance of Human Resource, principles of HRM c) Inter-relationship between Human Resource Management & Human Resource Development	08/20
2	**Structure And Functions Of HRM**	a) Organizational Structure of HR department. b) Operative and Managerial functions - Qualities, Functions and Role of Human Resource Manager. Changing role and emerging challenges before HR managers in the context of HRM.	06/15
3	**Human Resource Policies & Planning**	a) **HR Policies**: Meaning, objectives & contents of HR policies, principles & essentials of sound policies, importance and implementation. b) **Human Resource Planning**– Meaning, need, objectives, process and importance of HRP and methods of HRP. c) **Talent acquisition:** Meaning, objectives, types, importance, methods, current policies, practice and challenges in recruitment and selection. Attraction of talents, induction, importance of job description, specification and job design. Job evaluation meaning, tools, techniques, methods and their importance.	08/20
4	**Practices In HR**	a) **Performance Management:** Merit Rating and Performance Appraisal Systems: Meaning, objectives, need, process, importance, tools and modern techniques of merit rating and performance appraisal b) **Promotions and Transfer:** Meaning, goals, principles, policies, criteria/ parameters, types, essentials & salient features of sound promotion and transfer policies. c) **Fringe benefits and perk**- perquisites, Financial and non-financial Incentives, its impact on the employees' performance.	06/15

5	Training & Development In Corporate And Non-Profit Organizations	**1. Employees Training:** 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 **2. Executive/ Management Development:** Identification &Assessment of Training needs, importance, recent trends in executive/ management Development/Training programmes, developing and designing effective HRD training programme, skills of effective trainer.	06/15
6	Strategic HRM And Other Dimensions	a) Strategic Human Resource Management: Concept and nature of strategy and strategic management, strategic management process, implementation, role HRM in strategy formulation, contingency or structural approach to strategy. Focus area: 7- 'C' of SHRM- culture, competency building, career planning, coaching, consultant role, and communication and compensation management. b) **Human Resource Audit:** Concept of HR audit, nature, scope, need & significance, approaches	06 /15

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• Mondy, Robert & Shane 1996 Human Resource Management, Prentice Hall, New Delhi.

• Rao T. V 2000 Human Resource Development, Sage Publications, New Delhi

• Rao V.S.P 2000 Human Resource Management:, Sage Publications, New Delhi.

• Tripathi.P.C 1999 Principles of Management, Tata McGraw Hill, Mumbai.

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-HRM-4**	**PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS**

Learner Objectives:
1) Develop knowledge and understanding about functions of Personnel Management.
2) Develop an insight of various policies, practices, importance and relevance of Personnel Management.
3) Develop a comprehensive understanding about trade unionism and industrial relations perspective
4) Understand the intervention strategies and role of government
5) Develop an understanding about the various factors influencing the industrial relations.

Unit No.	Title	Content	Suggested No. of hours & Marks
1	**Personnel Management**	a) Definition, Objectives, Goals, Scope Principles, Importance of Personnel Management b) Structure and functions of Personnel Management department in modern industrial organizations c) Role of Personnel Managers in industrial organizations	06/15
2	**Recruitment and Selection**	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	06/15
3	**Wage and Salary Administration**	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.	06/15
4	**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	06/15
5	**Mechanisms of Industrial Relations**	a) Collective Bargaining, Joint Management Councils, Works committee b) Workers Participation in Management, Grievance handling procedures	06/15
6	**Industrial Disputes and Industrial Relations machinery in India**	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 c) IR machinery: Conciliation, Arbitration and Adjudication	06 /15
7	**Trade Unions**	a) Types, Meaning, Objectives and Functions b) Recognition procedure c) Trade Union movement in India d) Role of ILO in labour movements e) Problems of Trade Unions: leadership, finance, Rivalry between Unions	05/10

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 ,KitabMahal ,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
7. Michael V.P- Industrial Relations and workers involvement, Himalaya Pub. House, Mumbai.
8. Agarwal S.L. -Labour Relations Law in India
9. Charles Myer.- Industrial Relations in India
10. Punekar S.D. Labour Welfare, Trade unions and Industrial Relations, Himalaya Pub. House, Mumbai.
11. Sharma G.K., Labour Movement in India, Sterling Pub., New Delhi .
12. Mahajan Yogesh, Personnel Management and Industrial Relation, Current Publication, Agra
13. Schil Jawed -Trade Union Movement in India, Sundeep Publication, New Delhi.
14. Karnik V.B., Indian Unions –problems and Prospects, Minerva Associates, Kolkata

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-HRM-5	ORGANIZATIONAL BEHAVIOUR

Learner Objectives:
1. Develop an understanding about individual behaviour, inter personal behavior in the organization.
2. Equip the HR professionals/students in managing human behavior in organizations.
3. Equip the students in facilitating a better understanding of the "self" and professional behaviour in relation to others.

Unit No.	Title	Content	Suggested No. of hours & Marks
1	Fundamentals of Organizational Behaviour	a) Concept, nature, scope, significance, historical and emerging perspectives of Organizational Behaviour. b) Human needs, Frustration, Attitudes – their formation, Measurement & change, Job satisfaction.	06/15
2	Industrial Psychology	a) Definition, Nature, Scope & Development of Industrial Psychology. b) Role & Importance of Psychology in Industrial Settings. c) Practical application of psychology in industrial settings.	06/15
3	Motivation	a) Definition, basic needs of Human being, Importance. b) Fundamental theories of Motivation and its relevance in present context, c) Motivation & Performance.	06/15
4	Employees Morale	a) Meaning and Importance of Moral, Measures & Techniques of promoting Morale b) Factors Contributing to high level of Moral in the Organization.	06/15
5	Occupational stress and its management	Concept, stressors, fatigue, monotony, burnout, impact of stress on employees, employer and productivity, stress management and coping mechanisms. IQ, Emotional Quotient, Spiritual Quotient- and stress management.	06/15
6	Employees Counselling	a) Concept, Objectives, Need, Functions, Techniques & Types of Employees Counseling. b) Advantages & Effectiveness of Employees Counseling. c) Role of Social Worker / H. R. Manager in Counseling.	06/15
7	Communication in Industry	a) Definition, Concept, Importance, Types. b) Channels of Effective Communication in industry.	05 /10

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, SriramMehar and co. Agra
6. Stephen P. Robbins (2002) Organizational Behavior, Pearson education Asia, New Delhi.
7. PareekUdai : Organizational behaviour .
8. Rao M.G: Organizational Behaviour.
9. Blum, Naylor (1988): Industrial Psychology, Delhi: Theoretical & Social foundation.
10. Dwivedi R.S. (1995): Human Relations and Organizational Behaviour, Delhi: MacMillan.
11. Kalia, H. L.: Industrial and Organizational Psychology, 2006, Volume I & II, Delhi: Kalpaz Publications.

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FOURTH SEMESTER (CBCS Pattern)

GROUP	TYPE OF COURSE	COURSE / SUBJECT CODE	TITLE OF THE COURSE	MARKS	CREDITS
COMPULSARY / ELECTIVE	CCM-5	MSW -241	SOCIAL POLICY, PLANNING AND ADMINISTRATION	100	4
	SEC (Any ONE out of two Skill Enhancement courses)	MSW -242	HEALTH SYSTEM IN INDIA	100	4
		MSW -243	CORPORATE SOCIAL RESPONSIBILITY	100	4
	FWP IV	MSW -244	FIELD WORK PRACTICUM	150	6
	RD	MSW-245	RESEARCH DISSERTATION (PROJECT REPORT)	150	6
	VV 2	MSW-246	VIVA VOCE	50	2
From Following Specialisation wise Discipline specific course select one specialisation group of 3 subjects					
GENERIC	DSE	MSW-G-6	INSTITUTIONAL MANAGEMENT	100	4
	DSE	MSW-G-7	SOCIAL WELFARE AND SOCIAL JUSTICE	100	4
	DSE	MSW-G-8	FAMILY AND CHILD WELFARE	100	4
TRIBAL WELFARE	DSE	MSW-TW-6	ADMINISTRATION OF TRIBAL WELFARE	100	4
	DSE	MSW-TW-7	ENVIRONMENT DEVELOPMENT PROGRAMME	100	4
	DSE	MSW-TW-8	RURAL, TRIBAL MOVEMENT IN INDIA	100	4
COMMUNITY DEVELOPMENT	DSE	MSW-CD-6	SOCIAL EDUCATION AND DEVELOPMENT	100	4
	DSE	MSW-CD-7	PARTICIPATORY APPROACHES OF COMMUNITY DEVELOPMENT	100	4
	DSE	MSW-CD-8	ADMINISTRATION OF URBAN DEVELOPMENT	100	4
HUMAN RESOURCE MANAGEMENT	DSE	MSW-HRM-6	LABOUR ECONOMICS AND INDIAN LABOUR PROBLEMS	100	4
	DSE	MSW-HRM-7	PERSONNEL PROCEDURES & PRACTICES	100	4
	DSE	MSW-HRM-8	INDUSTRIAL SOCIOLOGY	100	4
CHOOSE ONE OUT OF FOUR (No Weightage in CGPA)	AUDIT COURSE	AC 401 (A) AC401 (B) AC 401 (C) AC 401 (D)	Human Rights Current Affairs Personality Development Writing and Record Keeping Skills	100	2
				Total Credits of the Semester – 34 + 2	

