

Distance Mode

M.S.W
(MASTER OF SOCIAL WORK)

Course of Study & Schemes of Examination



Centre for Distance Learning & Continuing Education

Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya

Chitrakoot, Satna (M.P.) 485334

**Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya
Chitrakoot, Satna (M.P.) 485334**

Note : 1. These rules are subject to alteration from time to time.

2. These rules are subject to the provisions of the Acts, Statutes and Ordinances as in force from time to time

1. The examination for the Degree of the Master of Social work shall consist of two parts

(a) The Previous Examination; and

(b) The Final Examination.

2. The admission and examination will be governed by the University Distance Education norms.

3. Each paper of the main examination in previous & final year will have the ratio of 70:30. The 70 percent ratio will be for the external evaluation and 30 percent for internal evaluation for which each paper shall be given two assignments each belongs to 15 marks. The assignment shall be handed over to the university and the evaluations will be by the approved panel concern university teachers.

4. Each candidate must have to undergo for 50 days field work each year in two phases. Each phase will have 25 days programme based field work i.e. Health, Education, Sanitation, Right to Information, MANNREGA, AIDS, population education, Watershed management, Handicapped, women empowerment, Tribal Development etc.

The field work will have to be organized in the reputed NGO's, GO's centers etc. The field work report shall be submitted to the university before one

month of the don each year for the purpose of evaluation by the university concern teachers. This report will have 100 marks weight age for each student.

5. The field work report (along with soft copy) shall be accepted by the university only when it will be properly forwarded the concern NGOS/GOs: Centers with recognize certificate from where candidate has undergone the field work.
6. The each candidate must carry out project Work of Dissertation of Writing Work in the final year which will carry 100 marks.
7. The topic of project work of Dissertation of Essays will be decided by the subject teachers who are working in the recognized and reputed colleges/Institutions and will work as a guide for the students. However the students can take help of other teachers/professionals from out side Universities/ Collages/Institutions as co-guide.
8. The candidates who are having option of writing essays in five different topics suggested by the university and will be allotted by the center. The essays must be written in all kind of dimensions related with the social work education.

They shall be complied and properly in binding from along with the soft Copy for the purpose of evaluation by the university teacher concern.
9. Dissertation of Project work/Essays (along with soft copy) will be evaluated by approved panel/ University teachers concern.
10. Photo copy/Duplicate copy and copying of report/Essay/Dissertation from any institutions shale be treated invalid no marks will be allowed in such
Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya Chitrakoot, Satna (M.P.)

COURSE DESIGN
Master of Social Work
First Year

Code No.	Title	int.	Ext.	Total
101	Social Work, History and Ideologies	30	70	100
102	Indian Society & Social Problem	30	70	100
103	Social Research & Social Statistic	30	70	100
104	Social Work Practice-I	30	70	100
105	Human Growth & Development	30	70	100
106	Economy of Development	30	70	100
107	Field Work	-	100	100
	Total	180	520	700



COURSE DESIGN
Master of Social Work
FINAL YEAR

Code No.	Title	int.	Ext.	Total
201	Social Policy, Planning and Administration	30	70	100
202	Social Work Practice	30	70	100
203	Human Rights, social justice and weaker sections	30	70	100
204	Labour Welfare & legislation	30	70	100
205	Human Resource Management & industrial Relation	30	70	100
206	Project Work/dissertation/ Essays		100	100
207	Field Work		100	100
	Total	150	550	700
	(First year + Final Year) Grand Total)			1400



Master of Social Work

FIRST YEAR

Paper - I: Social Work History and Ideologies

COURSE OBJECTIVE:

1. Understand the various concepts in the field of Social Work and its emergence in national and international context during the last two centuries.
2. Highlight the development of various perspectives and goals in Social Work.
3. Identify the fields and spell out the roles and functions of Social Work.
4. Understand the growth of professional aspects of social work-knowledge, skills, values, organization, education and social recognition.
5. Appreciate the various approaches in modern professional Social Work.

Unit I

- 1.1 Concept, nature and scope of social work, relationship with other social sciences
- 1.2 Social welfare and related terms : Social service, social reform, social security, social policy, social action, social justice, social welfare services, social planning, social administration, social development

Unit - II

- 2.1 Social work profession: its philosophy and ideology.
- 2.2 The basic values of professional social work code of ethics for social workers. 2.3 Principles & methods of professional social work, steps in social work and their applications.

