SOLAPUR UNIVERSITY, SOLAPUR

Master of Social Work (M.S.W)

New Syllabus for M.S.W Part-II

(Semester – III & IV)

Choice Based Credit System

w.e.f July 2016

COURSE STRUCTURE AND SYLLABUS
SEMESTER- III & IV
(To be implemented from July 2016 onwards.

The Syllabus is framed according to the UGC guidelines, choice based credit system (CBCS) pattern.
The course structure is as follows.

MSW PART--II PROGRAMME STRUCTURE: (SEMESTER-III)

I) **Core subjects:**
   Three compulsory papers.
1. Administration of Human Service Organization- I
2. Project Management And Skills in Communication- I
3. Social Policy and Social Legislation - I

II) **Foundation subject;**
1. Research project
2. Social work practicum (field work)

III) **Elective subjects (select any three papers from the following groups)**

   GROUP - 1
1. Human Resource Development and Social Work in Industry-I

2. Personnel Management and Industrial Relations –I
3. Labour Welfare and Labour Laws – I
4. English Communication skills.

GROUP - 2

1. Governance and Rural Community Development- I (URCD)
2. Urban and Rural Community Development- (URCD)
3. Social Work and Ecology (URCD)
4. English Communication skills.

GROUP - 3

1. Child Development- (FCW)
2. Family and Women Development- (FCW)
3. Social Work Interventions with Children, Youth and Elderly-
4. English Communication skills

GROUP - 4

1. Medical Social Work-
2. Preventive and Social Medicine
3. Psychiatry and Mental Health
4. English Communication skills-

Structure of M.S.W. Course in accordance with CBCS system:

M.S.W. – SECOND YEAR

SEMESTER - III

SUBJECT	Name of paper	Hrs/ week	UA		CA		Total marks per paper	Credits
			Max	Min	Max	Min		
Core	Paper -I	3	70	28	30	12	100	3
Core	Paper –II	3	70	28	30	12	100	3
Core	Paper –III	3	70	28	30	12	100	3
Elective	Paper –IV	3	70	28	30	12	100	3
Elective	Paper –V	3	70	28	30	12	100	3
Elective	Paper -VI	3	70	28	30	12	100	3
Elective	Paper -VII	3	70	28	30	12	100	3
Foundation (compulsory)	Research Project	3	50	25	50	25	100	3
Foundation (compulsory)	Field Work	15	30	12	70	28	100	7.5
Total		36	500		300	300	800	28.5

Concurrent Fieldwork:

Working days: A student has to work on two days a week for concurrent fieldwork. Preferably, Thursday and Friday of every week. The students have to complete 20 to 25 visits in agency / community in each semester. 50% field work should be done in community settings, which is mandatory.

A: Distribution of Concurrent fieldwork criteria and marks

Concurrent fieldwork	Orientation visit	Fieldwork Viva-Voce	Total Marks
50	20	30	100

B: Research Project Report

Research Project Assessment	Research Project Viva-Voce	Total Marks
50	50	100

Guidelines for Internal Assessment

A: Orientation visits – (20 Marks)

Number of visits attended	Participation in visits	Report writing	Total marks
05	08	07	20

B: Concurrent Field Work (50)

Number of visits attended	Activities conducted	Presentations in Dairy & Journal	Total marks
15	15	20	50

C: Viva-Voce of Concurrent field work – (30 Marks)

Sl. No	Tasks	Marks
1.	Field knowledge	10
2	Work presentation	10
3	Application of social work methods	10
	Total Marks	30

Research Project Report

(a) College   Assessment – (50 Marks)

Sl. No	Tasks	Marks
1.	Introduction to research theme and problem formulation	10
2.	Review of literature	10
3.	Research methodology /design (Clarity of objective, hypothesis, social work approach, significance of the study, variable design, sample, tools, statistical analysis) and collection of data	15
4.	Presentation skill	15
	Total Marks	50

(b) University assessment- Viva-voce – (50 Marks)

Sl. No	Tasks	Marks
1.	Knowledge about research theme and problem formation .	15
2.	Review and research skills.	10
3.	Preparation of research methodology/ design.	15
4.	Presentation skills	10
	Total Marks	50

Grand total:

Concurrent fieldwork   =100   marks

U/A - 30 marks

C/A – 70 marks

Research Project Report = 100 marks

U/A - 50 marks

C/A – 50 marks

Theory Papers

U/A 6 x 70 marks = 420 marks

C/A 6 x 30   =   180

Total marks = 800 marks

MSW PART--II PROGRAMME STRUCTURE: (SEMESTER-IV)

SUBJECT	Name of paper	Hrs/week	UA		CA		Total marks per paper	Credits
			Max	Min	Max	Min		
Core	Paper -I	3	70	28	30	12	100	3
Core	Paper –II	3	70	28	30	12	100	3
Core	Paper –III	3	70	28	30	12	100	3
Elective	Paper –IV	3	70	28	30	12	100	3
Elective	Paper –V	3	70	28	30	12	100	3
Elective	Paper -VI	3	70	28	30	12	100	3
Elective	Paper -VII	3	70	28	30	12	100	3
Foundation (compulsory)	Research Project	3	50	25	50	25	100	3
Foundation (compulsory)	Field Work	15	30	12	70	28	100	7.5
Total		36	500		300		800	28.5

A: Concurrent field work criteria and marks distribution:

Concurrent fieldwork	Micro study	Fieldwork Viva-Voce	Total Marks
50	20	30	100

Guidelines for Micro study:

MSW part II students, specialization wise should conduct a micro study of any slum/ community in group and prepare a research report under the guidance of faculty and the same will be submitted to the College before the completion of fourth semester field work viva-voce.

Research Project Report

Research Project Assessment	Research Project Viva-Voce	Total Marks
50	50	100

Guidelines for Internal Assessment

A: Concurrent field work – (70 Marks) (C/A)

Number of visits attended	Activities conducted	Micro study presentation	Presentations in Dairy & Journal	Total marks
20	10	20	20	70

B: University Viva-Voce of Concurrent field work – (30 Marks) (U/A)

Sl. No	Tasks	Marks
1.	Field knowledge	05
2	Work presentation	05
3	Micro study presentation	10
4	Report writing of Micro study	10
	Total Marks	30

Research Project Report

a). College Assessment - (50 Marks) (C/A)

Sl. No	Tasks	Marks
1.	Completion of data collection and data interpretation, Analysis of tables	20
2.	Findings, inferences drawn and intervention suggested	15
3.	References (standard style, number of references given)	15
	Total Marks	50

(b). University Viva-voce – (50 Marks) (U/A)

Sl. No	Tasks	Marks

1.	Findings, inferences and interventions	10
2.	Research skills, report writing	10
3.	References –Bibliography	10
4.	Report Presentation skill	20
	Total Marks	50

Concurrent fieldwork   100 marks

U/A--   30 marks

C/A – 70 marks

Research Project Report =   100 marks

U/A--   50 marks

C/A – 50 marks

Theory papers

U/A - 6 x 70 marks = 420 marks

C/A -- 6 x 30   =   180

Total marks = 800 marks

Passing Criteria:

A student who is failed in University Examination (theory) and passed in Internal Assessment of a Paper (subject) shall be given FC grade. Such student will have to appear for University Examination (theory) only.

A student who is failed in Internal Assessment of a Paper (subject) and passed in University Examination (theory) shall be given FR grade. Such student will have to appear for both University Examination (theory) as well as Internal Assessment.

College Assessment:

The Internal college Assessment will be of 30 marks which will consist of the following Heads. The Internal Assessment should be done accordingly and the marks to be submitted to the University.

Two Classroom /Home Assignments : 10 Marks

Classroom Seminar: 10 Marks

Prelim Exam   10 Marks

Total Marks   30 Marks

ATKT: A Student will be allowed to carry forward all subjects for next semester. However while going to third Semester a student should clear all subjects of first Semester and while going to fourth Semester a student should clear all subjects of second Semester.

However a student who has failed in Field Work shall not be allowed to keep term.

Assessment :
The final assessment of the student shall be made in terms of an internal assessment and an external assessment (University).
(a) The internal and external assessment will constitute separate heads of passing and they will be shown separately in the marks sheet.
(b) The external assessment shall be based upon the external written examination to be held at the end of each semester.
(c) The project Report and viva shall constitute seperate head of passing.
The project Report shall be assessed both internally (50 marks) and externally (50 marks). For external evaluation there will be a viva voce at the end of third semester. Such viva-voce shall be conducted by a panel of two referees appointed by the University of which one referee will be external and one internal referee.
(d) Reassessment of Internal Marks –In case of those students who have secured less than passing percentage of marks in the internal evaluation for the paper or declared failed by the university, the concerned Institute should administer a separate internal assesment for 30 marks in the subsequent semester for such subject. The results of such test may be communicated to the University as the Revised Internal marks and University has to consider revised internal marks while declaring the result.

Additional Specialization:-
A student who has passed the M.S.W. Examination of this University may be allowed to appear for the M.S.W. examination again, in any other one elective, by keeping terms for the third and fourth semester for that special group. The field work will be compulsory for each semester.

Dr. Indira Choudhary

AD-Hoc , B.O.S. Chairman

Social work.

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Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Core Paper -I
Administration of Human Service Organization

Learning Objectives

To orient students to the concepts and process of administration.

To enable students to grasp the management and administrative practices in NGOs

Module No	Module Title	Content	Teaching-Learning Methodology
1.	Introduction to Administration	• Concept, definition, Nature, Scope and types of Administration • Welfare Administration	Lecture & discussion
2	Process of Administration	• Process of Administration, Goal setting, planning, supervision, recording and reporting in administration • Delegation & decentralization • Human resource policy- concept	Lecture & discussion
3.	NGO management	• Growth of organizations as response to social needs • Concept & definitions of NGO management • Structure and functions of non government organization	Lecture & discussion
4.	Leadership	• Definition, functions and qualities of leader. • Leadership skills • Developing leadership skills • Crisis management skills • Leader as a change agent • Team building	Lecture & discussion

5.	Time Management	• Concept & importance of time management • Planning time and resources • Need for planning time • Types of planning • Strategies for planning time • Setting goals and objectives • Planning to achieve goals • Scheduling • Delegating	Lecture & discussion

• **References:**

Bechkard, R. 1969	Organizational development: Strategies and models, Reading: Addiron Wisley
Chandra, Snehlata, 2001	Non-governmental organizations: Structure, Relevance and Functions, New Delhi: Kamishaka Publishers
Connors, Tract Dainer,1993	The Non-Profit Management Handbook: Operating policies and procedures, New York: John Wiley and Sons Inc. Edwin, Flippo Principles of management
Kramer, R., 1981	Voluntary organizations and the welfare state, Berkeley:
PRIA, 1990	Manual on financial management and accounts keeping for voluntary organizations, New Delhi: Society for Participatory Research in Asia
Denver, J.C., 1979	Office administration, Plymouth: MacDonald and Evans
Drucker, P., 1990	Managing the Non-profit organizations, NY: Karper Collins Kandaswamy, 1986 Governance and financial management in Non-profit organizations – A reference manual, New Delhi: Caritas India
Leigh, Andrew, 1996	20 ways to manage and better, Hyderabad: University Press
Mohanty, M. and Singh, A.K., 2002	Volunteerism and government: Policy, programs and assistance, New Delhi: VANI
Shapiro, Janet, 2003	Strategic planning, CIVICUS, www.civicus.org
Soriano, F.I., 1995	Conducting needs assessment, New Delhi: Sage Publications
Slugter, G.P., 1998	Improving organizational performance, New Delhi: Sage Publications
Thomas, A. et al, 1998	Finding out fast: Investigative skills of policy and development, New Delhi: Sage
Weiner, M., 1982	1982 Human service management, Illinois: The Dorsey Press

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Core Paper -II

Project Management and Skills in Communication

Learning Objectives:

☐☐ To understand the concept of Project Formulation

☐ ☐ To gain the clarity about the Project Management

☐ ☐ To Comprehend the meanings & importance of Skills in Communication

Module e	Module Title	Content	Teaching-Learning Methodology
1	Introduction to Project Management	Concept of project management Significance of project management Objectives of project management Scope of project management Characteristics of project	Lecture & Experiential sharing / assignments/presentation
2	Process of Project Management	Project life cycle Process of project management Constraints in Project Management Principles of Project management Approaches in project Management	Lecture & brain storming session/assignments/presentation
3	Formulation of a		

	Project	- Definition and concept of goal setting - Process of goal setting - Goal-performance relationship - Preparation of project budget - Time schedule in project - Alternative Plan	Lecture & discussion /assignments/presentation
4	Introduction to Communication	- Meaning, Definitions & Importance of communication - Objectives of communication - Functions of Communication - Elements of communication - Process of Communication	Games / Lecture cum Demonstration /assignments/presentation
5	Classification of Communication and approaches	- Types of communication - Advantages and disadvantages of various types of communication - Barriers in Communication - Concept of developmental communication - Participatory Communication	Lecture, Group Discussion and Assignment /presentation

References:

1.Kathy schwalbe, December 15, 2005   Introduction to Project Management, bob woodburry course technology, united states Project Management Institute, 2009,

2.Joseph Phillips, 5 August 2013,   A Guide to the Project Management Body of Knowledge, Project Management Institute, USA

3.David Olson, 2003   Introduction to Information Systems Project Management A Systems Approach 2nd Edition , The McGraw-Hill Company

4.Clifford Gray, Erik Larson, 30 July 2010   Project Management: The Managerial Process, Tata Mcgraw-Hill Education; 4 edition

5.William J. Seiler, Melissa L. Beall, January 14, 2010,   Communication: Making Connections (8th Edition)

6.Agarwal.N.P & Mishra.B.K,2007   Social and Quantitative aspects of Project Management,RBSA Publishers,Jaipur

7.Vasant Desai, Second Edition 2004   Project Management,Himalaya Publishing House, Mumbai.