COURSE TYPE	COURSE CODE	TITLE
CCM-5	**MSW -241**	**SOCIAL POLICY, PLANNING AND ADMINISTRATION**

Learner Objective:

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.	Tidal	Content	Suggested No. of Hours & Marks
1.	Social Policy	• Concept, Scope and characteristics • Relationship between social policy and social Development • Role of Ideology and values in social policy	08/20
2.	Policy Formulation	• Indian constitution Parliament • Judicial pronouncement and social policy • Process of social policy Formulation and limitation • Models of social policy	06/15
3.	Review and Evaluation of Policies and Programme	• Review of Major policies and programs • Evaluation of social policy in Indian a Historical perspective	06/15
4.	Different social and welfare policies and programs	• Social welfare • Women and child physical disabled • Welfare of SC ST and minorities • Poverty alleviation	06/15
5.	Social planning	• Concept, scope, principles • Planning process • Historical review of planning commit ion • NitiAyog – Concept and function • People's participation in social planning	08/20
6.	Social Welfare Administration	• Concept, nature, types and principals • Administration of social Welfare services including Administration • Types of Authority and Administration	06/15

Reference Books:

1) Bhanti R.1993, Social Policy and Dev.in Rajasthan, Himanshu Pub. Udaipur.
2) Ganapathy R.S. and others.1985- Public policy Analysis in India, Sage Publication, Delhi.

3) Hebsur R.K. (ed) Social Intervention for justice, TISS, Mumbai.

4) Midgley, james social development – The developmental perspective in social welfare sage publication New Delhi,1955.

5) Mundle S.1993 – Policies, paradigms and development debate at the close of 21st century-Economic and political weekly. Vol.XXVII, No.26, sept 4 -1993

6) Mishra R. 1977 Society and social policy, McMillan Ltd. London

7) Rastogi P.N.1992 Policy Analysis and problem solving for social system, Sage publication, New Delhi.

8) Chaudhari D. Paul, Social Welfare Administration.

9) Chakraborty S. 1987 Development Planning Indian Experience, Oxford: Clarendon press.

10) Kulkarni P.D. 1979 social policy and social Development in India.

11) Mathur, K. Bjorkman Top Policy Makers in India, Concept publication co. New Delhi.

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COURSE TYPE	COURSE CODE	TITLE
SEC	MSW -242	HEALTH SYSTEM IN INDIA

LearnerObjectives:

1. To describe concept of health, disease and public health in India
2. To explain Right based approach and functional approach of health
3. To discuss and analyze health policy, commission and health rehabilitation in India

UnitNo.	Title	Content	SuggestedNo.ofHours&Marks
1	ConceptofHealth	a) Health- Definition,Meaning; Scope; b) Determinants- Heredity, Environment, Psychosocial Environment, Bio-Physical Environment; c) Health and Social Institutions i.e. Family, Finance, Education, Religion and Polity, d) Medicine and Sociology;	06/15
2	ConceptofPublic Health	a) Community Health- Meaning, Definition, Nature; b) Public Health- Meaning, Definition; Community Health Service; c) Concept of Health-hygiene- Meaning, definition, Levels; Diversity in Community Health Services	06/15
3	Diet and Nutrition	a) Diet- Types-Nutritious and Mal-nutritious; b) Factors of nutritious diet- Protein, Fats, Starch food, vitamins, minerals, water; c) Causes and measures of malnutrition	06/15
4	Diseaseand related concepts	a) Concept- Disease, Illness and Sickness; b) Sick Role- Talcott Parson's concept; Jewson's Research Contribution on Trends of Sick Role; c) Disease- Meaning, definition, types; Etiology, Diagnosis-important factors; d) Epidemiology- Social Epidemiology-Meaning, Definition, Case-Incidence-Prevalence;	06/15
5	Relationship of Family and Health	a) Family-meaning, definition; structure-Marriage-residence-Parenthood; b) Health and family welfare in India-WHO, UNICEF, SIDA, DANINDA, USAID; c) Hospital- definition, types, functions; d) Treatment-Methods-Ayurveda, Siddha, Unani, Homeopathy, Yoga, Naturopathy e) National Health Programs and Diseases	06/15

6	**Health in right based approach**	a) Health for All; Health policies, programs-objectives of Govt. of India, Health Commissions; b) Water pollution, Health or Medical Insurance	06/15
7	**Rehabilitation and Social Work Intervention**	a) Medical rehabilitation; types of rehabilitation; b) Disability- magnitude, rehabilitation centers, councils, rights c) Social Work Intervention in Health System	05/10

Reference

1. आरोग्यआणिसमाज : पी.के.कुलकर्णी ,डायमंडप्रकाशन ,२००८
2. Talcott Parsons: The Social System
3. ParkJ.E.andParkK.; TextBookofPreventiveandSocialMedicine,
4. PatnaikAnjaliNutritionEducation,APHPublishingCorporation5,AnsariRoad,DaryaGanj,Delhi002
5. BediYashpaHygieneandPublicHealth,Atmaram&SonsDelhi.

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COURSE TYPE	COURSE CODE	TITLE
SEC	MSW -243	CORPORATE SOCIAL RESPONSIBILITY

Learning Objectives:

1. To understand the Concept, Philosophy and Scope of CSR at Global level and in India
2. To understand the CSR perspectives, guidelines, legal framework in India
3. To develop scientific approach to CSR project for sustainable development
4. To acquire the knowledge, attitudes and skills to frame CSR policies and practices for social worker an appropriate to the Indian workplace.

Unit No	Title	Content	Suggested no of Hrs. & Marks
01	Social Responsibility & CSR	a) Social Responsibility – Meaning and Concepts b) CSR – Meaning and Concepts. c) Basic elements, characteristics and scope of CSR.	05/15
02	CSR Debates & Perspectives in India	a) Philosophy of CSR – Moral, Rational And Economic Arguments for CSR b) CSR: From Philanthropy to Public- Private-People Partnerships, Practices and Affirmative action. c) Perspectives of CSR: Reputation capital, Eco-social perspective, Rights-based Perspective and Human Rights.	07/20
03	Policies of CSR in India	a) Company Act 2013 - Legal frame work, rules & regulations, Policies and guidelines for CSR. b) Factors influencing CSR policy.	05/15
04	CSR and Social Development	a) Financial/ Resources Support (Donor Agency) for Social Development Projects. b) Self-Managed/ Designed Projects c) CSR and Social Development: Emerging Fields, Issues and Challenges.	08/20
05	CSR Projects Planning & Management	a) CSR Project Development Stages - Project Planning, Management, Monitoring, Evaluation & Audit. b) C. Concept of Social Audit in CSR.	05/15
06	CSR & and Social Work	a) Application of social work methods, tools and techniques in CSR practice. b) Role and functions of Social Worker in CSR	05/15

1. Ataur Rahman Belal (2008), Corporate Social Responsibility in Developing Countries, Ashgate Publishers. UK.
2. Benn & Bolton, (2011). *Key concepts in corporate social responsibility*. Australia: Sage Publications Ltd.
3. Brent D. BealCorporate Social Responsibility Definition, Core Issues, and Recent Developments, University of Texas-Tyler

4. PriyankaKaushik Sharma (2016), Business Ethics and Corporate Social Responsibility, Galgotia Publishing Company, New Delhi.