Unit - III

- 3.1 Social services in Indian culture: religious roots of charity, role of institutions like joint family, caste and Panchayats in meeting human needs.
- 3.2 Evolution of social work in India : from charity to radical social Work
- 3.3 Differences and similarities between traditional and professional social work, v work and Gandhian social work.
- 3.4 Historical development of social work in America and England.

Unit—IV

4. 1 Social reform movements in India: Contribution of Dayanand Saraswati,

Vivekanand, Tagore & 20th century reformers.

- 4.2 Gandhian approach to social worker: Sarvodaya, Antyodaya, constructive work of Gandhi Ji, Bhoodan & Gramdan.
- 4.3 Role and functions of Social Worker : enabler, educator, clarification, confronter, mediator, planner, advocacy

Unit-V

- 5.1 Approaches in social work: psychoanalytical approach, functional approach, psycho-social approach, problem solving approach, family therapy approach, ecological approach, crisis intervention approach, integrated approach.
- 5.2 Social work education and present social environment, role of social worker in prevention, treatment and rehabilitation and social welfare services.
- 5.3 Field work in social work, philosophy, objective and Aims.

Required Readings:

- 1. Clark C. Asquith S. : Social work and Social Philosophy, Roulledge and Kegan Paul, London.
- 2. Diwakar R.R. & Vinoba Agrawal M.: Social Reform Movement in India : A Historical Perspective, Popular Prakashan, Bombay '
- 3. Gore, MA. : Social Work and Social Work Education, Asia Publishing House, Bombay,
- 4. Gore, MS. The Social Context of Ideology: Ambedkar's Social and Political Thought, Sage Publishing, New Delhi
- 5. Shastri R.R. : Social Work Tradition in India, Welfare Forum and Research Organization. Varanasi.

Master of Social Work

FIRST YEAR

Paper - II : Indian Society and Social Problems

Course Objective:

1. Understand the various concepts in the field of social problems and it's
2. Emergence in national and international context during the last two centuries.
3. Understand the various factors of social problems and related law
4. Social work intervention in the field of social problems
5. Understand the structural changes in in the field of social changes
6. Develop understanding about problem free family, society and india .

Unit-I :

- 1.1 Nature of Society: Social groups primary, secondary and reference groups, status and role.
- 1.2 Social Institutions: Family, marriage, Kinship, property, education and religion.
- 1.3 Social systems and sub—systems: Structure and function.
- 1.4 Social processes: Socialization and Social control, 'Cooperation, Conflict and Assimilation.

Unit-II :

- 2.1 Elites and Society: types of elites in Indian and their role today.
- 2.2 Family and Marriage: present trends in India.
- 2.3 Urbanization and urban growth in India, process, trends and consequences. 2.4 Indian Social structure and social stratification: caste system, caste and democracy, tribes, characteristics of tribal society in India.

Unit-III :

- 3.1 Social Change: Concept, approaches and factors of social change
- 3.2 Sanskritization, westernization and modernization, social change in rural India
- 3.3 Economy, polity and social change in India.
- 3.4 Economics system, democratic socialism in India.

Unit- IV

- 4.1 Social Change and social problems
- 4.2 Problems of structure change; casteism, communalism and youth unrest.
- 4.3 Pro s of industrialization and urbanization: growth of slums.
- 4.4 Problems of environment pollution: air, water and noise

Unit-V:

5. 1 Problems of inequality: poverty, backwardness
- 5.2 Problems of social system: illiteracy, unemployment mal-nutrition, over population
- 5.3 Problems of social deviance: crime, juvenile delinquency, beggary.
- 5.4 Problems of immoral traffic, suicide and bride-burning.
- 5.5 Drug dependence, AIDS, violence.