8.Krishna Mohan & Meera Banerji   Developing Communication skills

9.Dr. C.S Rayadu   Communication

10.Dr. Dhanraj Patil   Communication for Rural Development in India

11.Dr.B.C.Punmia & K.K.Khandelwal   Project Planning & Control with PERT & CPM

12.N.P.Agarwal & B.K.Mishra   Social and Quantitative Aspect of Project Management

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Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Core Paper -III

Social Policy and Legislation-I

Learning Objectives:

 To understand the concept of Social Policy and Social Legislation.
 To gain the role clarity of Social Policy and Social Legislation in Social Work.
 To critically understand Soial Policy and Social Legislation.

Module No.	Module Title	Content	Teaching Learning Methodology

1	Social Policy & Constitution	Conept and nature of social policy. Principles and values of social policies.
		  Differenapproaches to social policies Determinates and sources of social policy.
		  Relationship between social policy and social development.
		  Values (i,e. the Directive Principle of State Policy, Fundamental Right & Human Right) Components of social policy
			Lecture and discussion

2	Policies	PoliciesEvolution of social policy in India in a historical perspective. Process of social policy formulation. Different sectoral policies & There implementation	Lecture and discussion

		e. g. policies concerning education, health, social welfare, Women, children, senior citizen, Welfare of backward classes, urban & rural development, tribal development & poverty alleviation. ☐ ☐ Models of Social Policy and their applicability in Indian Situation .	

3	Introduction to social legislation	☐ ☐ Concept and definition of social legislation
		   ☐ ☐ Nature of social legislation
		   ☐ ☐ Social legislation as an instrument of social control and social justice
			Lecture and discussion

4	Legal practices in social work	☐ Public Interest Litigation ☐ Writ petition ☐ Right to information Act 2005 ☐ ☐ First Information Report ☐ Bailable and non-bailable offences ☐☐ Important sections in IPC relating to women and children ☐ Legal Aid System ☐ Education Act 2009 ☐ ☐ Protection of children from sexual offences act 2012. ☐ The Sexual Harassment of Women at ☐ ☐ Workplace (Prevention, Prohibition And Redressal) Act, 2013	Lecture/ Visit to various institutions and assignments
5		☐ ☐ Important provisions and relevance of legislative provisions for social workers	

	Social legislations and social work practice	☐ Hindu Succession Act, 1956 ☐☐ Domestic Violence Act, 2006 ☐ Hindu Adoption and Maintenance Act, 1956 ☐ Maternity Benefit Act, 1961 ☐ Medical Termination of Pregnancy Act, 1971 ☐ Dowry Prohibition Act, 1961 ☐ Juvenile Justice (Care and Protection) Act, 2000 ☐ Labour laws pertaining to child labour	Lecture/ Discussion/ presentation

References:

Sr. No.	Author	Books and Publication
1	A.K.Bhartiya and D.K.Singh	Social Policy in India. New Royal Book Company,Lucknow
2	Kohli A.S.	Human rights and social work
3	David C. Marsh	Introducing Social Policy, Routledge and Keganpaul
4	P.N. Sharma and C. Shastri	Social Planning, Print House Lucknow
5	Jose Kananaikil	Seventh Plan and Development of Weaker Sections. Indian Social Institute, New Delhi
6	Gangarde	Social Legislation Volume I and II
7	Basu D D	Indian Constitution

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper IV
Human Resource Management. (Group – A)

Human Resource Development and Social Work in Industry-I

Learning Objectives:

- To enable students to conceptualize the management and development aspects of human resources in the context of industry
- To conceptualize the role of social work in industry
- To understand the context of therapies in industry

Module No.	Module Name	Content	Teaching-Learning Methodology
1.	Introduction to Human Resource Development	• Concept, definition, scope & Objectives. • Components of HRM • Principles HRM & HRD. • Distinguish between HRM & HRD.	Lecture / Discussion / Presentations / Assignments etc.
2.	Training and Development	• Concept, Scope, Importance &Types. • Objectives of Training and Development • Management Development and Executive Development.	Lecture / Discussion / Presentations / Assignments etc. .

3.	Role and Functions of HR Department	• Roles of HR Manager • Functions of HR Manager • Carrier planning and Development	Lecture / Discussion / Presentations / Assignments etc
4	HR and Human Relations	• Meaning and definitions • Employee Morale and code of conducts. • Human needs • Stress management	Lecture / Discussion / Presentations / Assignments etc
5	Industrial Counseling	• Industrial Communication. • Need and Scope for counseling in industry. • Applications of Social work methods in industry.	Lecture / Discussion / Presentations / Assignments etc

References:

A.M.Sharma	Personnel and Human Resource Management
M.M.Desai	Social work in industries
Ray Baiky	Practical counseling skills
Anjaki Ghanekar	Human Resource Management
K.Ashwathappa	Human Resource and Personnel Management.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper - V
Human Resource Management. (Group –A)

Personnel Management & Industrial Relations – I

Module No.	Module Title	Contents	Teaching Learning Methodology
1	Introduction to Personnel Management	• Nature, Concept, Definition, Scope & Principles of Personnel Management . • Historical Growth, • Functions of Personnel Department	Lectures/ Discussion
2	Human Resource Planning	• Concept, Objectives, Process & Forecasting of Human Resource. • Recruitment Sources & Process. • Selection, Placement & Induction • Promotion & Transfer • Job Analysis, Job Description and Job Specification	Lectures/ Discussion
3	Wage & Salary Administration	• Meaning, Concept • Methods of Wage Payments. • Wage Regulations • Types of Wages Policy for Industrial Development	Lectures/ Discussion
4	Industrial Relations	• Definition, Concepts, Objectives, Scope. • Factors of Good Industrial Relations • Development & Determinants of Industrial Relations. • Perspectives of Industrial Relations. • International Labour Organization (ILO) India Labour Conference (ILC).	Lectures/ Discussion
5	Labour Management Cooperation In	• Concept & Importance of Works Committees, Joint Management Councils. Workers Participation In Management.	Lectures/ Discussion

	India	• Collective Bargaining Industrial • Disputes/ Conflicts, Causes and Results Scenario. Employee Grievance Redressal System.	

References:

R.S Davar	Personnel Management & Industrial Relations.
M.N. Rudrabasavaraj	Dynamics of Personnel Administration
K.K. Ahuja	Advanced Personnel Management.
G.A. Cole	Personnel Management (Theory & Practice)
C.B. Mamoria	Personnel Management.
A.M. Sharma	Industrial Relation & Legal Framework

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -VI

Human Resource Management. (Group – A)

Labour Welfare & Labour Laws : I

Learning Objectives :

 • To enable students to conceptualize the management and development aspects of human resources in the context of industry

• To conceptualize the role of social worker in industry

• To understand the context of therapies in industry

Module No	Module Title	Contents	Teaching Learning Methodology
1	Introduction of Labour Welfare	• Definition, Nature, Concept, Objectives, Scope, Philosophy & Principles of Labour Welfare, • History of Labour Welfare, Agencies of Labour Welfare, • National Policy in Labour	Lectures / Discussion/ Presentations

		Welfare, • Problems concerning industrial Labour / Worker in India : Absenteeism, Migratory Character, Indebtedness,Gambling etc.	
2	Types of Labour Welfare	• Intramural, Extramural Labour Welfare Facilities, Statutory & Non-Statutory Welfare Measures, • Voluntary Labour Welfare Measures, Mutual Labour Welfare Facilities. • Functions, Role of Welfare Officer & Duties & Position in the Management.	Lectures / Discussion/ Presentations
3	Welfare Legislation	• History of Labour Laws • The Factories Act, 1948 • The Contract Labour (Regulation & Abolition) • The Shops & Establishment Act, 1948	Lectures / Discussion/ Presentations
4	Industrial Relations	• The Industrial Disputes Act, 1947 • The Industrial Employment (Standing Orders) Act, 1946 • The Trade Union Act, 1926 • The Bombay Industrial Relations Act, 1946	Lectures / Discussion/ Presentations
5	Other Labour Laws	• The Apprentices Act, 1961 • The Maharashtra Recognition of Trade Unions and Prevention of U. L. P. Act, 1971 • The Mines Act, 1952	Lectures / Discussion/ Presentations

References :

Punekar&Deodhar	Labour Welfare, Trade Unionism & Industrial Relations.
Mhetras V. G.	Labour Welfare & Labour Welfare Officer in Indian Industry.

M. V. Moorthy	Principles of Labour Welfare.
V. V. Giri	Indian Labour Problems
A. M. Sharma	Labour Welfare
NayanBafna	Social Security & Labour Welfare in India
S. P. Jain, Dhanpal	Industrial & Labour Laws.
Shintre	Labour Laws.
Taxmann	Labour Laws.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -VII
Human Resource Management. (Group – A)

Communication Skills - I

Module No.	Module Name	Content	Teaching Methodology
1.	Effective Communication:	Meaning, process of Communication, barriers of Communication, Techniques of Effective Communication, Principles of Effective Communication.	Lecture/ Discussion
2.	Written Communication:	Organizing Meetings, preparation of Agenda, Minutes of Meetings, Enquiries, Circulars, Applicants letters, Resource Interview letters, Letter of Appointment, Conformation, promotion.	Lecture/ Discussion
3.	Communication Skills:	Listening & speaking, Group Discussion and Interview Techniques, Presentation Techniques,	Lecture/ Discussion

		Presentation of Speech, Presentation by using modern equipments.	
4.	International Communication	Importance of International Communication, principles of International Communication, Principles for effective oral Presentation.	Lecture/ Discussion
5.	Electronic Communication:	Use of Modern Electronic Equipment, telecommunication, FAX, E-mail, Video Conferencing.	Lecture/ Discussion

References :

Basic Business Communication: Robert MaArcher

Effective Business Communication: Murthy

Excellence in Business Communication:

Hand Book of Business Communication:

Business English and Communication :

Business Communication: Pradhan & thakur

Business Communication : Balsubramanium. M

Hand Book of case Writing : Culliton & James.w.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper IV
Urban Rural Community Development (Group - B)

Governance & Rural Community Development

Learning Objectives:

➢ To orient the students about the concept of rural community development
➢ To enable the students to understand the needs & problems of rural community in India
➢ To comprehend the students about concept & importance of democratic decentralization

Module No.	Model Name	Contents	Teaching Methodology
1.	Rural Community Development	• Meaning & types of rural community • Concept & definition of rural community development Principles of rural community development • Problems in Rural Community Development	Lecture by uing audio-visual aids
2.	Programmes for Rural Development	• Saint Gadgebaba Gram, Swachata Abhiyan, Swajaldhara, Jalswarajya, • Dairy, Goatry, Piggery, Bee-keeping, Seri-culture, Horti-culture, Fishery, Vermi-culture, • Green revolution, Blue revolution, White revolution • Rural Employment: EGS, JRY, SGSRY, NREGA,DRDA	Lecture / Seminar
3.	Democratric Decentralization & Panchayat Raj	• Concept, objectives & historical development of Panchayat Raj • Recommendation and suggestion of different committees - Balwantrai Mehta Committee, Ashok	Lecture/ Tutorial

		MehtaCommittee, Naik Committee, P.B.Patil committee,	
4.	73rd Amendment for rural development	• 73rd Amendment to the constitution of India • 3 tier system of Panchyat Raj • Importance of Gram Sabha and its issues. • Right to Information Act	Lecture / Role Play
5.	Cooperative movements in India	• Concept , characteristics & Types of cooperatives • History of cooperative movements in India, • Impact of Liberalization, Privatization,and Globalization (LPG) on cooperatives • Land reform in Maharashtra,	Lecture/ Assignment

References:

1. Andre Betille, 1974: Six Emays in Comparative Sociology, OUP, New Delhi

2. Mahajan, Gurpreet, 1998: Democracy, Difference and Social Justice (Delhi : Oxford University Press)

3. Berch, Barbarous, Ed, 1992: Class, State and Development in India 1,2,3 and 4 Chapters, Sage, New Delhi.

4. Desai A.R., 1977, Rural Sociology in India, Mumbai: Popular, pp.269-336,425- 527.

5. Desai A.R., 1986, Agrarian Struggles in India after Independence: Oxford University Press , 1986 pp.129-189.

6. Janzsany, Indus,et al., 1992, The State of World Rural Poverty: An Inquiry Into its causes and consequences: New York, University Press, pp-1-50.