5. Reddy Sumathi (2004), Corporate Social Responsibility- The Environmental Aspects ICFAI University 2004.

6. Brent D. BealCorporate Social Responsibility Definition, Core Issues, and Recent Developments, University of Texas-Tyle

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-G-6**	**INSTITUTIONAL MANAGEMENT**

Introduction

This course is designed to expose the students to fundamental concepts of management, its processes and behavioural dynamics in organization. The course provides the coverage of scope of institutional management

Course Objectives:

1) To enable students to understand the concept of management & Administration of welfare
2) To make students learn about the importance of Planning and decision-making skills.
3) To introduce the process of management and its functions.
5) To help student to understand the registration procedure of organization, their planning & related aspects.
6) To provide the students the knowledge about organizations, their constitutions and behaviour of people in organizations.
7) Understand Self as a Professional

Learners Outcome:

Through completion of this course the student should be able to:

1) Develop a vision to understand the welfare organization and its administrative development needs.
2) Enhancement in programme management with proposal making, fund raising accountability, transparency, documentation and public relation
3) Develop leadership skill, decision making skill, self-motivation, conflict resolution and management of stress in the profession.
4) Develop individual behaviour skills, Knowledge about organizational culture, institutional ethics so as to integrate those into best practices of social work services.
5) Understand the importance of self-awareness as it relates to being a professional

Unit No	Unit Title	Content	Suggested No. of Hours/Marks
1	Introduction to Welfare Organization	a) Meaning, Definitions, and importance of welfare organization. b) Need of welfare organization	06/15
2	Introduction to Management of Welfare Organization	a) Meaning Definition, Principles, Characteristics and importance of Management. b) Management and Administration of welfare organization. c) Concept of POSDCORB.	08/20
3	Governance of welfare organization	a) Society Registration Act, 1860 b) Public Trust Act 1950, c) Registration of welfare Organization d) NGO governance, Role of Trustees	06/15
4	Organization	a) Concept of Organizational Culture and Organizational	08/20

	Culture and Organization Behaviour	Climate b) Personality, Perception, Learning and Motivation, Leadership, Team building, Decision making, Stress management, Accountability and Transparency, Conflict management	
5	Programme Management	a) Preparation of Project Proposal, Resource Mobilising, Fund raising, Documentation, b) G.O and N.G.O. interface, public relation,	06/15
6	Self as Professional	a) Attributes of Professional Social Workers, b) Role of Social Worker in Organizational Management, c) Professional Self	06/15

Ref. Books; -

1) Chaudhari D. Pual, 'Social Welfare Administration', Atmaram& Sons publication.
2) Dr. A. Chandramohan, 'Human Resource Management', APH Publication, New Delhi.
3) टांकसाळे, प्राजक्ता, व्यावसायिकसमाजकार्यविचाराधारावइतिहास,,मंगेशप्रकाशन.
4) टांकसाळे, प्राजक्ता,व्यावसायिकसमाजकार्य,नागपूर, साईनाथ प्रकाशन,नागपूर.
5) दातार एसव्ही,'संस्थानोंदणीअधिनियम', चौधरीलॉपब्लिशर्स,पुणे.
6) पाटील गंगाधर कायंदे, 'व्यवस्थापनाचीमुलतत्वे', चैतन्य पब्लिकेशन,नाशिक.
7) बोंद्रे अरविंद, 'व्यवसायव्यवस्थापनप्रक्रिया',विद्या प्रकाशन,नागपूर
8) बोधनकर सुधीर,कानिटकरमेघा,मानवीसंसाधनाचेव्यवस्थापन, श्री साईनाथ प्रकाशन,नागपूर.
9) लोहार अनिल, कोठारीप्रकाश,'कार्यालयव्यवस्थापन',प्रशांतपब्लिकेशन,जळगाव.
10) लोहार अनिल,सुखदाणेछाया, 'आधुनिककार्यालयव्यवस्थापन',प्रशांतपब्लिकेशन,जळगाव.
11) सेट रूपालीकुलकर्णीविदुला, 'व्यवस्थापनाची तत्वे आणि कार्ये डायमंड पब्लिकेशन,पुणे.
12) सराफमोहन,दापकेरमेश,'व्यवस्थापनाचीमुलतत्वे', विद्या प्रकाशन नागपूर.

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-G-7	SOCIAL WELFARE AND SOCIAL JUSTICE

Learners Objectives:

1. Develop a understanding of the concept of Social Welfare.
2. To help students to critical understanding Schemes of Welfare & Areas of Social Welfare.
3. To help students to understanding concept of Social Justice, Constitutional Provisions for Social Justice.
4. To help students to understand Schemes of Social Justice in the State of Maharashtra.

Learning Outcomes:-

1. Students will be able to acquire knowledge of social Welfare
2. Students will be able to acquire knowledge of social justice
3. Students will be able to acquire various schemes of social welfare by government

Unit No.	Title	Content	Suggested No. of Hours /Marks
1	Social Welfare	a) Definition, Meaning, Concept. b) Nature and Importance of Social Welfare c) Models of Social Welfare d) Concept of Welfare State	6/15
2	Schemes of Welfare	a) Anti-poverty program. b) Employment Guarantee Schemes. c) SansadAdarsh Gram Scheme	5/15
3	Main Areas of Social Welfare	a) Women and Child Welfare b) Disabled Welfare c) Welfare of old age d) Maintenance and welfare of parents and senior citizen act 2007	6/15
4	Social Justice	a) Definition, Meaning, Concept b) Importance of Social Justice c) Equality before law d) Human Right and Social Justice	6/20
5	Constitutional Provisions	a) Constitutional provisions and safe guards for Minority b) Constitutional provisions for SC, ST, VJ,NT,OBC	6/15
6	Schemes of Social Justice Department in Maharashtra	a) DadasahebGaikwadSwabhiman and Sabalikaran Schemes b) Dalit WastiSudharYojana. c) GharkulYojana d) Schemes for Educational upliftment of Scheduled Castes	8/15

References

1) Chaudhari D. Paul Profile of Social Welfare & Development in India, M. N. Publishers& Distributors, New Delhi.

2) Chaudhari D. Paul Handbook of Social Welfare & Development, Atmaram& Sons -Delhi.

3) Desai D. A. Social Justice- a dialogue, Rawat Publication, Jaipur.

4) Friedlander W.A and Apte R Z Introduction to Social Welfare, Prentice Hall India Pvt.Ltd.New Delhi.

5) Goel S. L. & Jain R.K. Social Welfare Administration, Deep and Deep Pub. New Delhi.

6) Indian Institute of Technology Strategies for Social Justice,Commonwealth pub. New Delhi.

7) Jogd and P.G. Globalization and Social Justice, Rawat Publication, Jaipur.

8) Parmar P. M.Social Work and Social Welfare in India, Sublime Pub. Jaipur.

9) Rameshwari Devi and Ravi Prakash Social Welfare Administration methods &Research Mangal Deep Publications, Jaipur.

10) Sachdeo D. R. Social Welfare Administration in India, KitabMahal, Alahabad.

11) Sandanshiv D. N. Law and Social Justice, Siddhart Pub. Mumbai

12) Shaikh Azhar Iqbal Introduction to Social Welfare, Sublime Pub. Jaipur.

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-G-8	FAMILY AND CHILD WELFARE

Learner objective:-

1. To develop a perspective of understanding and analyzing needs and problems related to family, women and children.
2. To understand the situation of children in India.
3. To enhance skills of dealing with problems related to family, women and children.

Unit No.	Title	Content	Suggested No. of Hours/Marks
01	Family as a social system.	a) Concept, Types, Structure & Functions of Family. b) Evolution of family as social institutions. c) Role of family in social Development. e) Review of changing situations in Marriage & Marital relationship.	06/15
02	Working with families.	a) Importance of working with families in context of satisfaction of human needs and human rights. b) Family Development programme. c) Role of processional social worker. d)Family counsellingcentre-	06/15
03	Family and its problems.	a) Family Dynamics: Social, Cultural, Economic. b) Challenges at various stages of family life cycle.	05/15
04	Family Cantered Social Work	a) Methods of intervention (case work, counseling& guidance, family therapy, advocacy, crisis intervention etc.) b) Rehabilitative and preventive aspects of social work with families.	05/10
05	Child Welfare	a) Child Rights – UNO & India Child Rights. b) Historical review of child welfare in India – changing philosophy of work with children. c) Concept, Philosophy and principles. d) Demographic characteristics of child population in India. e) Welfare programmes and services for children.	05/15
06	Child Health: A Situational	a) Causes of infant mortality and morbidity. b) Reproductive and child health, health of adolescent	05/15

	Analysis.	girls. c) Common childhood diseases. d) Nutritional deficiencies. e) Genetic disabilities. f) M.C.H. Programmes.	
07	Women Welfare	a) Changing perspective of the role of women and historical development of women services in India. b) Government & Voluntary efforts in women welfare. c) Women Empowerment – concept and scope.	06/15

Reference Books:-

1) Harris C.C. (1969), The family –an Introduction, George Allen and unwin Ltd. London.