Required Readings:

1. Bottomore, T.B. : Elites and Society, (London, Penguin Books.
2. Bose, A.B. : Urbanization in India (Bombay :Academic Press)
3. Johnson, H.M. : Sociology :A Systemic Introduction, (Bombay :Allied Publishers Pvt. Ltd.) .
4. Srinivas, M.N. : Social Change in Modern India (Berkeley : University of California Press) '
5. Maclan, G.R. : Indian Social Problem, Vol. I & II (Bombay : Allied Publishers)



Master of Social Work

FIRST YEAR

Paper- III : Social Research & Social Statistics

Course Objectives:

7. Develop appreciation of the scientific method; its characteristics and Significance in Social Work research.
8. Develop Skills in the selection and formulation of research problems.
9. Acquire competence to analyse and assess social problems and needs, provision of services, their utilization and impact.
10. Understand different research design, their elements and variations.
11. Develop Skills in the selection and use of different tools of data collection, processing and analysis, and the use of appropriate Statistical methods and report writing.
12. Inculcate attitude of scientific inquiry and objectivity.

Unit — I

- 1.1 Nature of scientific method and its application to social phenomenon, Nature, importance and scope of social research. Theory and fact, interplay between pure and applied research.
- 1.2 Social Work Research: nature, goals and function, basic and operational research.
- 1.3 Historical background: classical poverty surveys, social work research in India

Unit-II :

- 2.1 Social Survey: types, social survey and research.
- 2.2 Research: action, historical, descriptive, experimental and interdisciplinary.
- 2.3 Method of data collection: observation, interview schedule, mailed questionnaire, case-study, Sociometry and Projective Techniques.

Unit-III :

- 3.1 Basic design of logical proof, concepts and hypotheses.
- 3.2 Basic ideal of sampling.
- 3.3 Types of sample design.

Unit-IV :

- 4.1 Evaluative Research: organization and administration
- 4.2 Cost and benefit analysis of social welfare services.
- 4.3 Importance, scope and limitations of social statistics.
- 4.4 Graphic and diagrammatic presentation.

Unit- V

- 5.1 Computer : Its application to social sciences research, preparation for processing of Data on computer
- 5.2 Measure of central tendency: mean, median and mode.
- 5.3 Measures of dispersion: range, quartile deviation, mean deviation, standard deviation, coefficient of variation.
- 5.4 Simple Correlation

Required Readings :

- 1 Goode and Hatt : Methods in Social Research (New York : McGraw Hill)
- 2 Elhance, DN. : Practical Problems in Statistics (Allahabad : Kitab Mahal).
- 3 Gupta, C .B. : An Introduction to Statistical Method (Agra : Ram Prasad and Sons)
- 4 Elhance, D .N. : Sankhyiki ke siddhant (Allahabad : Kitab Mahal)
5. Singh, S. : Samajik Anusandhan (2 Vols.) (Lucknow : Uttar Pradesh Hindi Academy)



Master of Social Work
FIRST YEAR
Paper - IV: Social Work Practice-I

COURSE OBJECTIVES :

1. Acquire knowledge and understanding about individual & family, stages of individual development.
2. Develop ability to analyse factors affecting the needs, behavior, and coping capacities of individual and to learn the principles and skills of working with individual.
3. Acquire knowledge of different models of growth, enhancing problem solving skill and utilizing them selectively.
4. Develop positive attitudes towards growth enhancing and problem solving;

Unit -I :

- 1.1 Historical development of social casework in West and in India
- 1.2 Components of social casework 2 ego, social role, stress, adaptation,
- 1.3 Social casework and its relation to other therapeutic methods : psychotherapy, counseling

Unit-II

- 2.1 Principles of social casework, professional self
- 2.2 Techniques of social casework: support, clarification, insight, identification, resource utilization, evaluation, environment modification.
- 2.3 Phases of social casework : study, diagnosis and treatment.
- 2.4 Client-caseworker relationship

Unit-III:

- 3.1 Psycho—social approach to the practice of social casework.
- 3.2 History taking and interviewing process
- 3.3 Recording in Social casework.
- 3.4 Relation of social casework with other methods of social work.

- 3.5 Practice of social casework in developing countries and scope and limitation of social casework practice in India

Unit-IV :

- 4.1 The basic concepts
- 4.2 Historical development of group work in the West and in India.
- 4.3 The major principle of group work and its relationship with other methods.
- 4.4 Group work a method of social work and its relationship with other methods.
- 4.5 Role of group in the group worker in the group work process and the skills needed.
- 4.6 Programme in group work : meaning, importance and programme planning and development process.
- 4.7 Recording in the practice of group work

Unit-V :

- 5.1 Role of social group in the development of individuals and communities
- 5.2 Role play in relation to group programmes.