7. Mencher, J.P., 1983: Social Anthropology of Peasantry Part III, OUP. Omvedt, Gail, 1987, Land Caste & Politics, Delhi: Department of Political Science, Delhi Univ.

8. Shanin T., 1971, Peasantry: Delineation of a Sociological Concept. 180-200.

9. Thorner, A., 1982, Semi-Feudalism or Capitalism, Contemporary Debate on Classes and Mode of Production in Economic and Political Weekly, Vol.X911, nos.49-51, Dec.11,23.

10. Thorner, Daniel and Thorner Alice, 1962: Land and Labour in India, Asia Publications, Bombay.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -V
Urban Rural Community Development (Group - B)

Urban and Tribal Community Development –I

Learning Objectives:

• To acquaint with the knowledge of urban and tribal life style.
• To gain clarity of urban and tribal problems and development programs.
 • To comprehend the importance of therapeutic approaches in modern urban community development setting

Module No	Module Title	Contents	Teaching Learning Methodology
1	Urban community	• Concept, Definition, nature, features and scope. • Objectives and need of urban community development • City: meaning ,types and characteristics • Urban Slums: its meaning and characteristics	Lecture and discussion
2	Urban Social Institutions & problems	• Marriage, family, caste, class, education, recreation, housing, slums, health, sanitation, .crime & economic institutions. • Effects of Urbanization, Modernization and Environmental change	Lecture and discussion
3	Tribal community	• Meaning, concept, features and problems of tribal. • Objectives and need of tribal community	Lecture and discussion

	development	development • Approaches to urban and Tribal community development	
4	Urban local self government and Administration	• Historical development of Municipal government. • Forms/Types of urban local self government. • Municipal administration and authorities-Structure and functions. • Bombay Municipal Act, 1956 • 74th amendment act, 1992	Lecture and discussion
5	Policies and programs for Urban community Development	• Policies and programs related to slums development • Policies related to urban development • Urban development schemes: SJSRY; Jawaharlal Nehru National Urban Renewal Mission ,National Urban Information System, Public Health Programs; etc	Lecture and discussion

References:

Sr. No.	Author	Books and Publication
1	Herbert Risley	The People of India, Delhi, Orient Books, 1969
2	G. S. Ghurye	The Scheduled Tribes; Popular, 1963
3	D. N. Mazumdar	Races and Cultures of India, Bombay, Asia, 1985
4	D. N. Mazumdar	Introduction to Social Anthropology, Bombay, Asia, 1967. T. N. Madan
5	Marshall D. Sahlins	Tribesmen; New Jersey, Prentice-Hall, 1968.
6	P. Gisbert	Tribal India, Bombay, Rawat, 1978.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -VI
Urban Rural Community Development (Group - B)
Social Work and Ecology

Learning Objectives:

- To understand the concept of Ecology and environment.
- To gain the role clarity of ecology for Social Work.
- To critically understand green social work.

Module No.	Module Title	Content	Teaching Learning opportunity
1	Ecology	• Ecology Meaning, Concept, Definition of Ecology and Environment, importance of environmental studies and public awareness. • Food chain, food web, energy pyramid. Green social work	Lecture and discussion
2	Human And Environment	• Inter relatedness of human life, living organism and environment, environment and lifestyle, current issues of environment	Lecture and discussion
3	Natural Resources and Diversity	• Forest, Land, Water, pollution sources ill effect on human health and control measures of different types of pollution: soil, water, air, noise. • Waste matter disposal: recycling, renewal, problems and issues, utilization of appropriate technology for waste matter disposal and treatment.	Lecture and discussion
4	Organization and their roles	• Role of Government, NGOs, people initiatives, individual initiatives, State,	Lecture and

		National, International treaties and agreements related to environment protection and prevention	discussion
5	Environmental Movements	• Work with interdisciplinary team for environmental protection and preservation. Environmental Movements in India and Maharashtra. • Different groups of environment working online filing petition for environmental care.	Lecture and discussion

Teaching and Learning Methodologies:

• Lectures, Discussions, Debates, Expertise talk, Workshops, Assignments, Presentations and field visits as per requirement and access etc.

References:

Sr. No.	Author	Books and Publication
1	D.K.Asthana and Meera Asthana	Environmental Studies, S. Chand New Delhi
2	Chary S.N. and Vyasulu (Eds)	Environmental Management, an Indian perspective. McMillan India Ltd.
3	Dix J.H.	Environmental pollution: Atmosphere land, water and noise, Wiley chichester
4	Duffus. J.H	Environmental Pollution. John Wiley,N.Y.
5	C.M.Chakarwarty	Ecology and Environmental Biology, Swastik Publisher and Distributors, Delhi
6	S.Gaur and Chandrashekar T	Global Environmental Concerns, book Enclave, Jaipur.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -VII
Urban Rural Community Development (Group - B)
Communication Skills - I

Module No.	Module Name	Content	Teaching Methodology
1.	Effective Communication:	Meaning, process of Communication, barriers of Communication, Techniques of Effective Communication, Principles of Effective Communication.	Lecture/ Discussion
2.	Written Communication:	Organizing Meetings, preparation of Agenda, Minutes of Meetings, Enquiries, Circulars, Applicants letters, Resource Interview letters, Letter of Appointment, Conformation, promotion.	Lecture/ Discussion
3.	Communication Skills:	Listening & speaking, Group Discussion and Interview Techniques., Presentation Techniques, Presentation of Speech, Presentation by using modern equipments.	Lecture/ Discussion
4.	International Communication	Importance of International Communication, principles of International Communication, Principles for effective oral Presentation.	Lecture/ Discussion

5.	Electronic Communication	Use of Modern Electronic Equipment, telecommunication, FAX, E-mail, Video Conferencing.	Lecture/ Discussion

References :

Basic Business Communication: Robert MaArcher

Effective Business Communication: Murthy

Excellence in Business Communication:

Hand Book of Business Communication:

Business English and Communication :

Business Communication: Pradhan & thakur

Business Communication : Balsubramanium. M

Hand Book of case Writing : Culliton & James.w.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper IV
Family and Child Welfare (Group - D)

Child Development

Learning Objectives:
• To get orientation to the conception of life
• To develop holistic and multidisciplinary perspectives of child
  Development.

Module No.	Module Name	Content	Teaching Methodology
1.	Child growth	• Need of Pre-natal care • Need of Post-natal care • Role of family in child growth.	Lecture/ Discussion

2.	Immunization	• Nature, types &
		  Importance of Immunization
		• Types of Communicable &
		  non-communicable diseases
		• Common childhood diseases
			Lecture/ Discussion

3.	Stages of development	• Concept of developmental stages • Physical development, • Motor development, •Speech development, •Emotional development, •Intellectual development • Social development	Lecture/ Discussion

4.	Child behavior & child psychology	• Concept, definition, nature &
		  Importance of child psychology
		• Behavioral development of
		  children
		• Types of Behavioral problems
			Lecture/ Discussion

		among children	
5.	Problems of child survival	• Child trafficking • Child labour • Children infected by HIV • Street children • Child abuse • Children in conflict with law • Children in institutions	Lecture/ Discussion

Assignments:

 • Paper Presentations
 • Class room Seminar/ Workshop

Berk Laura, E, 1966	Child development, Prentice Publications
Bhalla, M. M. (1985)	Studies in Child Care, Delhi : Published by NIPCCD
Bossare, James H. S. (1954)	The Sociology of Child Development, New York : Harper & Brothers
Dolly Singh, 1995	Child development, Kanishka Publishers
Elizabeth Hurlock , 1981	Child Development , McGraw International Publishers.
Gredericson, 1987	Child and his welfare, Hazel Publications
Govt. of India, 1987	Encylopaedia of social work, New Delhi
Kuppuswamy, B., 1995	Child behavior and development
Kumar, R., 1988	Child development in India, Vol. I & II, Ashis Publishers
Kavita Koradia, Darshan Narang, 2010	Status of Child and Welfare organizations, Aavishkar Publishers,
Helen Bee	Child Development
G.S. Kewalramani, 1992	Child abuse, Rawat Publications
Rashmi Agarwal, 1999	Street children, New Delhi: Shipra Publications
Paul Chaudhray, 1980	Child welfare and child development, : Atma Ram & Sons Publishers
Prachi Kanhai, 2001	Child development & disability
Pandya, K. C. (1988)	Element of Child Development, New Delhi : Kalyani Pub.

Pimpley, P. N., Singh K. P., A. Mahajan (1989)	Social Development Process & Consequences, Jaipur : Rawat Publication

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -V
Family and Child Welfare (Group - D)

Family and Women Development

Learning objectives:

1. Develop the Capacity to understand the conceptual & theoretical understanding of marriage, family and women

2. Understand the changing norms of social system and developmental opportunities through its cycle.

3. Understand the concept and issues of women development.

Module No	Module Name	Content	Teaching- Learning Methodology
1	Conceptual understanding and theories of family	- Concept and definitions - Family: social institution - Family Roles and Functions - Family Life cycle - Family structures - Theories related to family	Lecture/ Discussion/ presentation/assignment
2	The Impact of Socio-Economic changes on family	- Family in Transition: - Impact of	Lecture/ Discussion/ presentation/assignment

		Industrialization • Urbanization • modernization • globalization on family life	
3	Conceptual understanding, theories and propositions of marriage	• Concept and definitions of marriage • Marriage: social Institution • Ancient marriage forms • Contemporary marriage forms • Selection criteria for marriage partners	Lecture/ Discussion/ presentation/assignment
4	Alternate family patterns	• Dual earner • Single Parent • Female headed • Childless Family • Step family • Live in relationships • Homosexual families	Lecture/ Discussion/ presentation/assignment
5	Gender & women Development	• Concept of gender • Concept, Concerns & Issues regarding women development • Gender as a system • Institutional support to gender system • Concept of women development • Issues related to Women Development	Lecture/ Discussion/ presentation/assignment

		• National & International policies and programmes for women Development	

References:

Abha Gupta & Smita Sinha, 2005	Empowerment of Women, Language & other Facets
Asok Mitra, 2000	India's Population Control
Brenda Dubois & Karla Miley, 1992	Social Work: An Empowering Profession,
D'Souza, Anthony, 1975	Happiness in Marriage
Klein .D. M and White. J.M, 1996	Family Theory: An Introduction
Khasgiwala A, 1993	Family Dynamics-Social Work Perspective
M. Shenoy, 2007	Domestic Violence, Issues & Perspectives
Nimkoff & Mayer F 1978	Marriage and Family
Ram Ahuja, 2003	Violence against Women
Suhasini Mahapatra, 2006	Women & Welfare
Abha Gupta & Smita Sinha, 2005	Empowerment of Women, Language & other Facets

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -VI
Family and Child Welfare (Group - D)

Social Work Intervention with Children, Youth & Elderly

Learning Objectives:

- ➢ To orient the students about the concept of of child parenting & school social work
- ➢ To enable the students to understand the needs & problems of youth
- ➢ To comprehend the students about concept & scope of Geriatric social work

Module No.	Module Name	Content	Teaching Methodology
1	Introduction to Child Parenting	• Demographic trends of children in India. • Problems of girl child • Concept of child parenting • Interventions in parenting	Lecture/ Interaction with practitioners
2	Policy Intervention for Children	• Affirmative actions of State for the development of children • Policies and programs for children of marginalized and disadvantaged sections of society • National organizations working for child rights • International agencies working for promoting & protecting of rights of the children	Lecture by using Audio visual aids
3.	School Social Work	• Concept & scope • Learning and communication disorders • Interventions in improving the behavior of children • Promoting child friendly education system	Lecture/ Role Play
4.	Youth development	• Concept & scope • Needs & Problems of youth • Youth development-policies and programs • NGOs working for the development of youth in	Lecture/ Focus Group Discussions

		India	
5.	Geriatric social work	• Concept & scope of geriatric social work • Needs of elderly • Problems of Aged in Indian perspectives– Physical, Economical, Social & psychological • Practice models in the care and rehabilitation of elderly: NGOs working for elderly.	Lecture/ Discussion/ Assignment

References:

1. Carol Rippey Massat, 2002, School Social Work Journal, published by Lyceum Book, Chicago
2. Stephen F Hamilton, 2004, The Youth Development Handbook, *SAGE Publications, Inc*
3. Kim John Payne and Lisa M. Ross , Simplicity Parenting: Using the Extraordinary Power of Less to Raise Calmer, Happier, and More Secure Kids
4. Chetan Bhagat , 2012What Young India Wants, Rupa publications India. New Delhi
5. Thomas G. Moeller. 2001, Youth Aggression and Violence: A Psychological Approach, Lawrence Erlbaum Associates,
6. Kathy Sexton-Radek; Robert Schleser, 2005, Violence in Schools: Issues, Consequences, and Expressions, Praeger,
7. Gorman-Smith, Deborah, May 2012, Violence Prevention and Students with Disabilities: Perspectives from the Field of Youth Violence Prevention Behavioral Disorders, ,
8. Richard A. Posner, 1995, Aging and Old Age, University of Chicago Press
9. Elizabeth H. Ketchner, 2002, Gerontological Social Work Practice: Issues, Challenges, and Potential, The Haworth Press, Incorporated.
10. Harry R. Moody, Religion, Spirituality, And Aging: A Social Work Perspective (Journal of Gerontological Social Work) (Journal of Gerontological Social Work), Taylor & Francis Group

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -VII
Family and Child Welfare (Group - D)

Communication Skills - I

Module No.	Module Name	Content	Teaching Methodology
1.	Effective Communication:	Meaning, process of Communication, barriers of Communication, Techniques of Effective Communication, Principles of Effective Communication.	Lecture/ Discussion
2.	Written Communication:	Organizing Meetings, preparation of Agenda, Minutes of Meetings, Enquiries, Circulars, Applicants letters, Resource Interview letters, Letter of Appointment, Conformation, promotion.	Lecture/ Discussion
3.	Communication Skills:	Listening & speaking, Group Discussion and Interview Techniques. Presentation Techniques, Presentation of Speech, Presentation by using modern equipments.	Lecture/ Discussion
4.	International Communication	Importance of International Communication, principles of International Communication, Principles for effective oral Presentation.	Lecture/ Discussion
5.	Electronic Communication:	Use of Modern Electronic Equipment, telecommunication, FAX, E-mail,	Lecture/ Discussion

		Video Conferencing.	

References :

Basic Business Communication: Robert MaArcher

Effective Business Communication: Murthy

Excellence in Business Communication:

Hand Book of Business Communication:

Business English and Communication :

Business Communication: Pradhan & thakur

Business Communication : Balsubramanium. M

Hand Book of case Writing : Culliton & James.w.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -IV
Medical and Psychiatric Social Work (Group - E)

Medical Social Work

Learning Objectives:

- To understand the development of medical and psychiatric social work profession
- To understand the historical context for medical and psychiatric social work
- To gain clarity about the role and functions of medical and psychiatric social worker

Mo No.	Module Name	Contents	Teaching Methodology
1	Medical social work	- Historical development of medical social work - Concept & definition - Need of medical social work to India	Lecture/ Discussion

		• Current scenario of medical social work	
2	Patient and environment	• Concept of patient • Patient as a person • Multiple factors like social, emotional, cultural, economic and political influencing the patient • Hospitalization process • Legal provisions in hospitalization and treatment	Lecture/ Discussion
3	Hospital: Concept & types of hospitals	• Historical development of hospitals as agencies of health care delivery • System of hospital • Goals, structure and functions • Organization and management of medical social work department (social service dept) in hospitals	Lecture/ Discussion
4	Medical Social worker	• Emergence of medical social worker role • Role, functions and tasks of medical social worker in different departments of hospital • Public relations • Staff development • Training and supervision in medical social work • Limitations, difficulties and challenges faced by medical social worker	Lecture/ Discussion
5	Treatment Approaches	• Concept • Multidisciplinary approach: Its emergence • Rehabilitation of medical and psychiatric patient • Identifying needs of attendants of medical and psychiatric patients • Understanding the concept of disease burden in medical and psychiatric setting	Lecture/ Discussion

References

B. T. Lawani 2011	Medical Social Work
Fergusion, T. & Machpail, A.N.	Hospital and Community
French I.	Psychiatric social work
Herbert, S. Strean	The social worker as psychotherapist
Johnson, J.L. & Grant, G. (Ed)	Medical social work, New York: Peason, Allyn & Bacon
Mary Richmond, 1917	Social Diagnosis
Pathak, S.H.	Medical social work in India

Poornyn Paul, 2003	Micro-skills and theoretical foundations for professional helpers, New York: Allyn & Bacon
Ratna Verma, 1991	Psychiatric social work in India
Seligman, L. 2004	Technical and conceptual skills for mental health professionals, New Jersey: Herrill Prentice Hall
Sphry, L., Carlson, J. & Diane Jose, 2003	Becoming an effective therapist, New York: Allyn & Bacon
Zastrow Charles, 1985	The practice of social work, Illinois: Dorsey Press

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -V
Medical and Psychiatric Social Work (Group - E)

Preventive and Social Medicine – I

Learning Objectives:
- To understand the concept of disease and health from different perspectives
- To get orientation to preventive medicine and health systems
- To understand the role of environment in the promotion of health
- To orient to the public health system
- To understand practically the legal provisions in health institutions

Mo No.	Module Name	Contents	Teaching Methodology
1	Introduction to health	- Meaning, definition and concept of health and disease - Indicators of health - Modes of transmission of diseases - Levels of prevention of disease - Modes of intervention - Host defenses	Lecture/ Discussion
2	Epidemiology Of the disease	- Concept of epidemiology - Meaning of communicable diseases	Lecture/ Discussion

		• Types of communicable diseases: Respiratory infections, intestinal infections, mosquito borne diseases, STDs, HIV/AIDS • Meaning of non-communicable diseases • Types of non-communicable diseases: • Hospital acquired infection, coronary heart diseases, stroke, cancer, diabetes, obesity, accidents etc.	
3	Occupational and Environmental diseases	• Concept of occupational and environmental diseases • Occupational hazards : Physical, chemical, biological, mechanical and psychosocial • Environmental sanitation: Water contamination and pollution, Air pollution, Drainage and sanitation, • Food hygiene, Housing and ventilation • Prevention and control of occupational and environmental diseases	Lecture/ Discussion
4	Health care services and health care	• Public sectors: Village, block and district levels • Urban health care infrastructure in India • Public health care programs in India • Private sectors: Family physicians, private hospitals	Lecture/ Discussion
5	Health and nutrition	• Concept of nutrition • Nutritional requirements • Problem of malnutrition in India • Social aspects in nutrition • Balanced diet	Lecture/ Discussion

References

Amar Jesani, 1996	NGOs in Rural health care, FRCH
Bajpai P.K., 1998	Social work perspectives on health, Jaipur: Rawat Publications
Gracious Thomas, NP Sinha, Jhonson Thomas, 1997	AIDS, Social Work and Law, Jaipur: Rawat Publications
Jaypee brothers, 1988	Community health workers, WHO
K. Park	Textbook of preventive social medicine

National Institute of Health and Family Welfare	National health programmes series Vol. 1 & 2
Pivrie, Dennis & Dalzell Ward, 1965	A textbook of health education, Tavi Stock Publications
WHO, 1974	Modern management methods and the organization of health services, Geneva
Yashpal Bedi	A Handbook of hygiene and public health
Yesudian, CAK, 1991	Primary health care, Mumbai: TISS

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -VI
Medical and Psychiatric Social Work (Group - E)

Psychiatry and Mental Health – I

Learning Objectives:

- To get exposure to the field of psychiatry
- To understand the magnitude of psychiatric morbidity and disorders
- To under the concept and scope of community mental health

Mo No.	Module Name	Contents	Teaching Methodology
1	Introduction to Psychiatry and Classification	- Definition & scope of psychiatry - Growth of psychiatry - Dynamics of normal and abnormal behavior - Biological, psychological and sociological factors in abnormal behavior - DSM & ICD classification of mental disorders	Lecture/ Discussion
2	Disorders and Psychiatric Assessment	- History taking - Psychiatric interviewing: contents, types, techniques, skills - Mental state examination	Lecture/ Discussion

		• Neurosis & psychosis
		• Neurotic disorders
		• Anxiety disorders
		• Obsessive Compulsive Disorder
		• Life style obsessions:
		  Body Dysmorphic Disorder (BDD)
		  Compulsive Shopping Disorder (CSD)	

3	Childhood Disorders	Prevalence, Etiology, Manifestations, Diagnosis, Treatment and Rehabilitation of -- • Attention deficit hyperactive disorder • Feeding and eating disorders of infancy • Elimination disorders • Dyslexia • Communication disorders • Learning disorders • Behavior problems • Scholastic issues • Psycho-somatic disorders	Lecture/ Discussion
4	Disorders of Adolescence and Adulthood	Prevalence, Etiology, manifestations, diagnosis, treatment and rehabilitation of - • Personality disorders • Sexual disorders • Chemical dependence • Psychosomatic disorders • Schizophrenia • Manic Depressive Psychosis	Lecture/ Discussion
5	Geriatric disorders	• Concept of geriatrics • Meaning of geriatric social workers • Alzheimer disorders • Cognitive and behavioral problems of elderly • Dementia and related disorders	Lecture/ Discussion

References

Altschuler, J. 1997	Working with chronic illness – A family approach, New Delhi: McMillan publications
Busfield, J. 1996	Men, women and madness, New Delhi: McMillan publications

Butcher, J.N., Mineka.S.,2007	Abnormal psychology, New York: Pearson Allyn & Bacon
Caplan, G. 1964	Principles of Pre. Psychiatry, New York: Basic Books Inc.
Coleman James	Abnormal psychology and modern life
First Michael B., 1995	Diagnostic and statistical manual of mental disorders, New Delhi: Jay Pee Brothers
Kanner Leo, 1975	Child psychiatry, Illinois: Charles Thomas
Neha Sharma Bajpai,2008	It is a woman thing!, The Week, June, 8., pp. 36-46
Prior, 1996	Social organization of mental illness, New Delhi: Sage
Prior, P.M., 1999	Gender and mental health, New Delhi: McMillan Publications
Suinn Richard, M., 1975	Fundamentals of behavior pathology, New York: John Wiley & Sons

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III
Elective Paper -VII
Medical and Psychiatric Social Work (Group - E)

Communication Skills - I

Module No.	Module Name	Content	Teaching Methodology
1.	Effective Communication:	Meaning, process of Communication, barriers of Communication, Techniques of Effective Communication, Principles of Effective Communication.	Lecture/ Discussion
2.	Written Communication:	Organizing Meetings, preparation of Agenda, Minutes of Meetings, Enquiries, Circulars, Applicants letters, Resource Interview letters, Letter of Appointment, Conformation, promotion.	Lecture/ Discussion
3.	Communication	Listening & speaking, Group	Lecture/

	Skills:	Discussion and Interview Techniques., Presentation Techniques, Presentation of Speech, Presentation by using modern equipments.	Discussion
4.	International Communication	Importance of International Communication, principles of International Communication, Principles for effective oral Presentation.	Lecture/ Discussion
5.	Electronic Communication:	Use of Modern Electronic Equipment, telecommunication, FAX, E-mail, Video Conferencing.	Lecture/ Discussion

References :

Basic Business Communication: Robert MaArcher

Effective Business Communication: Murthy

Excellence in Business Communication:

Hand Book of Business Communication:

Business English and Communication :

Business Communication: Pradhan & thakur

Business Communication : Balsubramanium. M

Hand Book of case Writing : Culliton & James.w.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester III

Research Project Report (Common for all Groups)

Learning Objectives:
• To get exposure to the field of research
• To understand the basic concepts of social work research
• To understand the importance of research in social work.