2) Ellion&Merril (1960), Social Disorganization.

3) Gore M.S. (1968), Urbanization and family change, popular prakashan, Mumbai.

4) Desai Murli (1986), Family & Intervention – some case studies, TISS, Mumbai

5) Singh, Yogendra (1997), Social Satisfaction & change in India, Manohar Public, New Delhi.

6) Singh K.P. Status of women & population Growth in India.

7) Pandey, Rama's Child Socialization in Maharashtra, Somaiyapubli. Pvt. Ltd. Mumbai.

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-TW-6	ADMINISTRATION OF TRIBAL WELFARE

Introduction: - This course aims to helping students to introduce, develop
knowledge and skills of Tribal Welfare Administration in India

Learner Objectives

1. To Acquire knowledge of Tribal Welfare Administration in India
2. Develop the skill to analysis the Administrative Structure, Functions and Constitutional Framework of Tribal Development.
3. To help students to understand the various governments' development programmes andschemes
4. To Understand the Role of Government, NGOs and CSR Sector for Tribal Development.

Course Outcome:-

1. Students will be able to understand Administrative Structure, Functions and Constitutional Framework.
2. To recognize and understand various tribal development programmes and schemes.
3. The course will helps students for their field work training and their profession.

Unit No	Title	Content	Suggested No. of hours and Marks
1	Tribal Welfare and Development	a) Meaning of Tribal Welfare b) Meaning and Nature of Tribal Development c) Approaches to Tribal Development and Planning	06/15
2	Administration of tribal welfare and constitutional frame work	a) Approaches to Development administration b) Tribal development administrative structure at central, state level and District level c) Panchayat (Extension to scheduled area) Act- 1996 d) Maharashtra Rules (extension to schedule areas) 2014	08/20
3	Structure, functions and Administration of Tribal Development	a) Maharashtra Tribal Development Corporation b) Integrated Tribal Development Project c) Tribal Development Cooperative Societies d) Tribal Co-operative Marketing Development Federation of India Limited (TRIFED) e) Tribal Research and Training Institute	08/20
4	Tribal welfare Programmes	a) Schemes under Tribal Sub Plan b) Welfare programmes for Tribal Development	06/15
5	Role of Government, CSR Sectors and Voluntary agencies	a) Role and functions of Government in Tribal Development b) Role and functions of CSR Sectors in Tribal Development c) Role and functions of Voluntary agencies for Tribal Development	06/15

6	Five years plans and Tribal Welfare	a) Tribal policies, planning and programmes through Five years plan	
		b) Schemes for Tribal Welfare	06/15

References:

1. Basu Ashok Ranjan Tribal Development Administration in India, Mittal Publication- New Delhi.

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13.सामाजिकमानवशास्त्र – डॉ. सूधाखडके, प्रशांमपब्लीकेशनजळगाव- 2019

14. आदिवासीविकासयोजना – डॉ. कांतिलालटाटिया, मुग्धाप्रकाशन

15. आदिवासीविश्व - डॉ. एस. जी. देवगावंकर, आनंदप्रकाशन, नागपूरजुलै 2001

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-TW-7	ENVIRONMENT DEVELOPMENT PROGRAMME

Introduction:-

This course aims to helping students to introduce environmental policies and development This course aims to helping students to introduce environmental policies and development programmes

Objectives:-

1. To Introduce the basic concept, need and types of Environment.

2. To understand the issues related to Environment.

3 To introduce the policies and programmes of Environment

4. To Introduce The Role of Social Worker and NGO's to Protect Environment .

Learning Outcome :-

1. To know about the basic concept, need and types of Environment.

2. To understand the issues related to Environment.

3 To know the policies and programmes of Environment

4. To study The Role of Social Worker and NGO's to Protect Environment .

Unit no.	Title	Content	No. of Hours and Marks
1	Introduction to Environmental Studies	a) Meaning, Concept, Significance and Types of Environment. b)Meaning and concept of Environment development. its Scope and importance c) Need for public awareness.	06/15
2	Environmental Pollution	a)Types of Environmental Pollution b)Causes, effects and control measures of : a) Air pollution b) Water pollution – freshwater and marine c) Soil pollution d) Noise pollution e) Thermal pollution f)Nuclear hazards and human health risks f)Solid waste management: Control measures of urban and industrial waste. g)Climate change, global warming, acid rain, ozone layer depletion.	06/15
3	Natural Resources : Renewable and Non-renewable Resources	a) Land resources and land use change: Land as a resource, land degradation, landslides (natural & man-induced), soil erosion and desertification. b) Forests & forest resources: Use and over-exploitation, deforestation, case studies. c) Impacts of deforestation, mining, dam building on environment, forests, biodiversity and tribal populations.	08/20

		d) Resettlement and rehabilitation of project affected persons; problems and concerns, case studies e) Water resources: Use and over-exploitation of surface and ground water, floods, drought, conflicts over water (international & inter-state). f) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. g) Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.	

4	Environmental Policies & Practices	a)Water conservation & watershed management, Wasteland reclamation.
		b) Article 48 A and Article 51 A
		c)National Environment Policy -2006
		d) Central Pollution Control Board(CPCB)
		e)Practices:-
		    1 National River conservation plan
		    2. Eco mark scheme of India 3.National forestation
		f)Programme:
		    1)A participatory approach to Sustainable development of forests.
		    2)National Action programme to Combat desertification.
		    3)Grant-in aid schemes for voluntary organization
			08/20

5	Ecosystems	a)Concept of an ecosystem. b) Structure and function of an ecosystem. c) Energy flow in an ecosystem: food chains, food webs and ecological pyramids. d)Ecological succession. e) Case studies of the following ecosystems : a) Forest ecosystem b) Grassland ecosystem c) Desert ecosystem d) Aquatic ecosystems (ponds, streams, lakes,rivers, oceans, estuaries)	08/20
6	Role of Social Worker	a)Role of Social Worker in Protection of an Environment b)Role Of NGO's in Protection of an Environment c) Example of NGO's and well known person those work for to protect environment in India.	04/10

Reference:-

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2.www.iced.cag.gov.in

3. Sengupta, R. 2003. Ecology and economics (OUP): An approach to sustainable Development." OUP Catalogue. .

4. Singh, J.S., Singh, S.P. and Gupta, S.R. 2006. Ecology, Environment and Resource Ecology, Environment and Resource Conservation. Anamaya Publishers.

5. Sodhi, N.S., Gibson, L. & Raven, P.HG. (eds). 2013. Conservation biology: Voices from the Tropics. John Wiley & Sons.

6. Rakesh Oza - management of water for agriculture – irrigation watershades and drainage ,Rawat Publication , Jaipur

7. ArvindKumar(2004) – A text book of Environmental Science APH Publishing corporation New Delhi.

8. ॲड. जोशी विजय नारायण : पर्यावरण विषय कायदे – मुकुंद प्रकाशन, ठाणे

9. ॲड. शेलकर अभया - पर्यावरण संरक्षक कायदा: शिवांश पब्लिकेशन, नाशिक

b)Environment Protection Act. 1986

c)Air (Prevention and Control of Pollution) Act. 1981
d)Water (Prevention and control of Pollution) Act 1974
e)National Environment policy 2006
f)Wildlife Protection Act 1972
g)Forest Conservation Act 1980

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-TW-8	RURAL, TRIBAL MOVEMENT IN INDIA

TW-8:Rural&TribalMovementinIndia

Introduction:-
Thiscoursehelptointroducetheroleofextraordinaryreformersofvariousmovementsforruraland tribaldevelopment.