Required Readings :

- 1 . Friedlander, W. Concepts and methods of social work (New York : Prentice Hall)
- 2 . Methews, J o an Working with Youth Groups (London : University Press)
- 3 Trecker, H. Social Group Work : Principles and Practice (New York : Association : 3 Press)
4. Northern, Helen : Social work with Group (New York : Columbia University Press).
- 5 . Singh, RR. (ed.) : Field work in Social Work Education : A Perspective for human Service, Profession (New Delhi Concept Publishing Co.)
6. Mathews, Grace : Social Case Work, (TISS, Bombay)



Master of Social Work FIRST YEAR

Paper-V: Human Growth & Development

COURSE OBJECTIVES:

1. Develop a holistic understanding of the nature and bases of human growth and behaviour and factors affecting them.
2. Gain understanding of developmental tasks and the needs during various stages of life and changes during adulthood and later years of life cycle.
3. Apply knowledge of growth and behaviour in social work practice.
4. Understand own stage in the light of knowledge thus gained.
5. Acquire knowledge and holistic understanding of the various schools of thought as human behaviour.

Unit-I

Lifespan perspective of Human Development. Historical roots of lifespan perspective. Obstacles in 'studying lifespan development. Advantages of life span perspective. Concept of growth and development. Influence of heredity and environment. Role of maturation and learning.

Unit-II

Theories of Human Development : Freud's theory of psychosexual development. Erikson's theory of 'as psychosocial development Bandura's cognitive social learning theory Piaget's theory of cognitive development Kohlberg's theory of moral development Maslow's need hierarchy theory.

Unit-III

Personality Definition & Meaning, Traits of personality. Determinants of personality. theories of personality development. Freud 's psycho analytical theory, Erickson's Psychosocial development theory, Social learning theory of personality development. Personality Development in different stages.

Unit IV

Physical development in prenatal and post natal Stage. Emotional Development. Social development. Social development in different stages.

Unit-V

Adolescence Periods and characteristics of adolescence. Changes during adolescence. Problems of adolescence. Adulthood & Old age- Characteristics and Problems.

Required Readings

1. fodk1kRed euksfoKku] Mkw0 ts0,u0 yky] fouksn iqLrd efUnj vkxjka

2. Hurlock, E.B. : Developmental Psychology 5th edition, Tata McGraw- Hill, New Delhi

Master of Social Work FIRST YEAR

Paper-VI: Economy of Development

Course Objective:

The main aims of this paper is to introduce the students to the concept of economy the development through planning, population growth and it's consequences also elected bodies of development

Unit I

- 1.1. Development: social and economic concept and measurement.
- 1.2. History of economic planning and types of planning.
- 1.3. Economic planning and development as an instrument of social development.
- 1.4. Welfare economics and social development.

Unit II

- 2.1. Social Planning in India: Integrated approach in social- economic development: health, education, urban development, housing community development.
- 2.2. Population growth and it's social and economic consequences.
- 2.3. Factors and problems in social and economic development. , ecological, ethnic, economic, social, regional, political, demographic etc.

Unit III

- 3.1. Area development, regional imbalances, agriculture and urban land policy
- 3.2. Distribution of income and social policy
- 3.3. Planning for rural urban environment, conservation and development of physical resources for human welfare.

Unit IV

- 4.1. Role of elected bodies in development.
- 4.2. Development and the constitution, central-state relations.
- 4.3. Planning Commission and the planning process.

Unit V

- 5.1. Development administration.
- 5.2. Problems and prospects of social and economic planning.
- 5.3. Poverty and its social economic and political consequences.

Readings :

1. Mamoria C.B. Bhartiya Arthvyastha (Indian Economic System).
2. Sharma and Varshney: Economics of Development and Planning.
3. Dutt R. and K.P.M.Sundaram: Indian Economy, S.Chand and Company Ltd.
4. Jhingan M.L.: Economic Planning and Development.