Module No.	Module Name	Content	Teaching Methodology
1.	Submission of Synopsis	➢ Submission of title Review of literature ➢ Chapter writing (Introduction, Review of Literature, Research Methodology) ➢ Preparation of tools for data collection ➢ Finalization of tools	Discussion / Seminar

Guidelines:
1. **Title:**

   It should be clear, abstract and should not exceed 13 to 15 words (It should not be in a sentence form).

2. **Introduction:**

   It should cover theoretical background of the subject, present status of the subject matter as reflected in current literature and magnitude and extent of the research problems shall be explained.. *(Limit: 3000 to 5000 words)*

3. *Review of literature:*

   Refer standard national journals, books and surf internet to accumulate the studies related to theme of the study. Present the studies in a precise manner. Minimum of *twenty plus studies* is to be referred for this chapter. *(Limit: 3000 to 5000 words)*

Ex: Author, (year), *"Title of chapter or article"* (in inverted comma & italics), Title of the book or Journal, Place: Publisher, Pages.

(a) Book reference: Murali Desai, (2002), *"Ideologies of social work",* Social Work Education Jaipur: Rawat Publications, pp. 24-30.   (b) *Internet reference*: www.parenting.com

4. **Methodology:**

   ➢ **Significance of study :** Based on reviews explain the importance and need of study. Explain the rationale and context for the present study theme. *(Limit: 300 words)*

   ➢ **Scope of the study:** Geographic area the study covered and conceptual understanding of the study be explained very clearly.

   ➢ **Objectives:** State clearly the objectives of the study *(4 to 6 objectives)*

   Ex.: To study the socio-economic background of the respondents

   ➢ **Hypotheses:** Formulate hypotheses of the study *(2 to 5 hypotheses).*

   Alternative or null hypothesis should be formulated on the following conditions –

   - Indicate relationship or no relationship between two quantitative variables
   - Indicate significant or not significant difference between two groups on a quantitative variable
   - Indicate association or no association between two qualitative variables

 Ex: There is significant relationship / association between height and weight of the respondents. OR There is no significant relationship / association between height   and weight of the respondents OR

There is significant difference in the socio-economic status of M.S.W. and M.B.A.faculty students. OR There is no significant difference in the socio-economic status of M.S.W. and M.B.A. faculty students. OR

There is significant association between the level of parental education and the level of respondents' education.   OR There is no significant association between the level of parental education and the level of respondents' education

   ➢ **Operational definitions:** Explain the meaning of each of the concepts and terminologies used in the study. Define the concept in the context of the present study.

- ➢ **Research design**: Explain whether the study is descriptive, diagnostic, exploratory, and experimental or intervention.
- ➢ **Universe and Sample**: Universe and sample of the study be explained very systematically. The sample size should be normally proportionate to the universe of study. Explain the procedure of sample selection. Take more than 30 samples in case of critical population. Take more than 80 samples in case of general population. Take 40 samples and above in case of intervention research.
- ➢ **Sources of data collection:** Explain both Primary (i.e. Interview Schedule / Questionnaire) as well as secondary (Journal / internet reference) source of data collection of the present study.
- ➢ **Methods of data collection**: Interview method, observation method, focused group discussion (FGD) method.
- ➢ **Tools of data collection**: Interview schedule, questionnaire, psychological or educational scales, FGD format.
- 5. **Pilot Study:** For Pretesting and finalization of the tools of data collection.

Guideline for Research Project

Research project report topics and data collection work may be partially linked to concurrent fieldwork practice of M.S.W. Part-I and Part – II to strengthen the research practice in fieldwork. The research project report work may be planned for two years' period of the student.

References:
1. Bailey Kenneth D. 1987 Methods of Social Research, New York' the Free Press.
2. Blakikie, Norman 1993 Approaches in Social Enquiry, Cambridge: Polity Press.
3. Blalock, H.M. And Blalock, a.M. (Eds),1968, Methodology in social Research, New York : McGraw – Hill.
4. Crabtres, B.F. and Miller W.L. 1978 Understanding Social research an Introduction, Boston: Allwyn and Bacon.
5. Denzin, Norman, K. & Lincoln, Y.S. (Eds.) 2000, Handbook of Qualitative research (IInd eds.) New Delhi : Sage Publication.
6. Social research : Issues, Methods & Process, Buckingham Open University Press.

7. Silverman, David, (Eds.) 1997 Qualitative Research, new Delhi : Sage Publication.

8. Society for Participatory Participatory Research : 1995 An Introduction, Participatory Research in Asia, Research Network Series, No.3, New Delhi PRIA.

9. Stewart, Alex 1998 The Ethnographer's Method, New Delhi : Sage Publications.

10. Yanow, Dvora 1999 Conducting Interpretive Policy Analysis, New Delhi. Sage Publications.

11. Yin. Robert, K. 1994 Case study research: Design and methods, New Delhi :Sage Publications.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Core Paper -I

Social Welfare Administration

Learning Objectives

To orient students to the concepts and process of administration.
To enable students to grasp the management and administrative practices in NGOs

Module No.	Module Title	Content	Teaching Learning Methodology
1.	Human Resource Development	• Meaning, concept of human resource development • Training : Need and importance, Principles • Performance Appraisal, Concept, Purpose, importance, process, methods	Lecture/ Discussion
2.	Organizational Effectiveness	• Concept of organization • Characteristics of effective Manager • Basic managerial skills • Effective Decision Making • Effective Communication • Stress management • Ethics in Management	Lecture/ Discussion
3.	Civil society and corporate governance	• Meaning & concept of civil Society • Corporate Social Responsibility (CSR) • Management Information System (MIS) • Total Quality management (TQM) • Quality circles • Developing Creative Work	Lecture/ Discussion

		Environment	
4.	Legal matters In Administration	• Society Registration Act, 1960 •Bombay Public Trust Act, 1950 •80-G procedures .Corporate Social Responsibility (CSR) .Public relations	Lecture/ Discussion
5.	Financial Administration	• Meaning & concept of financial Administration • Sources of finance • Budgeting, Principles of Budgeting • Auditing and Inspection • Fund Raising •Mobilization of community Resources • FCRA Social Audit	Lecture/ Discussion

• **References:**

Bechkard, R. 1969	Organizational development: Strategies and models, Reading: Addiron Wisley
Chandra, Snehlata, 2001	Non-governmental organizations: Structure, Relevance and Functions, New Delhi: Kamishaka Publishers
Connors, Tract Dainer,1993	The Non-Profit Management Handbook: Operating policies and procedures, New York: John Wiley and Sons Inc. Edwin, Flippo Principles of management
Kramer, R., 1981	Voluntary organizations and the welfare state, Berkeley: University of California Press
PRIA, 1990	Manual on financial management and accounts keeping for voluntary organizations, New Delhi: Society for Participatory Research in Asia
Denver, J.C., 1979	Office administration, Plymouth: MacDonald and Evans
Drucker, P., 1990	Managing the Non-profit organizations, NY: Karper Collins Kandaswamy, 1986 Governance and financial management in Non-profit organizations – A reference manual, New Delhi: Caritas India
Leigh, Andrew, 1996	20 ways to manage and better, Hyderabad: University Press
Mohanty, M. and	Volunteerism and government: Policy, programs and assistance,

Singh,A.K., 2002	New Delhi: VANI
Shapiro, Janet, 2003	Strategic planning, CIVICUS, www.civicus.org
Soriano, F.I., 1995	Conducting needs assessment, New Delhi: Sage Publications
Slugter, G.P., 1998	Improving organizational performance, New Delhi: Sage Publications
Thomas, A. et al, 1998	Finding out fast: Investigative skills of policy and development, New Delhi: Sage
Weiner, M., 1982	1982 Human service management, Illinois: The Dorsey Press

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Core Paper -II

Project Implementation and Communicational Media

Learning Objectives:
 To understand the concept of Project Development
 To gain the knowledge about the Project implementation
 To get acquainted with various communicational media.

Module No	Module Title	Content	Teaching-Learning Methodology 1.
1	Process of Project Development	- Aspects of project feasibility analysis - Technical analysis - Financial analysis, - Social cost benefit analysis - Market analysis	Lecture & discussion / assignments/presentation
2	Project Implementation	- Concept of importance of project implementation - Significance of project	Lecture & discussion/brainstorming/ assignments/presentation

		monitoring • Concept of project evaluation • Importance of evaluation • Types of evaluation • Qualities of good evaluator	
3	Organizational Communication	• Meaning and Concept of Organizational communication • Need & importance of organizational communication • Principles for effective organisational communication • Leadership style and communication • Essentials of effective leadership communication • Role & task of communication planner	Lectures / brainstorming/ assignments/present ation
4	Communicational Medias	• Audio-Visual media: Meaning and importance • Selection Criteria for medias • Principles & guidelines for AV media • Visual Media : Tables, Charts, Graphs, Posters, Photographs, Flip Charts, Power Point Presentation • Folk Media: Puppetry, Folk Songs, Folk Dances, Bhajan-Kirtan, Other Traditional Media • Mass Media: Film, TV, Radio and Press • Internet and Social networking sites	Lectures / brainstorming/ assignments/present ation

5	Professional Written Communication	- Features of written communication - Importance of professional writing - Writing formal reports - Writing Research paper/article - Writing notices, agenda, Minutes - Writing Business correspondence - Writing Social correspondence	Lecture, Tutorials & Presentations /presentation

References:

D. Little International, 1988 — Handbook on management of project implementation: a practical guide for implementors of ADB-supported projects, Asian Development Bank

Sherry Devereaux Ferguson , 03-Aug-1999 — Communication Planning: An Integrated Approach, SAGE Publications

Peter K. Manning, 01-Jan-1992 — Organizational Communication, Library of congress cataloging,

Handbook of Organizational Communication, An Interdisciplinary Perspective SAGE Publications,

Agarwal.N.P & Mishra.B.K,2007, — Social and Quantitative aspects of Project Management,RBSA Publishers,Jaipur

Vasant Desai, Second Edition 2004 — Project Management,Himalaya Publishing House, Mumbai.

Mittal A.C& Sharma B.S,2006 — Project Management, Vista International Publishing House,Delhi.

R. K. Gupta, 2007 — Encyclopaedia Of Journalism And Mass Communication ,K K Agencies, Delhi

Nafisa Rizvi, August 4, 2011 — Book review: Indian mass media and the politics of change, *The Express Tribune, International newyork time.*

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Core Paper -III

Social Policy and Legislation-II

Learning Objectives:

- To understand the concept of Social Policy and Social Legislation.
- To gain the role clarity of Social Policy and Social Legislation in Social Work.
- To critically understand Social Policy and Social Legislation.