Objectives:
1. Tounderstandthemeaningandconceptofsocialmovement.
2. Tointroducethehistoricalreviewofsocialmovementforruralandtribalsociety.
3. Toknowthecontributionthesocialmovementinthedevelopmentofruralandtribals ociety.
4. TointroducevariousruralandtribalmovementsinMaharashtra& India.

LearningOutcomes:
1. Tounderstandbasicconcept&objectiveofsocialmovement.
2. TounderstandhistoricalbackgroundofsocialmovementsinIndia.
3. Tounderstandcontributionofsocialreformerinrural&tribaldevelopment.

Unit No.	Title	Content	SuggestedHours &Marks
1	Introductiontos ocialmovement s	1. Meaning,definitionnature,objectivesofsocialmo vements. 2. Approaches,theoriesandtypesofsocialmo vements. 3. Socialmovementandsocialchanges.	6/15
2	Tribalmovements beforeindepende nceinIndia,Role ofreformersandso cialchange	1. ReviewofTribalMovementinIndia. 2. ZarkhandMovements-1946 3. BodoAndolan-1927 4. BhagatMovement–1930 5. BondedLabourMovement –1945 6. BirsaMundaMovement–1890 7. BhillaMovement–1873 8. MovementagainstMoneylenders–1874	8/20
3	TribalMovement afterIndependenc einIndia,Roleofre formersand socialchange	1. EducationalMovementofAnutaiWagh 2. ChipkoMovement 3. MizoTribalMovement–1961 4. EnviornmentprotectionMovement–1973 5. HealthrelatedMovement–1974 6. NarmadaBacchavAndolen–1985	8/20

4	RuralMovements beforeindepende nceinIndia,Role ofreformersand socialchange	1. GramdanandBhudanmovement 2. SarvodayaMovement 3. TelanganaMovement –1946 4. ChamparanyaMovement–1917 5. Movement–1918 6. VanraiMovement	6/15
5	RuralMovements afterindependence inandsocialchang e	1. VanraiMovement 2. JalSwarajMovement 3. SelfHelpGroupMovement 4. IdealVillageMovementofAnnaHajare 5. FarmersMovement–1978 6. LandreformMovement	06/15
6	Co-operativeMove mentinruralandt ribalcommunity	1. IntroductionofcooperativemovementinM aharashtra andIndia. 2. HistoryofcooperativemovementpreandPost–independenceperiod. 3. Impactofcooperativesonruralandtribal	04/15

Reference:-

1. डॉ.एस.जी.देवगांवकर - सामाजिक चळवळी परागत आणि नवीन,साईनाथ प्रकाशन धर्मपेठ, नागपूर

   डॉ.शैलाजा देवगांकर

   डॉ.जयमाला डुमरे

२. डॉ.श्रीकांत गायकवाड — भारतातील सामाजिक, चळवळी आणि प्रकाश प्रथम आवृत्ती २००९ प्रा.रामकिशन मांजर

3. घनश्याम शहा -   भारतातील सामाजिक चळवळी डायमंड पब्लिकेशन,पुणे प्रथम आवृत्ती २००८

4. प्रा.ए.वाय खोंडेकर — ग्रामीण समाजशास्त्र,फडके प्रकाशन,कोल्हापूर

   प्रा.पी.व्ही.चांदोरकर

5. घनश्याम शहा — सामाजिक चळवळी आणि सरकार,डायमंड पब्लिकेशन, पुणे प्रथम आवृत्ती २००९

6. डॉ.देवानंद शिंदे — व्यवसायिक समाजकार्य शिक्षण व व्यवसाय,डायमंड पब्लिकेशन, पुणे २०१२

7. डॉ.रविंद्र वाघ — भारतीय समाजरचना व बदल प्रशांत पब्लिकेशन,प्रथम आवृत्ती २७ जुलै २०१५

   डॉ.सुधा. र. जाधव

   डॉ.चुडामण पगारे

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-CD-6**	**SOCIAL EDUCATION AND DEVELOPMENT**

Introduction

Education is our fundamental right. It is a key to sustainable development. Social education as a Third Dimension is an umbrella term which includes Adult Education, Continuing education Population education, community education through field outreach activities for social development. This course is to be created awareness in lifelong learning & Extension. Students develop and understanding of the nature about skills, ICT and Extension and its use for social development.

Course Objectives:

1) To enable students to understand the concept of adult education, continuing education, lifelong education and its areas for Social Development.

2) To make students learn about the importance of adult education, continuing education, lifelong education for Social Development.

3) To help student to understand the techniques of social education for better social development.

4) To deepen their knowledge and understanding of social Education, specialize in selected areas and develop capacities.

5) To develop a deep and critical awareness of professional ethics for social development.

Learners Outcome:

Through completion of this course the student should be able to:

1) Develop a vision to understand the concept of social education for social development.

2) Enhancement in knowledge and skills related to social development

3) It will help to generating awareness on various matters related to social education and promoting functionality for social development among the students

4) Understand the importance of self-awareness as it relates to being a professional

Unit No	Unit Title	Content	Suggested Number of Class Hours/ Marks
1	Introduction to Social education	a) Meaning, Definitions, Aims and objectives and importance of social education. b) Need of social education	06/15
2	Various areas of social education	a) Adult education b) Continuing education c) Literacy education d) Population education e) Environment education f) Extension education g) Distance education	08/20
3	Psychological and philosophical aspects of social education	a) Psychological aspects of social education, Motivation and learning b) Paulo Freire, Kemal pasha approach	06/15

4	Planning and extension education in social education	a) Importance of planning in social education. Short-term, long-term planning, stages, progress b) Extension- Meaning, Definition and scope of extension in social education	06/15
5	Skills, Tools and Techniques in Social education for development	a) Symposium, seminar, Pannal discussions, group discussions, Role play, street play, b) Audio-video aids, Use of ICT, Internet as learning resource, Digital library, INFLIBINET	08/20
6	Role of Government and Voluntary Agencies for development	a) Role of Government in Social Education, b) Role of Voluntary agencies in Social Education, c) Role of Social educators for social development	06/15

Ref. Books; -

1. Roy N. R. Social Education
2. O. P. Dahama&Bhatnagar Education & Communication for development.
3. Nanavati Mohair C. Social Education
4. Sohan Singh Some thoughts on Social Education
5. Sharma, R.A. Environmental Education, Meerut, Surya Publication
6. Rao, D.G. – Population Education, Sterling Publishers
7. अहिरेबीएस, 'लोकसंख्याशिक्षण'
8. जनसेवाफाउंडेशननंदुरबार'माणूसजेव्हामोठाहोतो'
9.टांकसाळेप्राजक्ता,'व्यावसायिकसमाजकार्यविचारधारावइतिहास'मंगेशप्रकाशन.
10. टांकसाळेप्राजक्ता,'व्यावसायिकसमाजकार्य',नागपूर, साईनाथप्रकाशन,नागपूर.
11. प्र.द.'पंडितसामान्यमानसशास्त्र'
12. बोमबेबीएस, 'प्रौढअनौपचारिकआणिनिरंतरशिक्षण"

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-CD-7**	**PARTICIPATORY APPROACHES OF COMMUNITY DEVELOPMENT**

Learner Objectives: -
- To describe concept and significance of participatory approaches of Community Development
- To develop skills and practice of students in using various techniques such as PRA, PLA, Micro planning.
- To describe and apply participatory methods in development practice

Unit No.	Title	Content	Suggested No. of Hours & Marks
1	**Introduction to Participation participatory approach**	A) Concept of Participation. B) Meaning of community participation. C) Meaning of Participatory approach in Social Work	08/20
2	**Community participation approaches**	A) UNRISD, Norman Uphoff's Team :Framework on Participation, Self-Reliance and Self Help Approach, Bottom Up approach and Up Down Approach B) **Elements** of Community Participation- Identification of Stakeholders, Need Identification and Goal Determination, Information Dissemination, Consultation, Genuine Interests, Public Involvement in Decision Making, Accountability, Repeated Interaction, Ownership and Control, Sharing Benefits, Partnerships, Environmental Legislation C**) Evidences** of effective Community Participation- Hivare Bazar-India, Orangl Pilot Project-Pakistan, Grameen Bank-Bangladesh, JalSwaraj Project – Govt of Maharashtra, Water Cup Competition- Pani Foundation D) Community Participation and Development	08/20
3	**Participatory approaches, Methods and Tools**	A) PRA& RRA approach. B) PLA participatory learning and Action. C) Micro Planning. D) SWOT Analysis E) Stakeholder Analysis F) Asset Based Community Development Approach (ABCD)	08/20
4	**Social Work Intervention and Community Development**	A) Social Work Intervention in Development B) Community learning and open learning, self-learning C) Community base action (Gramsabha local Development) community base Organization	08/20