MSW FINAL YEAR
Paper I: Social Policy, Planning and Administration

Course Objective:

1. Develop an understanding of the social policy in the perspective of the national goals as stated in the constitution, particularly with reference to fundamental rights and the directive principles of the state policy.
2. Develop the capacity to recognise the linkages between the development issues and social policy, plans and programmes.
3. Develop the capacity to critically examine the major political ideologies in influencing the social policy and the planning process.
4. Acquire knowledge about the basic principles and process of administration within the frame work of social work philosophy and practice.
5. Develop critical understanding about policies, programmes, procedures in establishing, maintaining, and developing social welfare institutions/organisations.
6. Acquire skills in projects formulation, resources management and particularly action research.

Unit-I

- 1.1. Evolution of Social policy in India.
- 1.2. Inter-relationship between social policy, economic development and social development.
- 1.3. Social policy in India, problems of implementation and social work intervention
- 1.4. Fundamental rights and directive principles of state policy and role of judiciary.

Unit II

- 2.1. Social welfare planning in India, planning process and machinery.
- 2.2. Related areas of policy and planning: scheduled castes and scheduled tribes.
- 2.3. Women, children and youth, housing, urbanization and environment, population, education and health.

Unit III

- 3.1. Social welfare administration: concept, need and objectives.
- 3.2. Principles of social welfare administration, scope; welfare administration at different levels.

3.3. Elements of administration-POSDCORB.

Unit IV

4.1. Social legislation; Concept, needs and objectives.

4.2. Social legislation as an instrument of social change.

4.3. Public Interest litigation, social advocacy, consumer protection etc.

Unit V

5.1. Juvenile Justice Act, 1986, The probation of Offenders Act, 1958.

5.2. The Bonded Labour System (Abolition) Act 1976.

5.3. The Prohibition of Dowry Act, 1961 and the protection of Civil Rights Act, 1955.

5.4. The Suppression of Immoral Traffic in Women and Girls Act, 1956 and Anti-beggary Act.

Readings:

1. Kulkarni, P.D.: Social Policy and social Development in India(Madras;Association of School of Social Work in India .
2. Spare, R.K.: Development Administration (New Delhi, Deep and Deep publication)
3. Sharma, P.N. : Social Planning, Concept and Techniques(Lucknow: Print House India)
4. Gangrade K.D. : social Legislation in India, Vol I. & II(Delhi; Concept Publishing Co.
5. Shiv Gopal : The Hindu Code (Allahabad : Central Law Agency)
6. Mishra Dayashankar: Samajik Prashashan(Delhi: Research Publication in social Sciences, Latest edition)

MSW FINAL YEAR

Paper II : Social Work Practice II (Community Organization)

1.1 Course Objective

- 1.2 Develop understanding of community dynamics, community power structure, and organisations in society.
- 1.3 Understand and apply the different approaches to community organisation and locality development – community problem solving, social planning, mass mobilization and social action.
- 1.4 Develop analytical skills and identify and assess problems, solutions and learn to apply appropriate skills.
- 1.5 Appreciate and acquire skills and methods of working with communities and organizations as an effective medium of social change and the role of social worker as a change agent.
- 1.6 Develop attitude appropriate for community organisations and social action.

Unit I

- 1.7 Concept of community, its structural and functional aspect.
- 1.8 Urban community: slums and migrants.
- 1.9 Rural community: nature, structure, organisation, class and problems.
- 1.10 Tribal Community: Tribal culture and organizations.

Unit II

- 2.1 Community Organization; Concept, methods and principles.
- 2.2 Historical development of community organization.
- 2.3 Community organization as a method of social work, Role of community organiser.

- 2.4 Identification, mobilization and utilization of community resources within and outside the community.

Unit III

- 3.1 Community organization and social change.
3.2 Social Action: concept and type; Bhoodan and Gramdan movement.
3.3 Leadership: types and functions, Emerging patterns of rural leadership.
3.4 Community chest, community welfare councils and charitable trusts.

Unit IV

- 4.1 Community Development: Concept, philosophy and methods.
4.2 Community Development as a process of social change.
4.3 Community Development in India: historical perspective, component of strategy for development.
4.4 Community Organization: programmes and supervision.

Unit V

- 5.1 Urban community Development: slums improvement.
5.2 Panchayati Raj in India .
5.3 Rural and Tribal community Development, policy and programmes.