Module No.	Module Title	Content	Teaching Learning Methodology
1	Policy & Planning:	☐ ☐Concepts of social & developmental planning ☐ ☐Scope of social planning to achieve the goals the gals of social development. ☐ ☐Planning for development.	Lecture and discussion
2	Linkage between social policy & planning	☐ ☐Planning as an instrument & Source of policy ☐ Women Welfare, ☐ ☐Child Welfare, ☐ ☐Handicap Welfare, ☐ ☐Youth Welfare, ☐ ☐Welfare of Weaker Sections, ☐ ☐Youth Development, ☐ ☐population Policy	Lecture and discussion
3	Plans &Programs	☐ ☐A broad review of the five year plans with emphasis on the objectives of growth & social justice i.e. heath & family welfare, education, social welfare & anti- poverty programs, & advocacy, MNAREGA.	Lecture and discussion
4	Health legislations	• Act/Laws related to Health, ☐ ☐Consumer Protection Act 1986 •Food Safety and Standards Act, 2006 • Disability Discrimination	Lecture and discussion

		Act,1995 • Pre-Conception and Pre-Natal Diagnostic Techniques Act, 1994 • Mental Health Act 1987	
5	Development legislations	☐ ☐Act related to Community Development • The Maharashtra Slum Clearance, Improvement and Rehabilitation Act • Local Government Act, 73rd and 74th Amendment Act, • Protection of Human Rights Act, 1993 • Indian Arbitration and Conciliation Act 1996 • Environment Protection Act 1986	Lecture/ Discussion/ presentations

References:

Sr. No.	Author	Books and Publication
1	A. K.Bhartiya and D.K.Singh	Social Policy in India. New Royal Book Company Lucknow
2	PradeepSaxena	Public Policy Administration and development. University of Rajasthan, Jaipur
3	Alfred J. Kahn	Theory and practice of Social Planning, Russell Sage Foundation, New York.
4	Professional Publication	Various Bare Acts
5	Basu D D	Indian Constitution

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -IV

Human Resource Management. (Group – A)

Human Resource Development and Social Work in Industry-II

Learning Objectives:

• To enable students to conceptualize the management and development aspects of human resources in the context of industry

• To conceptualize the role of social work in industry

• To understand the context of therapies in industry

Module No.	Module Name	Content	Teaching/ Learning Methodology
1	HRD sub systems	• Total Quality Management • Bench Marking • International Organization of Standards • Decentralization • Approaches to the study of HRM & HRD	Lecture / Discussion / Presentations / Assignments etc
2	Industrial Psychology & Organizational Behaviour.	• Meaning, concept and Scope. • Theories of Motivation. • Theories of Leadership • Job Satisfaction	Lecture / Discussion / Presentations / Assignments etc
3.	Organization Development (OD)	• Introduction to OD. • Process of OD. • Approaches of OD. • Dimensions of OD.	Lecture / Discussion / Presentations / Assignments etc

4.	Social work in Industry & Intervention Issues	- Levels of Social work Intervention. - Current Issues of Intervention: Employee turnover, addiction, Indebtedness, Absenteeism adjustment, etc…	Lecture / Discussion / Presentations / Assignments etc
5.	Corporate Social Responsibility of Industries.	- Meaning, Definition, Objectives, Need and Scope. - Importance and Types of CSR activities.	Lecture / Discussion / Presentations / Assignments etc

References

P. Ghosh	: Personnel Administration in India
Fischer S and Shaw	: Human resource Management.
Dale S Beach	: Personnel- The Management of people at work
Shamakant Ghokale	: A Handbook on Personnel Management and Organizational Behaviour
Rao S.N.	: Counselling and Guidance

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -V

Human Resource Management. (Group – A)

Personnel Management & Industrial Relations – II

Learning Objectives :

- To enable Students to Conceptualize the management and development aspects of human resources in the context of industry
- To conceptualize the role of social work in industry
- To Understand the context of therapies in industry

Module No.	Module Title	Contents	Teaching Learning Methodology
1	Performance Appraisal	- Meaning, Objectives - Approaches & Methods - Strategies to improve Performance - Employee Morale & Motivation - New Trends in Performance Appraisal System	Lectures/ Discussion
2	Personnel Audit and Research	- Meaning, Objectives, Scope - Importance of Personnel Audit. - Need of Performance Audit& Personnel Research - Methods, Tools and Characteristics of Personnel Research.	Lectures/ Discussion
3	Industrial Relations Machinery	- Concept & Importance of conciliation, - Mediation - Adjudication - Voluntary Arbitration, - Labour Court, Industrial and National Tribunals - Rule of Employer Tread Union & Govt in	Lectures/ Discussion

		Industrial Relation • Code of conduct, Code of Discipline. Unfair Labour Practices.	
4	Management Of Trade Unions	• Registration, Structure, Functions, membership & Problems • Leadership, Union Finances & Election Trade Union Disputes, Promotion of Trade Unions	Lectures/ Discussion
5	Trade Unions	• Meaning and Concept and Objectives of Trade Unions • Origin and Growth of Labour and Trade Union Movement. • Changing Trends in the Working of Trade Unions after liberalization, Privatization, Globalization. • Unionization of Trade Unions in India. • Social Responsibility of Trade Unions	Lectures/ Discussion

References:

R.S Davar	Personnel Management & Industrial Relations.
M.N. Rudrabasavaraj	Dynamics of Personnel Administration
K.K. Ahuja	Advanced Personnel Management.
G.A. Cole	Personnel Management (Theory & Practice)
C.B. Mamoria	Personnel Management.
A.M. Sharma	Industrial Relation & Legal Framework

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -VI

Human Resource Management. (Group – A)

Labour Welfare & Labour Laws : II

Learning Objectives :

• To enable students to conceptualize the management and development aspects of human resources in the context of industry

• To conceptualize the role of social work in industry   To understand the context of therapies in industry

Module No	Module Title	Contents	Teaching Learning Methodology
1	Aspects of Labour Welfare	• Recreation, Transport Services, Industrial Housing • Administration & Management of Canteen, Crèche, Consumer Cooperatives and Credit Societies • Problems concerning Industrial Labour in India.	Lectures / Discussion/ Presentations
2	Social Security	• Social security- Meaning, concept & Objectives, History policies and programmes, importance of social security measures in labour welfare. • Industrial accidents - causes, prevention industrial safety – safety committees and safety programmes – participatory safety management programmes.	Lectures / Discussion/ Presentations
3	Wage legislation	• The payment of wages act,1936. • The minimum wages act,1948. • The payment of bonus act,1965.	Lectures / Discussion/ Presentations
4	Social security	• The payment of gratuity act,1972 • The employees provident fund	Lectures / Discussion/

	legislations	act,1952 ☐ The employees pension scheme,199	Presentations
5	Other labour laws	• The employees state insurance act,1948 • The employees compensation act,1923. • The maternity benefits of act,1961. • The Maharashtra mathadihamaal and other manual workers act,1969.	Lectures / Discussion/ Presentations

References:

Punekar&Deodhar	Labour Welfare, Trade Unionism & Industrial Relations.
Mhetras V. G.	Labour Welfare & Labour Welfare Officer in Indian Industry.
M. V. Moorthy	Principles of Labour Welfare.
V. V. Giri	Indian Labour Problems
A. M. Sharma	Labour Welfare
NayanBafna	Social Security & Labour Welfare in India
S. P. Jain, Dhanpal	Industrial & Labour Laws.
Shintre	Labour Laws.
Taxmann	Labour Laws.

Human Resource Management. (Group – A)

Communication Skills - II

Module No.	Module Name	Content	Teaching Methodology
1.	Job related Communication:	Bio-data- Curriculum Vitae, writing resume, Job application letters, Covering Letters, Placement – Campus, Consultancy firms, job portals.	Lecture/ Discussion
2.	Job Interviews:	Interview process, characteristics of job interviews, types of interview, pre interview techniques, interview questions, answering strategies, frequently asked interview questions.	Lecture/ Discussion
3.	Etiquettes	Etiquettes in social as well as office settings, e-mail meetings, telephone etiquettes, body language, gestures, dress code.	Lecture/ Discussion
4.	Media communicaton	Press conference, press release, internet press release, video conferencing, principles of effective writing.	Lecture/ Discussion

5.	Reporting	Principles of writing reports for management, types of reports, structures of report, preparation of information highlight, use of graphs, presentation of reports.	Lecture/ Discussion

References

1. Foundation of business communication – an integrative approach; Dona.J.Young
2. Business Communication; concept cases and applications- P.D.Chaturvedi, Mukesh Chaturvedi
3. Basic Business Communication- Lesikar, Flatly,
4. effective technical communication by –M Ashraf Rizvi
5. Media and communication management- C.S. Rayudu
6. Integrated business communication – Bonnye E.S. , Marilyn S.
7. Effective business communication – Murphy
8. Business Communication- building critical skills- Kitty O Locker, Stephen K.
9. Business correspondence and report writing- R.C.Sharma, Krishna mohan

Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -IV

Urban Rural Community Development. (Group – B)

Strategies and Trends In Rural Community Development

Learning Objectives:

- ➢ To orient the students about the various approaches in rural community development
- ➢ To enable the students to understand the importance of extension education in rural setup
- ➢ To comprehend the students about the challenges in developing cottage industries for rural development

Module No.	Model Name	Contents	Teaching Methodology
1.	Initiatives for rural Development	• Government initiatives for rural community development • NGOs initiatives for rural development. • People's participation as an instrument for rural development. • Role of Financial Institutions	Lecture by using audio visual aids / Assignment
2.	Rural development through 5 year Plan	• Concept & process of five year Planning. • Provisions for Rural Dev. through different five years plan.	Focus Group Discussion / Lecture
3.	Approaches in rural development	• Review of rural reconstruction experiments- preindependent and post-dependent • Traditional govt. Approach • Developmental Approaches and Important schemes for village development (Water, Housing, Sanitation, Transport, SHGs, etc).	Lecture / Discussion
4.	Extension Education	• Concept & objectives of extension education	Seminar / Role Play/ Lecture

		• Importance of extension education. • Methods of extension education. • Individual, Group and Mass approach in extension education.	
5.	Cottage Industries	• Meaning and Need of Small scale Cottage Industries. • Opportunities and Challenges in development of Small scale Cottage Industries.	Lecture / Tutorial

References:

1. Herbert Risley : The People of India, Delhi, Orient Books, 1969.

2. D. N. Mazumdar : Introduction to Social Anthropology, Bombay, Asia,

3. Govt. of India : Report on Development of Backward Hill Areas, Planning Commission

4. Rastogi A. K. : Rural Development Strategy, Wide vision, Jaipur

5. Verma S. B. : Rural Management, Deep & Deep Publications Pvt. Ltd. New Delhi

6. Rural Development : Gopal Lal Jain

7. Social Work Theory and Practice : K. Singh

8. Rural Economics : Gyani Jeevandeep

9. Rural Economics : P.S. Grewal

10. Community Development : O.P. Dhama and Extension Education

11. A study of Rural Economics : Vasant Desai

12. Poverty, Unemployment and Rural Development : Baidyanath Hisra

13. Rural Sociology : A. R.Desai

14. Rural Development in India : Vinod Kumar Lawania

15. Poverty Alleviation in India : Abdul Aziz

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -V

Urban Rural Community Development. (Group – B)

Urban and Tribal Community Development –II

Learning Objectives:

• To acquaint with the knowledge of urban and tribal life style.
• To gain clarity of urban and tribal problems and development programs.
 • To comprehend the importance of therapeutic approaches in modern urban community development setting

Module No	Module Title	Contents	Teaching Learning Methodology
1	Social Processes and Tribal Society	• Socio-cultural barriers and promoters and promoters of change and development • Processes of culture contact, acculturation, assimilation, conflict and diffusion	Lecture and discussion
2	Problems of Tribal Communities	• Alienation, migration, Social mobility, displacement, cultural exposure, exploitation, cultivation and agriculture • Indebtedness, developmental projects and politicization.	Lecture and discussion
3	Policies, Programs, Strategies and problems in Tribal	• Fifth and Sixth Schedule Sub-Plan strategy • Funding under Article 275 (1) Development of hill and backward areas • Integrated Tribal Development Projects • Minimum Needs Programme • Working of tribal development agencies • Protective Measures • Empowerment through Panchayati Raj Institutions	Lecture and discussion

4	Policies affecting Tribes	• Forest policy, cooperatives, legal aid, land • Ownership and tenure, production, marketing and consumtion credit, tribal artisans	Lecture and discussion
5	NGOs, civil society and corporate sector	• NGOs working for urban development • Corporate sector working for urban development • Role of urban civil society in urban development, Community participation; • Urban micro-planning and other NGOs	Lecture and discussion

References:

Sr. No.	Author	Books and Publication
1	W.G. Archer	Tribal Land and Justice; new Delhi Concept, 1984.
2	P.R. Gurdon	The Khasis; Delhi, Cosmos, 1975.
3	Amir Hasan	Tribal Administration in India; Delhi
4	Romesh Thappar(Ed)	Tribe Caste and Religion in India, New Delhi, Macmillan,1977.
5	K.S. Singh (Ed).	Tribal Movements in India, Vols. I and II, New Delhi, Manoher, 1982.
6	F.G. Bailey	Tribal Caste and Nation; Bombay, …1960

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -VI

Urban Rural Community Development. (Group – B)

Disaster Management

Learning Objectives:

- To understand the concept of disaster management.
- To gain the role clarity of disaster management and Social Work.
- To critically understand Disaster management.