5	**Principles of Participatory approaches in social work .**	(C.B.O.'^{s}) F.B.O. : (Faith Base Organization)	
		A) Principle of peoples initiative and involvement. B) Principle of peoples participation and contribution. C) Principle of self-appraisal and self-evaluation. D) Principle of feedback and self-development. E) Principle of recycling process. F) Principle of local Resource mobilization and promotion of indigenous practices	08/20

Reference:
2. ncyclopedia of Social Work
1. Jainedra Kumar Jha (Volume No-1,2,3,4.)
2. Social Work and Social Development, R.K. Nayak, H.Y. Siddiqui Gitanjali Publishing House-New Delhi.
3. Social Work and Community Development VivekRampal-Alfa Publication- New Delhi
4. Encyclopedia of Social Work and Community Organization C.P. Yadav (Volume- 1,2,3,4)
5. Maser, C. (.(1997Sustainable community development: principles and concepts.
6. Ross Murray, Conceptual Problem in Community Organization, Herpr and Row, 1967
7. BadgujarNitin R; Participatory Approaches in Social Work, Current Publication, Agra
8. BadgujarNitin R; JalswarajyaPrakalpa: GraminVikasacheTantra, Atharv Pub., Jalgaon
9. Chaudhari Nilesh S; GraminVikas : ShashkiyaDhoranaaniloksahabhag, KumudPrakashan, Jalgaon
10. Siddiqui H Y, Working with Communities, Hira Publishers, New Delhi, 1997
11. http://www.fao.org/docrep/006/AD424E/ad424e03.htm
12. https://www.scribd.com/document/252686558/Effective-Community-P-Chapter-02
13. Course Compendium for concentration on Community Organization and Development Practice, TISS, 2009

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-CD-8	ADMINISTRATION OF URBAN DEVELOPMENT

Objectives:
1. To understand the concept of urban development in Indian context
2. Understand the concept and structure of local self-Government
3. To study and understand the policies and programmes for urban development.

Topic No	Title of the topic	Contents	Allotted hours of teaching and Marks
1	Urban Development	a) Concept of Urban development b) Historical background of Urban Development in India c) Importance and Scope of Urban Development	05/15
2	Urban Governance	a) Nagar Panchayat b) Municipality for a smaller Urban Areas. c) Municipal Corporation for a larger Urban Areas d) Cantonment Board	05/15
3	Municipal Administrative Structure and Function	a) Structure of Municipal Corporation, Nagar Palika& Nagar Parishad. b) Functions of Each Level c) Sources of Revenue/Income	05/15
4	Maharashtra Municipal Act and 74th Amendment of the Constitution	a) Main Provision of Maharashtra Municipal Corporation Act 1965 b) Main Provision of 74th Constitutional Amendment and Implementation	05/15
5	Ward Committees under the 74th Amendment of the Constitution	a) Nagar Raj Bill 2005 and 2009. (Peoples Participation Law), b)Ward Committees, Functions & Composition b) Reservation of Seats , Disqualification and Finance	05/15
6	Policies and Programme for Urban Development	a) Policies, Programme and Project related to Urban Development b) Policies and Programme Related to Slum Development	05/15
7	Peoples Participation	a) Role of NGO's / Civil Societies in Urban Development b) Rights of Urban Citizens	04/10

Reference Books :
 1) Maheshwari, Shriram (1995), Local Government in India, Agra.
2) Haldipur R.N. Paramahamsa R.K. (Eds), (1970) Local Government Institutions in India, Hyderabad 3) Yadav C. S. (1986), Urban Planning and Policies, Concept Publishing Co. NewDelhi.

4) Upadhyay S. B. (1992), Urban Planning ,Printwell, Jaipur.

5)भोरराम , स्थानिकस्वराज्यसंस्थ

 (6यमलवाडगोविंद, , स्थानिकस्वराज्यसंस्था

(7पाटीलवाभा, स्थानिकस्वराज्यसंस्थाप्रशांतपब्लिकेशन ,

नागपूर ,विद्याप्रकाशन ,कुलकर्णीअनाभारतातीलस्थानिकस्वशासन8

(9अर्जुनरावदर्शनऔरंगाबाद ,कैलासपब्लिकेशन ,पंचायतराजआणिनागरीप्रशासन ,

 (10देशमुखअलकानागपूर ,साईनाथपब्लिकेशन ,स्थानिकस्वशासन ,

 (11पाटीलव्हीबीमहाराष्ट्रातीलपंचायतराजवनागरीस्थानिकस्वराज्यसंस्था.

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COURSE TYPE	COURSE CODE	TITLE
DSE	MSW-HRM-6	LABOUR ECONOMICS AND INDIAN LABOUR PROBLEMS

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 d) Supply and Demand aspects.	06/15
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.	06/15
3	Wages	a) Concept of Wages and its Types, Theories of Wages b) Methods of wage payment, c) Wage policy for developing economy.	06/15
4	Productivity and Efficiency	a) Concept, Indicators, Factors affecting Productivity and efficiency. b) Measurement tools and techniques of productivity.	06/15
5	Problems of Organized and Unorganized labour in India	a) Meaning, Rise of labour problems. b) Nature, Causes and remedies of labour problems – Absenteeism, Migration, Indebtedness.	06/15
6	Problems of Unorganized labour in India	a) Bonded labour, Women and Child labour, b) Contract labour, Agricultural labour, Mathadi workers.	06/15
7	Problems of Migratory and Rural labour	a) Characteristics of Migratory and Rural labour in India. a) Problems of Housing and Slums and labour turnover.	05/10

Reference Books:

1. Bhagoliwal T.N. (1976) Economics of Labour& Social Welfare, SahityaBhavan,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. Chaudhari Rakesh P., Problems of Industrial Labour in India, Current Pub; Agra

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.

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-HRM-7**	**PERSONNEL PROCEDURES & PRACTICES**

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) Elements of Personnel of Personnel Policy b) Role of Time office, Methods & Elements of Time Office c) Leave provisions & Administration & records, Personnel records d) Payment and Allowances.	06/15
2	**Service Rules and Conditions**	a) Conditions of Employment, b) Contents of the Appointment letter- Probationary / Contract employee/ IT Employee c) Practices relating to Transfer and Promotion.	06/15
3	**Procedures and practices**	a) Procedures and practices in relation to employment, b)Termination of service c) Layoff, Retrenchment, Notice of change, Accidents, Condition of work closure, lockout, strike.	06/15
4	**Disciplinary Procedure**	a) Implementation & Application of Disciplinary rules. b) Drafting Disciplinary letters-Memo, Warnings, Show cause notice, Charge sheet, Discharge, Dismissal, and Termination of Service.	06/15
5	**Domestic Enquiry**	a)Elements of Domestic enquiry b) Enquiry procedure c)Principles of Natural Justice	06/15
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. c)Elements of TDS- Form 16, Gratuity, Professional Tax, PF & ESI Forms & returns	06 /15

| 7 | **Case Studies** | a)Select cases on Theft
b) breach of Settlement. | 05/10 |

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 – Eastern Lucknow
8. C.B. Memoria, Personnel Management, Himalaya Publishing House, Mumbai, New Delhi.
9. C. B. Memoria and S .V. Gankar, Himalaya Publishing House, Revised and Enlarged Edition, Mumbai, Delhi.
10. Supplementary reading material – various news paper for changes labour rules
11. Journal – Journal of Industrial relations, Human Capital, Journal of HRM
12. Guide on Labour management forms & Precedents (Law Practices)

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COURSE TYPE	COURSE CODE	TITLE
DSE	**MSW-HRM-8**	**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.	08/20
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,	06/15
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.	08/20
4	**Technological change and its impact on society**	a) Modernization b) Urbanization c) Rationalization.	06/15
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.	06/15
6	**Corporate Social Responsibility (CSR)**	a) Social Responsibility of Organization, Evolution b) Principles, Goals & Implementation c) CSR-developmental projects d) Role of Social Worker in CSR projects.	06 /15

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
   K. Singh, 1997, Industrial Sociology,Prakashan Kendra, Lucknow.

