

Chhatrapati Shahu Ji Maharaj University, Kanpur
Minutes of Board of Studies Meeting of the Subject: SOCIAL WORK

(MSW in Industrial Relations & Human Resource Management and MSW in Livelihood and Social Entrepreneurship)

The meeting of the Board of Studies of the subject Social Work was held on 28.07.2026 through Online mode at 12:00 hrs. Following members were present in the meeting through Online mode.

Convener, Board of Studies :

1. Dr. Kiran Jha, Associate Professor, Department of Social Work, CSJMU Kanpur

External Subject Experts/Members :

1. Prof. Vivek Kumar Singh, Prof Rajendra Singh University, Prayagraj
2. Prof. Rupesh Kumar, Department of Social Work, Lucknow University, Lucknow

Internal Subject Experts/Members :

1. Prof. Sandeep Kumar Singh, Dean, Faculty of Advanced Studies of Social Sciences, CSJMU Kanpur
2. Dr. Amit Kumar, Director, School of Arts, Humanities and Social Sciences, CSJMU Kanpur
3. Dr. Satyendra Singh Chauhan, Coordinator- Social Work, Department of Social Work, CSJMU Kanpur
4. Dr. Ajay Pratap Singh, Department of Social Work, CSJMU Kanpur
5. Dr. Satya Prakash Verma, Department of Social Work, CSJMU Kanpur
6. Dr. Urvashi, Department of Social Work, CSJMU Kanpur
7. Ms. Bushra Barkati, Department of Social Work, CSJMU Kanpur

The Board of Studies discussed, finalized and approved the Syllabus for,

(i) The Board of Studies deliberated in detail on the objectives, programme structure, curriculum framework, course outcomes, programme outcomes, credit distribution, evaluation pattern, and semester-wise course structure of both proposed programmes.

(ii) The Board of Studies discussed, finalized, and unanimously approved the complete syllabus, course structure, Programme Outcomes (POs), Programme Specific Outcomes (PSOs), Course Outcomes (COs), and evaluation scheme for the Master of Social Work (MSW) in Industrial Relations & Human Resource Management (IR & HRM) AND Livelihood and Social Entrepreneurship programme.

(iii) After detailed deliberations, the Board unanimously resolved to recommend both proposed programmes for consideration and approval by the Faculty Board, followed by the Academic Council and other statutory authorities of the University, as per the prescribed rules.

(iv) The Board further recommended that both programmes be implemented from the Academic Session 2026–27, subject to the approval of the competent authorities.

Meeting ended with vote of thanks by the convener BOS.



Prof. Sandeep Kumar Singh,
Dean



Dr. Kiran Jha,
Convener



Dr. Amit Kumar,
Director



Dr. Satyendra Singh Chauhan,
Course Coordinator



Prof. Vivek Kumar Singh, Prof Rajendra
Singh University, Prayagraj



Prof. Prof. Rupesh Kumar, Department of
Social Work, Lucknow University, Lucknow



Dr. Ajay Pratap Singh,
Department of Social Work



Dr. Satya Prakash Verma,
Department of Social Work



Dr. Urvashi,
Department of Social Work



Ms. Bushra Barkati,
Department of Social Work

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर CHHATRAPATI SHAHUJI MAHARAJ UNIVERSITY, KANPUR



Department of Social Work **Master of Social Work** **ORDINANCE AND REGULATIONS**

1. The degree of Master of Social Work (MSW) in Industrial Relations & Human Resource Management (IR & HRM) and Master of Social Work (MSW) in Livelihood and Social Entrepreneurship shall be pursued in the department of Social Work in the School of Arts, Humanities & Social Sciences under the faculty of Advance Social Science Studies.
2. The total number of students in each programme (MSW in IR&HRM and MSW in LSE) shall be restricted to 15.
3. All the Admission to Master of Social Work Course shall be made on the basis of as per university norms.
4. To be eligible for admission to Master of Social Work programme the applicant must have secured at least 40% in the Bachelor's or Master's Degree examination or as per university norms.
5. The Master of Social Work is a full-time programme. It shall be in two parts viz. Part I and Part II spread over four semesters in two academic years, the first and the second semester during first year and the third and the fourth during second year.
6. English/Hindi shall be the medium of instruction in the admission test in the University examination. The examination shall be after the end of each semester.
7. A candidate who has less than 75% attendance in theory and field work will not be allowed to appear in the examination. However, the Vice-Chancellor on the recommendation of head of the department may condone shortage of attendance up to 15% on grounds of ill health or some other equally genuine reasons.
8. (i) An applicant to Master of Social Work programme must attend classes from the beginning of the session. Absence during first ten days without permission from the Head of the Department will lead to cancellation of admission.
(ii) A fee of Rs.1000.00 will be charged for re-admission of such candidates.
9. **Tuition and other Fee:**
As per University regulations from time to time.
10. The examination fees shall be paid by each student in respect of examinations conducted by the university as per rules.
11. **Field Work I and II:**
 - a) There shall be compulsory training in the application of professional skills. The Field work training shall be supervised at all levels in all the semester by the Faculty of Master of Social Work in all the semesters except Semester IV where supervision shall be done by jointly the agency and the Faculty of the Social Work Dept.