Readings:

1. Siddiqui, H.Y. (ed.) Organization for community Action (New Delhi: Sage Publication).
2. Mehta, R. Shiv : rural Development in India (New Delhi: Sage Publications).
3. Maheswari, Shriram: Rural Development Village (Lucknow Print House India).

Master of Social Work

FINAL YEAR

Paper -III : Human Rights, Social Justice and 'Weaker Sections

COURSE OBJECTIVES:

1. Develop sensitivity to the problems and concern in Indian society.
2. Develop ABILITY for analysis of Indian society and identify the roots of the problems and also the structures that sustain them.
3. Develop an understanding of the efforts being made in India towards establishing human rights and social justice, and be able to analyse the role of the social work profession in ensuring the same, with reference to the weaker section.

Unit-1

- 1.1 Social Justice: concept, laws and strategies to achieve social justice in India.
- 1.2 Social justice concerns in Indian society: inequality, injustice, oppression, social, economic, political structures of Indian society and their effect on social development.
- 1.3 Various approaches to social justice like those of Gandhi, Marx, Ambedkar.

Unit-II :

- 2.1 Concept of civil rights/human rights and issues of social justice; social work as human rights profession.
- 2.2 Human Rights concern- the UN. Declaration of human Rights, Human Rights Commission as at- National and International level, their organization and functions. Fundamental rights and duties under the Indian constitution.

Unit-III :

- 3.1 Weaker sections: concept, criteria and classification, weaker and vulnerable sections and minority groups, protective discrimination.

- 3.2 Legislations, planning, policies (reservation of seats in the legislature, services and educational institution) and strategies to improve conditions of weaker sections (five year pl commissions for SC, ST and OBC) Problems like untouchables and atrocities against SC.
- 3.3 Socio-economic background and status of different groups : scheduled tribes, backward classes, bonded laborers.

Unit-IV :

- 4.1 Increasing socio-political awareness and politicization of backwardness.
- 4.2 Governmental and non-governmental agencies working for welfare and development of weaker section-critical review.
- 4.3 Dalit liberation movements with reference to Gandhi, Ambedkar.

Unit-V:

- 5.1 Social work practice to secure rights and social justice, Employment of oppressed individuals, groups and communities.
- 5.2 Identifying problems, analysis of policies, public interest litigation, and legal aid.

Required Readings:

- 1- ekuo vf/kdkj fl)kUr ,oa O;ogkj& Mkw0 th0ih0 usek ,oa Mkw0 ds0ds0 'kekZ] dkyst cqd fMiks] t;iqjA
- 2 Hkkjr esa ekuo vf/kdkj mYya/ku] laj{k.k] fdz;kUo;u ,oa mipkj] Mkw0 jes'k izlkn xkSre] Mkw- izFohiky flag] fo'ofok; izdk'ku] lkxj] e0iz0
- 3 xkWa/kh] vEcsMdj vkSj nfyr& Mkw- egs'ojnRr] jktk ifCyds'ku] ubZ fnYyh



Master of Social Work
FINAL YEAR
Paper IV- Labour Welfare and Legislation

COURSE OBJECTIVE:

1. Develop a general perspective on industry as a social organisation and place of work.
2. Understand the socio-economic background of industrial workers and the problems faced by them.
3. Understand the various approaches to meet the needs/problems industrial workers.
4. Understand the importance of programmes of welfare for industrial workers & role of social workers in this field.

Unit-I

- 1.1 Industrial Growth in India, unorganized sector.
- 1.2 Characteristics of Indian labour market.
- 1.3 Wages: wage theories, concept of minimum wage, fair wage and living wage.
- 1.4 Productivity: Concept, importance and rationalization.

Unit-II :

- 2.1 Impact of Industrialization and Urbanization on social life of workers.
- 2.2 Working and living conditions of workers, Indebtedness.
- 2.3 Industrial Pollution and slums, Absenteeism and labour turnover.

Unit-III :

- 3.1 Social Security: Concept and its scope in India.
- 3.2 Concept, Scope and philosophy of labour welfare.
- 3.3 Agencies of labour welfare: state, employer, trade union and voluntary

organizations, Social work in industry

Unit-IV :

- 4.1 Need and scope of labour legislation, labour administration at central and state levels.
- 4.2 Social Security legislation
 - (a) E.S.I. Act, 1936
 - (b) Workmen's Compensation Act, 1923 .
 - (c) Maternity Benefit Act, 1961
 - (d) Employees Provident and Misc. Act, 1971
 - (e) Payment of Gratuity Act, 1972
- 4.3 **Wage Laws:**
 - (a) Payment of wages Act, 1936 (b) Minimum wages act 1948
 - (c) Payment of Bonus Act 1965 .