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SYLLABUS OF AUDIT COURSE

For MSW IIIrdSem

Audit Courses Sem. III AC-301(A): Computer Skills		
Course Objectives: • To inculcate different daily useful computer skills among students.		
Unit 1	**Elements of Information Technology** 1.1 Information Types: Text, Audio, Video, and Image, storage formats 1.2 Components: Operating System, Hardware and Software, firmware 1.3 Devices: Computer, Mobile Phones, Tablet, Touch Screen, Scanner, Printer, Projector,smart boards 1.4 Processor & Memory: Processor functions, speed, Memory types: RAM /ROM /HDD /DVD-ROM/Flash drives, memory measurement metrics	**2 hrs**
Unit 2	**Office Automation-Text Processing** 2.1 Views: Normal View, Web Layout View, Print Layout View, Outline View, ReadingLayout View 2.2 Working with Files: Create New Documents, Open Existing Documents, SaveDocuments to different formats, Rename Documents, Close Documents 2.3 Working with Text: Type and Insert Text, Highlight Text, Formatting Text, Delete Text,Spelling and Grammar, paragraphs, indentation, margins 2.4 Lists: Bulleted and Numbered Lists, 2.5 Tables: Insert Tables, Draw Tables, Nested Tables, Insert Rows and Columns, Moveand Resize Tables, Moving the order of the column and/or rows inside a table, TableProperties 2.6 Page Margins, Gutter Margins, Indentations, Columns, Graphics, Print Documents, 2.7 Paragraph Formatting, Paragraph Attributes, Non-printing characters 2.8 Types of document files: RTF, PDF, DOCX etc.	**5 hrs**
Unit 3	**Office Automation-Worksheet Data Processing** 3.1 Spreadsheet Basics: Adding and Renaming Worksheets, Modifying Worksheets, 3.2 Moving Through Cells, Adding Rows, Columns, and Cells, Resizing Rows and Columns, Selecting Cells, Moving and Copying Cells 3.3 Formulas and Functions: Formulas, Linking Worksheets, Basic Functions, AutoSum, Sorting and Filtering: Basic Sorts, Complex Sorts, Auto-fill, Deleting Rows, Columns, and Cells 3.4 Charting: Chart Types, drawing charts, Ranges, formatting charts	**5 hrs**
Unit 4	**Office Automation- Presentation Techniques and slide shows** 4.1 Create a new presentation, AutoContent Wizard, Design Template,	**6 hrs**

	Blank Presentation,Open an Existing Presentation, PowerPoint screen, Screen Layout	
	4.2 Working with slides: Insert a new slide, Notes, Slide layout, Apply a design template,Reorder Slides, Hide Slides, Hide Slide text, Add content, resize a placeholder or textbox, Move a placeholder or text box, Delete a placeholder or text box, Placeholder orText box properties, Bulleted and numbered lists, Adding notes	
	4.3 Work with text: Add text and edit options, Format text, Copy text formatting, Replacefonts, Line spacing, Change case, Spelling check, Spelling options	
	4.4 Working with tables: Adding a table, Entering text, Deleting a table, Changing rowwidth, Adding a row/column, Deleting a row/column, Combining cells ,Splitting a cell,Addingcolor to cells, To align text vertically in cells, To change table borders,Graphics, Add clip art, Add an image from a file, Save & Print, slide shows, slideanimation/transitions.	
Unit 5	**Internet & Applications:** 5.1 Computer Network Types: LAN, PAN, MAN, CAN, WAN, Defining and describing theInternet, Brief history, Browsing the Web, Hypertext and hyperlinks, browsers,Uniform resource locator 5.2 Internet Resources: Email, Parts of email, 5.3 Protecting the computer: Password protection, Viruses, Virus protection software,Updating the software, Scanning files, Net banking precautions. 5.4 Social Networking: Features, Social impact, emerging trends, issues, Social Networking sites: Facebook, Twitter, linkedin, orkut, online booking services 5.5 Online Resources: Wikipedia, Blog, Job portals, C.V. writing 5.6 e-learning: e-Books, e-Magazines, e-News papers, OCW(open course wares): Sakshat(NPTEL) portal, MIT courseware	**4 hrs**
Unit 6	**Cloud Computing Basics** 6.1 Introduction to cloud computing 6.2 Cloud computing models: SAS, AAS, PAS 6.3 Examples of SAS, AAS, PAS (DropBox, Google Drive, Google Docs, Office 365 Prezi, etc.)	**3 hrs**

Suggested readings:
1. TCI, "Introduction to Computers and Application Software", Publisher: Jones &BartlettLearning, 2010, ISBN: 1449609821, 9781449609825
2. Laura Story, Dawna Walls, "Microsoft Office 2010 Fundamentals", Publisher: CengageLearning, 2010, ISBN: 0538472464, 9780538472463
3. June Jamrich Parsons, Dan Oja, "Computer Concepts Illustrated series", Edition 5,Publisher Course Technology, 2005, ISBN 0619273550, 9780619273552
4. Cloud computing online resources

Course Outcomes:
On completion of this course, the student will be able to:

CO No.	CO
AC301A.1	Identify their lacunas about some computer skills and try to overcome the same.
AC301A.2	Practice the learned computer skills in real life and do their jobs more effectively.

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AC-301(B): Cyber Security		
Course Objectives: • To make students aware of different daily useful cyber security skills/rules.		
Unit 1	**Networking Concepts Overview** Basics of Communication Systems, Transmission Media, ISO/OSI and TCP/IP models, Network types: Local Area Networks, Wide Area Networks, Internetworking, Packet Formats, Wireless Networks: Wireless concepts, Advantages of Wireless, Wireless network architecture, Reasons to use wireless, Internet	3 hrs
Unit 2	**Security Concepts** Information Security Overview, Information Security Services, Types of Attacks, Goals for Security, E-commerce Security, Computer Forensics, Steganography. Importance of Physical Security, Biometric security & its types, Risk associated with improper physical access, Physical Security equipments. Passwords: Define passwords, Types of passwords, Passwords Storage – Windows & Linux.	7 hrs
Unit 3	**Security Threats and vulnerabilities** Overview of Security threats, Hacking Techniques, Password Cracking, Types of password attacks, Insecure Network connections, Wi-Fi attacks & countermeasures, Information Warfare and Surveillance. Cyber crime: e-mail related cyber crimes, Social network related cyber crimes, Desktop related cyber crimes, Social Engineering related cyber crimes, Network related cyber crimes, Cyber terrorism, Banking crimes	7 hrs
Unit 4	**Cryptography** Understanding cryptography, Goals of cryptography, Types of cryptography, Applications of Cryptography, Use of Hash function in cryptography, Digital signature in cryptography, Public Key infrastructure	5 hrs
Unit 5	**System & Network Security** System Security: Desktop Security, email security: PGP and SMIME, Web Security: web authentication, Security certificates, SSL and SET, Network Security: Overview of IDS, Intrusion Detection Systems and Intrusion Prevention Systems, Overview of Firewalls, Types of Firewalls,	3 hrs

Unit 6	**OS Security**	2 hrs
	OS Security Vulnerabilities updates and patches, OS integrity checks, Anti-virus software, Design of secure OS and OS hardening, configuring the OS for security, Trusted OS.	
Unit 7	**Security Laws and Standards**	3 hrs
	Security laws genesis, International Scenario, Security Audit, IT Act 2000 and its amendments.	

Suggested readings:

1. Skills Factory, Certificate in Cyber Security, Text Book Special edition, Specially published for KBC NMU, Jalgaon
2. BPB Publication, "Fundamentals of Cyber Security", MayankBhushan, Rajkumar Singh Rathore , AatifJamshed
3. CreateSpace Independent Publishing Platform, "Cyber Security Basics", Don Franke, ISBN-13: 978-1522952190ISBN-10: 1522952195
4. Online references

Course Outcomes:

On completion of this course, the student will be able to:

CO No.	CO
AC301B.1	Practice learned cyber security skills/rules in real life.
AC301B.2	Provide guidance about cyber security skills/rules to their friends, parents and relatives.