Module No.	Module Title	Content	Teaching Learning Methodology
1	Disasters	• Definition and content, vulnerability and disaster preparedness. • Education and awareness, types of disaster, (natural draught, floods, cyclones, earthquakes, manmade famine, riots, eviction, industrial,	Lecture and discussion
2	Impact of Disaster	• Physical, economical, psycho-social impact	Lecture and discussion
3	Disaster management Cycle	• Pre-disaster, prevention, preparation and education, actual disaster, short term, long term plan, relief work, post disaster-rehabilitation, and mitigation of negative effects	Lecture and discussion
4	Issues Involved	• Policy issues, politics of aids, gender issues in disaster, prime-minister relief fund for disaster management.	Lecture and discussion
5	Intervening agencies and their role	• Government organization, voluntary agencies local groups, social workers in disaster management.	Lecture and discussion

Teaching and Learning Methodologies:

- Lectures, Discussions, Debates, Expertise talk, Workshops, Assignments, Presentations and field visits as per requirement and access etc.

References:

Author	Books and Publication
D.K.Asthana and Meera Asthana	Environmental Studies, S. Chand New Delhi
Chary S.N. and Vyasulu (Eds)	Environmental Management, an Indian perspective. McMillan India Ltd.
Dix J.H.	Environmental pollution: Atmosphere land, water and noise, Wiley Chichester
Duffus. J.H	Environmental Pollution. John Wiley. N.Y.
Ramana Murthy	Disaster Management, Dominant Publisher and Distribution, New Delhi.
S.L.Goel and Ram Kuar	Disaster Management, Deep and Deep Publication, New Delhi.
Warren E. Todd and David Nash	Disaster Management, American Hospital Publishing Inc. Chicago.
Vulnerability and mitigation	Natural harards and Disaster Management, Rawat Publications, Jaipur.

Urban Rural Community Development. (Group – B)

Communication Skills - II

Module No.	Module Name	Content	Teaching Methodology
1.	Job related Communication:	Bio-data- Curriculum Vitae, writing resume, Job application letters, Covering Letters, Placement – Campus, Consultancy firms, job portals.	Lecture/ Discussion
2.	Job Interviews:	Interview process, characteristics of job interviews, types of interview, pre interview techniques, interview questions, answering strategies, frequently asked interview questions.	Lecture/ Discussion
3.	Etiquettes	Etiquettes in social as well as office settings, e-mail meetings, telephone etiquettes, body language, gestures, dress code.	Lecture/ Discussion
4.	Media communicaton	Press conference, press release, internet press release, video conferencing, principles of effective writing.	Lecture/ Discussion
5.	Reporting	Principles of writing reports for management, types of reports, structures of report, preparation of information highlight, use of	Lecture/ Discussion

		graphs, presentation of reports.	

References

1.Foundation of business communication – an integrative approach; Dona.J.Young

2.Business Communication; concept cases and applications- P.D.Chaturvedi, Mukesh Chaturvedi

3.Basic Business Communication- Lesikar, Flatly,

4. Effective technical communication by –M Ashraf Rizvi

5. Media and communication management- C.S. Rayudu

6. Integrated business communication – Bonnye E.S. , Marilyn S.

7. Effective business communication – Murphy

8. Business Communication- building critical skills- Kitty O Locker, Stephen K.

9. Business correspondence and report writing- R.C.Sharma, Krishna mohan

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -IV

Family and Child Welfare (Group – D)

Child Welfare Services

Learning Objectives:

1. To understand the situation of children in India

2. To understand the history & philosophy of child welfare in India

3. To understand the national & international efforts for child welfare

4. To know the child related laws and policies

5. To know the programmes & services for child welfare

Module No.	Module Name	Content	Teaching Methodology
1.	Child welfare policies	• Concept of child welfare • Constitutional provisions for children • National policy for children, 1974 • National policy on education, 1986 • National policy on child labor,1987 • National plan of action for children, 2005	Lecture/ Discussion
2.	Commission for protection of child rights	• National human rights commission • National commission for	Lecture/ Discussion

		protection of the rights of the children	
3.	Child rights	• Child prostitution, • Child pornography • Millennium Development Goals • CHILDLINE Services	Lecture/ Discussion

4.	Laws related to children	• The pre-natal diagnostic techniques (regulation & prevention of misuse) act, 1994
		• Juvenile justice act (care & protection of children) 2000
		• Child labor (prohibition &
		  regulation) act, 1986
		• Sex determination &
		   feticide Act
			Lecture/
			Discussion

5	Schemes & programmes for child protection	• Adoption, foster care and
		  Sponsorship
		• Child Guidance Clinic
		• ICDS
		• National crèche scheme
		• Integrated program for
		  street children
			Lecture/
			Discussion

Assignments:

- Paper Presentations
- Class room Seminar/ Workshop

References

Berk Laura, E, 1966	Child development, Prentice Publications

Chandra Kulshreshtha Jinesh (1978)	Child Labour in India, New Delhi : Ashish Publishing House
Chaturvedi, T. N. (1979)	Administration for Child Welfare, Admin, New Delhi : Indian Institute of Pub
Choudhari, D. Paul (1980)	Child Welfare / Development, Delhi : Atma Ram & Sons.
Choudhary, D. Paul (1963)	Child Welfare Manual, Delhi – 6 : Atma Ram & Sons
Dolly Singh, 1995	Child development, Kanishka Publishers
Elizabeth Hurlock , 1981	Child Development , McGraw International Publishers.
Gredericson, 1987	Child and his welfare, Hazel Publications
Govt. of India, 1987	Encylopaedia of social work, New Delhi
Kuppuswamy, B., 1995	Child behavior and development
Kumar, R., 1988	Child development in India, Vol. I & II, Ashis Publishers
Kavita Koradia, Darshan Narang, 2010	Status of Child and Welfare organizations, Aavishkar Publishers,
Helen Bee	Child Development
G.S. Kewalramani, 1992	Child abuse, Rawat Publications
Ghathia, Joseph (1999)	Child Prostitution in India, New Delhi : Concept Publishing Company
Rashmi Agarwal, 1999	Street children, New Delhi: Shipra Publications
Paul Chaudhray, 1980	Child welfare and child development, : Atma Ram & Sons Publishers

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -V

Family and Child Welfare (Group – D)

Family Issues and Social Work Interventions

Learning objectives*:*
1. Understand and analyse policies and programs related to family and women development
2. Acquire knowledge and skills regarding family intervention
3. Understand various legislations

Module No	Module Name	Content	Teaching- Learning Methodology
1	Family Life Education	- Concept and significance, definition of family life education (FLE) - Sexual Health education - Role of family: school, peer group, mass media and religion in family life education	Lecture/ Discussion/ Presentation/ assignments
2	Population Policy and women development	- Profile of Indian population - Fertility rates in India - Male, Female sex ratio - Demographic status of women and women development - Population policy of India	Lecture/ Discussion/ Presentation/ assignments
3.	Crisis and Violence in families and impact on women	- Familial violence and abuse (Domestic violence) - Types of abuse/ violence - Marital breakdown: Definitions, determinants of breakdown - Desertion, divorce & separation - Impact of violence on members of family	Lecture/ Discussion/ Presentation/ assignments

		Social work response to abuse and violence	
4	Family, marriage and laws	- The Hindu Marriage Act, 1955 - Special marriage Act, 1954 - The Dowry Prohibition Act, 1961 - The Domestic Violence Act 2005 - Family Court	Lecture/ Discussion/ Presentation/assignments
5	Family, women and Human Rights	- Ideology of family and women rights - National & State's Family and Women development programmes - Human Rights and women and family rights - Role of social work in protecting rights of women & family	Lecture/ Discussion/ Presentation/assignments

References:

Abha Gupta & Smita Sinha, 2005   Empowerment of Women, Language & other Facets

Asok Mitra, 2000   India's Population Control
Brenda Dubois & Karla Miley, 1992   Social Work: An Empowering Profession,
D'Souza, Anthony, 1975   Happiness in Marriage
Klein .D. M and White. J.M, 1996   Family Theory: An Introduction
Khasgiwala A, 1993   Family Dynamics-Social Work Perspective
M. Shenoy, 2007   Domestic Violence, Issues & Perspectives
Nimkoff & Mayer F 1978   Marriage and Family
Ram Ahuja, 2003   Violence against Women
Suhasini Mahapatra, 2006   Women & Welfare

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -VI

Family and Child Welfare (Group – D)

Social Work Intervention with Women & Disabled

Learning Objectives:

- ➢ To sensitize the students about gender & dynamics of patriarchy
- ➢ To develop an understanding among students about the holistic approach for Women empowerment
- ➢ To make the students acquainted with issues & problems of Disabled
- ➢ To imbibe upon the students about the importance of counselling

Module No.	Module Name	Content	Teaching Methodology
1.	Gender & Women Development	• Concept of development of women • Gender and women development • Patriarchy and women structure in India • Demographic trends of women in India	Lecture / Role Play
2.	Women empowerment	• Concept & scope of women empowerment • Indicators of women empowerment • NGOs' initiatives towards women empowerment. • Emergence of Feminist Social Work	Lecture / Assignment
3.	Policy intervention for women	• Affirmative actions of state for women development • Policies and programs for women • National commission for women • International Conventions for protection of women against exploitations	Lecture/ Focus Group Discussions
4.	Interventions with disabled	• Affirmative actions of state for Disabled • Needs & Problems of the disabled • Policies and programs for Disabled • NGOs' initiatives towards disabled .	Lecture by usingaAudio Visual aids/ Tutorial

5.	Counseling & Pre marital counselling	• Counseling: Concept & Meaning • Importance of Counselling • Crisis intervention • Pre marital counselling & Family Counselling	Lecture/ Workshop based sessions

References:

1. Kumud Sharma, 2012, CHANGING THE TERMS OF THE DISCOURSE Gender, Equality and the Indian State, Sage publication, New Delhi.

2. Vina Mazumdar, 2012, EDUCATION, EQUALITY AND DEVELOPMENT Persistent Paradoxes in Indian Women's Hisoty Sage publication, New Delhi.

3. Kumud Sharma, C.P. Sujaya, TOWARDS EQUALITY Report of the Committee on the Status of Women in India, Raigad publication

4. Mary E. John , 2008, WOMEN'S STUDIES IN INDIA, New Delhi,

5. Malavika Karlekar , 2006, visualizing Indian Women, 1875-1947, Oxford University Press, New Delhi.

6. Lotika Sarkar, Kumud Sharma, 2002, Between Tradition, Counter Tradition And Heresy, Rainbow Publishers.

7. Renu Addlakha, Stuart Blume, Patrick Devlieger, Osamu Nagase and Myriam Winance , 2009, DISABILITY AND SOCIETY: A READER, Orient blackswan.