Unit V

- 5.1 Industrial Disputes Act. 1947 and M.P. Industrial Relation Act.
- 5.2 Industrial Employment (standing orders) Act 1964 and Indian Trade union Act, 1926
- 5.3 The Factories Act, 1948
- 5.4 The mines Act, 1952, The plantation labour Act, 1951 and Shops and Establishment Act

Required Readings :

- 1. Agrawal, RC. and Kothari N.S- : Shri Publications)
- 2. Bhagoliwal, TN. & Bhagoliwal Prernlata : Sambanclha (Agara, Sahitya Bhavan)
Sharma Sanniyarn Evatn Sarnaiilc: Suralcscha (Ajmer,
Sharma Artlta Shastra, Evarn, Audhogik
- 3. Giri,V.V : Bliratiya Mazdooron Ki Shram Satnesyain (Asia Publishing House, Delhi)
- 4. Mehrotra, S.N. Labour Problems in India, (New Delhi, S. Chand and Company Ltd.
- 5. Pnat, S.C. Indian Labour Problems (Allahabad Allahabad Law Agency)



Master of Social Work FINAL YEAR

Paper-V : Human Resource Management & Industrial Relation

COURSE OBJECTIVES:

1. Develop understanding of the fundamentals of human resource management.
2. Develop understanding of the human resource planning.
3. Develop skills to participate in organisational development and analysing organisational plan.
4. Understand the problems of human relation and improve human relation skills.

Unit-1

- 1.1 Concept of Management: Human Resource Management: Concept and Scope.
- 1.2 Approaches to Management (Management model). Management principle
- 1.3 Concept, growth and development of human Resource Management
- 1.4 Philosophy of Human Resource Management, Human Resource Management and its future challenges.

Unit-II :

- 2.1 Human Resource Planning, Recruitment, selection, placement.
- 2.2 Induction, Internal Mobility, separations and exit interview.
- 2.3 Personnel. audit, personnel research, Discipline, Grievance procedure.
- 2.4 Communication in organization

Unit-III :

- 3.1 History of Labour Movement in India.
- 3.2 Growth of trade unions : history of trade union in India since 1875, the major land marks.
- 3.3 Trade Unions purpose, types and theories, Problem of Indian Trade Unions
- 3.4 Role of trade unions in welfare, dispute settlement and social justice.

Unit-IV :

- 4.1 Concept and theories of Industrial Relations.
- 4.2 Methods of preventing and settling of industrial conflicts, joint consultation,

negotiation, mediation, conciliation and adjudication.

4.3 Collective bargaining, workers participation in Management.

4.4 International labour organization and its Role.

Unit V : Human Resource Development

5.1 H.R.D.Concept, systems and sub-systems, Strategies and emerging trends.

5.2 Training and development: Methods, strategies and evaluation

5.3 Organisational Behaviour and T.Q.M.. Monotony, fatigue and accidents.

Required Readings :

- 1 Dwivedi, R. S. : Management of Human Resources (New Delhi : Oxford and IBH Pubiishing Co.)
2. Gupta, Rajan : Implementing Human Resources Development, Jaipur : Rawat Publication.
- 3 Newstream and Davis : Organisational Behaviour : Human Behaviour at work (New Delhi : McGraw Hill Co.)
- 4 Punekar, SD- Deodhar,S.B. & Sankaran, S. : Industrial Relations {Bombay : Birnaiaya Publishing House.)
- 5 Tripathi, P; C . & Reddy, RN. : Principles of management (New Delhi : Tata McGraw Publishing Company Limited.)
- 6 Tfi Joseph and Mc-corarich, Ernest : industrial Psychology (Bombay :Asia Publishing House.)
- 7 Dessler, Garg : Human Resource Management (New Delhi : Prentice Hall).
- 8 Ashwathapa, K. : Human Resources and Personnel Management (New Delhi : Tata McGraw Hill Publishing Company Limited).