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AC-301(C):SPSSINSOCIALSCIENCES		
Course Objectives:		
• To make students aware Analysis of data		
Unit 1	**IntroductiontoSPSS-** Meaningandpurpose,usingthewindowsinSPSS:TitleBar,MenuBar, Tool Bar, Status Bar; Using SPSS windows: Data View, Variable View Open SPSSfiles,CreateandModifyDatafilesandLoadExcelfilesCoding	5 hrs
Unit 2	**DataManagementinSPSS (I)-** DataModification:RecodeVariables,Createnewvariables,Selectcases,Splitcases,Rankcases	5 hrs
Unit 3	**DataManagementinSPSS (II)-**	5 hr

	VisualBinning,Varioustransformations;logarithmic,inverse,cubic,quadraticetc	s
Unit 4	**Descriptive Statistics (I) -** Frequency Tables, Descriptive Tables, Cross Tabulation,MultipleResponses	5 hrs
Unit 5	DescriptiveStatistics(II)- PieCharts,Boxplots,GraphswithChartBuilder,ContingencyTables,Exporttowordprocessingprograms	5 hrs
Unit 6	**Testing Data -** Associations in contingency tables, binomial test, Types of t-tests, Analysisof Variance, Correlation, Regression Analysis, Factor analysis, ANOVA, Non-parametric techniques	5 hrs

Suggested readings:

- Coakes, S.J., SPSS Analysis without Anguish, John Wiley and Sons, Australia, 2005
- Einspruch Eric L. (2004), "Next Steps with SPSS", London/New Delhi, Sage Publication
- Einspruch Eric L. (2005), "An Introductory guide to SPSS for Windows", London/New Delhi, Sage Publication, 2nd Eds.
- Field, A., Discovering Statistics Using SPSS, Sage Publications Ltd, 2005.
- Gerber, S.B. and Finn, K.V., Using SPSS for Windows-Data Analysis and Graphics, Springer, USA, 2005
- Kirkpatrick, L.A. and Feeney, B.C., A Simple Guide to IBM SPSS Statistics, Cengage Learning, 2012
- Pandya, K., Bulsari, S. and Sinha, S., SPSS in Simple Steps, Kogent Learning Solutions, dreamtech Press, New Delhi, 2012
- मॅनॲडिते ॑ते:युईसिआणमॅथीघिसेन, (२०१७), "SPSS चे ॑थिमकपाठ" :यू॰ द:ली, सेजभाषापि&लकेशन

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AC-301(D): SKILLS OF DATA ANALYSIS		
Course Objectives:		
The main goal of the course is to familiarize students with a variety of data analysis methods which should be useful in quantitative research.		
Unit 1	• Data analysis: an introduction • Data sources and databases	5 hrs
Unit 2	• Data visualization • Random variables: an application of statistics to social science data	5 hrs
Unit 3	• Data Structure and Clustering	5 hrs
Unit 4	• Confidence intervals and hypothesis testing	5 hrs
Unit 5	• Statistical inference: correlation and cross tabulation • Hidden data structure and Factor Analysis	5 hrs

Suggested readings:

- Qualitative inquiry & research design : choosing among five approaches, Creswell, J. W., 2013
- Field experiments : design, analysis, and interpretation, Gerber, A. S., 2012

For MSW IVthSem

	Audit Courses Sem. IV AC-401(A): Human Rights	
	Course Objectives: • To make students aware about human rights and human values.	
Unit 1	**Introduction to Human Rights** 1.1 Concept of Human Rights 1.2 Nature and Scope of Human Rights 1.3 Fundamental Rights and Fundamental Duties 1.4 Interrelation of Rights and Duties	**6 hrs.**
Unit 2	**Human Rights in India** 2.1 Meaning and Significance of : 1) Right to Equality 2) Right to Freedom, 3) Right against Exploitation, 4) Right to Freedom of Religion, 5) Cultural and Educational Rights, and 6) Right to Constitutional Remedies. 2.2 Constitutional Provisions for Human Rights 2.3 Declaration of Human Rights 2.4: National Human Rights Commission	**8 hrs.**
Unit 3	**Human Values** 3.1: Meaning and Definitions of Values 3.2: Importance of values in the life of Individual 3.3: Types of Values 3.4: Programmes for conservation of Values	**8 hrs.**
Unit 4	**Status of Social and Economically Disadvantaged people and their rights** 4.1: Rights of women and children in the context of Social status 4.2: The Minorities and Human Rights 4.3: Status of SC/ST and other Indigenous People in the Indian Scenario 4.4: Human rights of economically disadvantaged Society	**8 hrs.**
Suggested readings: 1. Human rights education – YCMOU, Nasik 2. Value education – SCERT, Pune 3. Human rights reference handbook – Lucille whare		

Course Outcomes:
On completion of this course, the student will be able to:

CO	CO

No.	
AC401A.1	Practice the learned issues under human rights and human values in real life.
AC401A.2	Provide social justices to people around them and provide guidance about human rights to their friends, parents and relatives.

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AC-401(B): Current Affairs

Course Objectives:
- To make students updated about current affairs of India and world.

	Title	Content	Hours
Unit 1	Politics & Economy	• National & International Political Activity, Organization. • Economy & Business, Corporate world	08
Unit 2	Awards and recognitions	• National & International Awards and recognitions • Books and authors	07
Unit 3	Science & Technology	• Software, Automobile, Space Research • New inventions and discoveries	07
Unit 4	Environment & Sports	• Summit & conference, Ecology & Climate, Organization. • National & International Games, Olympics, commonwealth etc.	08

Suggested readings (Use recent years' data and current literature):
1. India 2019, by Publications Division Government of India
2. Manorama Year Book by Philip Mathew,
3. India 2019, Rajiv Maharshi
4. Quick General Knowledge 2018 with Current Affairs Update, Disha Experts
5. General Knowledge 2018: Latest Who's Who & Current Affairs by RPH Editorial Board.

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AC-401(C):PERSONALITY DEVELOPMENT

Course Objectives:
- To create awareness about the concept of Personality.
- To understand role of 'The Self', Motivation and Emotion in Personality Development.
- To understand and overcome the threats to Healthy Personality.

	• To develop the Personality to deal confidently the challenges of life.	
Unit 1	**IntroductiontotheconceptofPersonalityand'TheSelf'**	**5 hrs**
Unit 2	ManagingSelf:Acceptance,andImprovementProgramme	**5 hrs**
Unit 3	**IntroductiontotheLifeSkillsandtheirdevelopment**	**5 hrs**
Unit 4	DevelopmentofLifeSkills,ApplicationofLifeSkills	**5 hrs**
Unit 5	**IntroductiontotheSoftSkillsandtheirDevelopment**	**5 hrs**
Unit 6	ExternalAspectsofPersonalityDevelopment	**5 hrs**

Suggested readings:

Ciccarelli, S., Psychology (South Asian Edition). New Delhi: Pearson Publication
वर्वे,वी., व्यक्तिमत्व् सिध्दांत, विद्या प्रकाशन नागपूर

उपाध्ये.एस., व्यक्तिमत्व् विकास – अभ्यास,माहिती पुस्तिका, य.च.म.मु.विद्यापीठ, नाशिक

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AC-401(D):WRITING AND RECORD KEEPING SKILLS		
Course Objectives:		
• Learn writing skills commonly used in business world and daily life.		
• This course will provide an introduction to the basic theories, methodologies, and most significant problems relating to records management.		
Unit 1	Exercises in Written Skills:- (i) Précis writing (ii) Note-taking skills (iii) Writing reports	**5 hrs**
Unit 2	Guidelines and essentials of official correspondence for making enquiries, complaints and replies	**5 hrs**
Unit 3	Making representations; writing letters of application for jobs; writing CV, writing letters to the editor and social appeals in the form of letters/pamphlets.	**5 hrs**
Unit 4	Importance and Method of Recording, Recording Structure, types and Principles of Recording	**5 hrs**
Unit	Objectives of Record Keeping;	**5 hrs**

| 5 | Meaning and concept of Filing
Different Kinds of Filing System
Steps in Filing; Indexing; Selecting the Appropriate Filing System;
How to handle Incoming & Outgoing Mails | |

Suggested readings:

Hansen, Kristine. (2007). Writing in the social sciences: A rhetoric with readings. 2nd ed. Boston, MA: Pearson Education

Office Management By Ankita Bhatia Dr. R. K. Chopra

Iron Mountain. (2020). Records management: Best practices guide.

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