8. John McLeod, 2013, An Introduction to Counselling, open university press McGraw hill education.

9. Jonathan Ingrams, Counselling...? Me?: 2007, A Guide to the Talking Therapies.

10. Charles J O'Leary, 1999, Counselling Couples and Families, A Person-Centred, Sage publication.

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -VII

Family and Child Welfare (Group – D)

Communication Skills - II

Module No.	Module Name	Content	Teaching Methodology
1.	Job related Communication:	Bio-data- Curriculum Vitae, writing resume, Job application letters, Covering Letters, Placement – Campus, Consultancy firms, job portals.	Lecture/ Discussion
2.	Job Interviews:	Interview process, characteristics of job interviews, types of interview, pre interview techniques, interview questions, answering strategies, frequently asked interview questions.	Lecture/ Discussion
3.	Etiquettes	Etiquettes in social as well as office settings, e-mail meetings, telephone etiquettes, body language, gestures, dress code.	Lecture/ Discussion
4.	Media communicaton	Press conference, press release, internet press release, video	Lecture/

		conferencing, principles of effective writing.	Discussion
5.	Reporting	Principles of writing reports for management, Types of reports, structures of report, preparation of information highlight, use of graphs, presentation of reports.	Lecture/ Discussion

References

1. Foundation of business communication – an integrative approach; Dona.J.Young
2. Business Communication; concept cases and applications- P.D.Chaturvedi, Mukesh Chaturvedi
3. Basic Business Communication- Lesikar, Flatly,
4. effective technical communication by –M Ashraf Rizvi
5. Media and communication management- C.S. Rayudu
6. Integrated business communication – Bonnye E.S. , Marilyn S.
7. Effective business communication – Murphy
8. Business Communication- building critical skills- Kitty O Locker, Stephen K.
9. Business correspondence and report writing- R.C.Sharma, Krishna mohan

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -IV

Medical and Psychiatric Social Work (Group - E)

Psychiatric Social Work

Learning Objectives:

- To understand the development of psychiatric social work profession
- To understand the historical context for psychiatric social work
- To gain clarity about the role and functions of psychiatric social worker
- To acquaint with the therapeutic approaches in psychiatric setting

Mo No.	Module Name	Contents	Teaching Methodology
1	Psychiatric social work	• Definition & meaning • Growth of psychiatric social work in India and abroad • Need for psychiatric social work • Relationship with other disciplines like clinical psychology, psychiatry, occupational therapy etc.	Lecture/ Discussion
2	Psychiatric social worker	• Emergence of psychiatric social worker role • Role, functions and tasks of psychiatric social worker in hospital • Public relations and Staff development • Training and supervision in psychiatric social work • Limitations, difficulties and challenges faced by psychiatric social worker	Lecture/ Discussion
3	Counseling and behavior therapies	• Counseling: Meaning, need, and application at individual and group level • Premarital & family counseling • Crisis intervention • Behavior therapy: Extinction, Systematic	Lecture/ Discussion

		desensitization, Aversion therapy, Assertiveness therapy, and evaluation of behavioral therapy	
4	Cognitive and humanistic therapies	• Cognitive behavioral therapy: REBT, stress inoculation therapy • Humanistic experiential therapies: Client centered therapy, Existential therapy, Gestalt therapy, Marital therapy, Family therapy	Lecture/ Discussion
5	Application of therapies	• Child guidance clinic • School social work • Family and Community conflict • Disaster and violence management: PTSD, depression, panic, phobia, xenophobia etc. • Examination management: Stress, anxiety, fear	Lecture/ Discussion

References

Fergusion, T. & Machpail, A.N.	Hospital and Community
Francis Turner	Social Work Treatment vol.1 and 2.
French I.	Psychiatric social work
Herbert, S. Strean	The social worker as psychotherapist
Johnson, J.L. & Grant, G. (Ed)	Medical social work, New York: Peason, Allyn & Bacon
Mary Richmond, 1917	Social Diagnosis
Pathak, S.H.	Medical social work in India
Poornyn Paul, 2003	Micro-skills and theoretical foundations for professional helpers, New York: Allyn & Bacon
Ratna Verma, 1991	Psychiatric social work in India
Sekar et al 2010	Handbook of psychiatric social work, NIMHANS
Seligman, L. 2004	Technical and conceptual skills for mental health professionals, New Jersey: Herrill Prentice Hall
Sphry, L., Carlson, J. & Diane Jose, 2003	Becoming an effective therapist, New York: Allyn & Bacon
Zastrow Charles, 1985	The practice of social work, Illinois: Dorsey Press

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Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -V

Medical and Psychiatric Social Work (Group - E)

Preventive and Social Medicine – II

Learning Objectives:
- To understand the concept of disease and health from different perspectives
- To get orientation to preventive medicine and health systems
- To understand the role of environment in the promotion of health
- To orient to the public health system
- To understand practically the legal provisions in health institutions

Mo No.	Module Name	Contents	Teaching Methodology
1	Population Program	• Definition and scope of family planning • Health aspects of family planning • Small family norm • Contraceptive methods: Spacing methods and terminal methods • Sociology of family planning • Evaluation of family planning	Lecture/ Discussion
2	Preventive Medicine	• Maternal and child health services • Antenatal care, Intra-natal care, Postnatal care • Growth and development, Growth chart • Child health problems • Under-Fives clinics • Rights and national policy for children • School health services • Health problems of aged	Lecture/ Discussion
3	Care and Rehabilitation	• Concepts and principles of care and rehabilitation • Ethical issues in care and rehabilitation • Care and rehabilitation of the disaster affected people • Governmental and non- governmental and	Lecture/ Discussion

		International initiatives in care and rehabilitation • Intervention in care and rehabilitation at individual, family and community level		
4	Health education and health promotion	• Concept, definition of health education and health promotion • Scope, Objectives and Principles of health education • Approaches to health education • Health education in various settings: school, workplace, hospitals, institutions & community • Communication and use of media in health education • Scope of health promotion: Individual and community	Lecture/ Discussion
5	Legal aspects of health	• Relevance and scope of medico-legal information for social workers • Procedures in medico-legal practices: Courts of enquiry, witness, evidence, oral examinations, certificates, professional secrecy • Dying declaration • Medico-legal offences: Assault, harassment, accident, homicide, suicide, sexual offences • Relevant provisions of health legislations: MTP act, Sex determination, Food and drug adulteration act	Lecture/ Discussion

References

Amar Jesani, 1996	NGOs in Rural health care, FRCH
Bajpai P.K., 1998	Social work perspectives on health, Jaipur: Rawat Publications
Gracious Thomas, NP Sinha, Jhonson Thomas, 1997	AIDS, Social Work and Law, Jaipur: Rawat Publications
Jaypee brothers, 1988	Community health workers, WHO
K. Park	Textbook of preventive social medicine
National Institute of Health and Family Welfare	National health programmes series Vol. 1 & 2
Pivrie, Dennis & Dalzell Ward, 1965	A textbook of health education, Tavi Stock Publications
WHO, 1974	Modern management methods and the organization of health services, Geneva
Yashpal Bedi	A Handbook of hygiene and public health

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -VI

Medical and Psychiatric Social Work (Group - E)
Psychiatry and Mental Health - II

Learning Objectives:

- To get exposure to the field of psychiatry
- To understand the magnitude of psychiatric morbidity and disorders
- To under the concept and scope of community mental health

Mo No.	Module Name	Contents	Teaching Methodology
1	Mental health	- Definition, components, constituent factors - Characteristics of positive mental health - Scope of mental health - Perspectives of mental health - Prevalence of common mental health problems	Lecture/ Discussion
2	Mental health and law	- Indian lunacy act, 1912 - Mental health act, 1986 - Mental Health Policy and program - Mental Health Care Bill - Forensic psychiatry	Lecture/ Discussion
3	Community mental health	- Concept & scope - Prevention of mental illness: Primary, Secondary & Tertiary level - Disaster mental health management: PTSD, Panic, Phobia, Depression etc. - Mental health education - Civil society and mental health	Lecture/ Discussion
4	Mental health education	- Concept & scope - Need & importance - Promotion of mental health education - Models of mental health education	Lecture/ Discussion
5	Practice	NGOs working for positive mental health	Lecture/

	models	• Model experiments in mental health	Discussion
		• Half-way homes	
		• Therapeutic communities	
		• De-addiction centers	
		• Child guidance clinics	
		• Family counseling centers	
		• Crisis intervention centers	

References

Altschuler, J. 1997	Working with chronic illness – A family approach, New Delhi: McMillan publications
Busfield, J. 1996	Men, women and madness, New Delhi: McMillan publications
Butcher, J.N., Mineka.S.,2007	Abnormal psychology, New York: Pearson Allyn & Bacon
Caplan, G. 1964	Principles of Pre. Psychiatry, New York: Basic Books Inc.
Coleman James	Abnormal psychology and modern life
First Michael B., 1995	Diagnostic and statistical manual of mental disorders, New Delhi: Jay Pee Brothers

Solapur University, Solapur
Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Elective Paper -VII

Medical and Psychiatric Social Work (Group - E)

Communication Skills - II

Module No.	Module Name	Content	Teaching Methodology
1.	Job related Communication:	Bio-data- Curriculum Vitae, writing resume, Job application letters, Covering Letters, Placement – Campus, Consultancy firms, job portals.	Lecture/ Discussion

2.	Job Interviews:	Interview process, characteristics of job interviews, types of interview, pre interview techniques, interview questions, answering strategies, frequently asked interview questions.	Lecture/ Discussion
3.	Etiquettes	Etiquettes in social as well as office settings, e-mail meetings, telephone etiquettes, body language, gestures, dress code.	Lecture/ Discussion
4.	Media communication	Press conference, press release, internet press release, video conferencing, principles of effective writing.	Lecture/ Discussion
5.	Reporting	Principles of writing reports for management, types of reports, structures of report, preparation of information highlight, use of graphs, presentation of reports.	Lecture/ Discussion

References

1. Foundation of business communication – an integrative approach; Dona.J.Young
2. Business Communication; concept cases and applications- P.D.Chaturvedi, Mukesh Chaturvedi
3. Basic Business Communication- Lesikar, Flatly,
4. Effective technical communication by –M Ashraf Rizvi
5. Media and communication management- C.S. Rayudu
6. Integrated business communication – Bonnye E.S. , Marilyn S.
7. Effective business communication – Murphy
8. Business Communication- building critical skills- Kitty O Locker, Stephen K.
9. Business correspondence and report writing- R.C.Sharma, Krishna mohan

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Master of Social Work Part – II
CBCS Pattern Syllabus
Semester IV
Research Project Report (common for all groups)

Learning Objectives:
- To get students acquainted with the process of writing the project report
- To get students oriented with statistical and analytical skills.

Module No.	Module Name	Content	Teaching Methodology
1.	Data Processing & Data Analysis	➢ Data Collection ➢ Data Editing ➢ Coding ➢ Preparation of Master Chart ➢ Transfer of data to SPSS/ MS Excel ➢ Classification &Tabulation ➢ Data analysis & Interpretation	SPSS Demo / MS Excel Demo/ Discussion
2.	Report Writing	➢ Introduction ➢ Review of Literature ➢ Methodology ➢ Data Analysis & Interpretation ➢ Major Findings, Conclusions & Suggestions	Seminar / Discussion

Guidelines for Chapter Scheme

Chapter	Chapter title	Chapter content
I	Introduction	Give theoretical background of the theme of the study. Concepts related to the theme of the study shall be explained with clarity. Magnitude and extent of the research problems shall be explained.

II	Review of Literature	State the abstract form of the research studies. The research studies extracted from the journals, books and internet shall be written precisely.
III	Methodology	Rationale and context of the theme of the study shall be explained. Complete research design has to be stated with precision.
IV	Data Analysis and Interpretation	Tables generated from the SPSS package has to be presented in the tabular form with univariate and bivariate analysis. The presented tables needs to be interpreted.
V	Major Findings, Conclusion and Suggestions	Major findings of the study shall be explained. Based on the findings of study ,inferences may be drawn and correspondingly suggestions/ interventions may be proposed.
	Appendix	• Bibliography • Interview schedule/ Observation schedule/ Questionnaire / Psychological scale

Guideline for Research Project Report: Research project report topics and data collection work may be partially linked to concurrent fieldwork practice of M.S.W. Part-I and Part – II to strengthen the research practice in fieldwork. The research project report work may be planned for two years' period of the student.

Report Size: Minimum 50 pages and above, times new roman letter, font size: 12, Space: 1.5, Justified alignment, page layout Left 2cm, Right, Top & Bottom 1.5cm

References:

1. Anderson J.et al 1970 Thesis and Assignment Writing, New Delhi : Wiley Eastern Ltd
2. Blalock H.M. 1972 Social Statistics, New York McGraw Hill.
3. Field, Andy. 2000 Discovering Statistics Using SPSS for windows: AdvancedTechniques for Beginning, New Delhi : Sage Publications.
4. Foster J.J. 1998 Data Analysis Using SPSS for windows : A beginner's Guide,New Delhi Sage Publications.
5. Mukherji, Partha N. (eds),2000, Methodology in Social Research : Dilemma and perspective, New Delhi Saga Publications
6. Padgett, Deborah, K. 1988, Qualitative Methods in Social work Research, New Delhi Saga Publications

7. Ramchandran, P. 1990 Issues in Social work research in India, Bombay : Institute for community Organization Research.
8. Reichman, W.J. 1981 Use and Abuse of Statistics, Penguin
9. Reld, willam J and smith, Andrey D. 1981 Research in social work New York Columbia University Press.
10. Rosenberg M. 1968 The Logic of survey Analysis, New York Basic Books.
11. Rubin A and Babbre K. 1993, Research methods for social work, California Brooks Cole Publishing co.
12. Selits, Glarie et.al1976 Research Methods in social Relations, New York Holt Rinehart and Winston.

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