- b) Field Work supervision shall be done by teachers and Supervisor of Social Work Department and Field Work Supervisor through 'on the spot' supervision in the field situation and 'individual conference' and 'group conferences'.
- c) There will be a Viva-Voce on the Field work by the external examiner and supervisor (Internal examiner) after each semester. The Field work and the Viva-Voce will be assigned 100 marks. The student must obtain a minimum of 40 marks.
- d) The performance of the Field work and Viva-Voce will be evaluated by the Board of Examiners consisting of the Field work supervisors (Faculty of Social Work Department) and the external examiners. The evaluation of Field work will be done on the basis of Records maintained by the student, Reports of the supervisor based on their own evaluation and the Remarks of the agency (Head of N.G.O., if any), and evaluation done during the individual and group conference and the Viva-Voce examination.
- e) The content, method, an agency of Field work, number of visits and hours of Field work & visits etc. shall be decided by the Head of the Department from time to time. Field work will be done 15 hours per week including, Report writing and I.C. (Individual conference) and G.C. (Group conference)
- f) There will also be a provision for Block Placement/ Internship by placing the student in an agency for a period of not less than Four weeks after the 2nd semester examination in the summer recess.
- g) The Field work & Viva-voce marks assigned shall be 100 in each semester. The evaluation shall be done on the basis of report & certificate submitted by student and in the manner prescribed earlier.

12. Field Work III and IV:

- a. Field work in semester III and IV shall aim at giving a greater insight to the students in the working of the agency/agencies and affording them an opportunity of actual work experience. The block placement/internship evaluation of II semester will be done in III semester on the basis of their submitted report.
- b. However, in IV semester, there will be a compulsory field work Excursion Tour/Rural Camp (up to 07 days) for exposure visit of final Semester students in different National and International Organization. After the Tour, every student will submit the Tour report.
- c. The Field work & Viva-voce marks assigned shall be 100 in III & IV semester. Whereas in IV semester the 100 marks will be split in 75 marks and 25 marks for field work Viva-Voce and field work Excursion Tour/Rural Camp Report respectively. The evaluation shall be done in the manner prescribed earlier.

d. Project Work / Internship (Semester IV)

12.1 Duration: The Project Work / Internship shall be undertaken during Semester IV for a period of four (04) months.

12.2 The Project Work / Internship / Dissertation shall carry sixteen (16) credits, distributed as 8 + 8 credits, as prescribed in the programme structure.

12.3 Each student shall work under the guidance of an Internal Faculty Supervisor/Guide appointed by the Department and an External Supervisor/Guide from the host agency/organization, identified in consultation with the Internal Supervisor.

12.4 The Internship (Project/Dissertation) shall be evaluated on the basis of:

- the Project Report / Internship Report (report evaluation based on research), and

- a Viva-Voce examination / report presentation conducted by the Evaluation Committee, as per the scheme prescribed by the University/Department.

12.5 Extension and Repetition: If the Evaluation Committee is not satisfied with the Project Work / Internship, an extension of up to three (03) months may be granted. The student shall be required to resubmit and defend the work after the extension. In case of unsatisfactory performance even after the extension, the student shall be required to repeat Semester IV, and the decision shall be communicated to the Controller of Examinations.

13. Mode of Instruction for Remaining Courses in Semester IV

In view of the full-time nature and extended duration of the Project Work / Internship during Semester IV, which requires students to be engaged in field-based research and professional practice outside the University campus, the remaining two theory courses of the Fourth Semester shall be conducted in online mode.

This arrangement is intended to ensure academic continuity, effective utilization of time, flexibility in learning, and successful completion of both coursework and Project Work / Internship without compromising academic standards. **As per the guidelines of UGC, up to 40% credits of a course can be obtained from Online platforms like SWAYAM. Work.**

14. The Project/Dissertation work will be spread over the third and fourth semesters.

a. Semester III:

Formulation of the problem and all the preparatory work will be completed. It will be assigned 20 marks. Evaluation of this stage will also be done by the Supervisor concerned.

b. Semester IV:

Collection of data and analysis: 30 marks will be given by the supervisor concerned. Report writing: The student will be required to submit the report by the end of March. 50 marks are assigned for the Viva-Voce examination conducted by the supervisor concerned and the external examiner who has examined the report. (Total 100 marks)

c. Consolidated Award List will be submitted to the Director/Head. If a student fails to secure 40% marks in the project work, he/she will have to re-submit a revised report, and undergo a Viva-Voce exam, on the same. In such case new Field Work will not be required.

15. Excursion Tour (Semester IV) – 4 Credits (100 Marks)

15.1 A compulsory Excursion Tour shall be organized for students of Semester IV of the Master of Social Work (MSW) programme to provide professional exposure and experiential learning through visits to selected national and/or international organizations, institutes, agencies, factories, and hospitals located outside the State and/or as approved by the Department.

15.2 The Excursion Tour shall be of a maximum duration of seven (07) days.

15.3 The Excursion Tour shall carry four (04) credits and shall be evaluated for one hundred (100) marks.

15.4 After completion of the tour, every student shall be required to submit a Tour Report in the prescribed format within the stipulated time. The Tour Report and related academic components (such as presentation/viva-voce, if prescribed) shall form the basis of evaluation.

15.5 Participation in the Excursion Tour and successful submission of the Tour Report shall be mandatory for the completion of Semester IV.

15.6 All expenses related to the Excursion Tour, unless otherwise notified by the University, shall be borne by the students. The conduct, discipline, and safety of students during the tour shall be governed by the rules and guidelines issued by the University from time to time.

16. Continuous Internal Assessment:

i) One fourth of the maximum marks in each course, except field work, institutional work and project work will be reserved for internal assessment. Written examination of each course will carry 75 marks and internal assessment will carry 25 marks. (i.e. 75 marks external & 25 internal assessment)

ii) Marks for internal assessment will be awarded on the basis of two mid-term exams carrying 10 marks, one assignment carrying 05 marks, one presentation on the assignment carrying 05 marks and 05 marks for Attendance. Marks obtained in each of the assignment, presentation, attendance will be announced to the students. Internal Assessment will only be done once. Marks once obtained in internal assessment in any course will be final and will not be changed.

For continuous internal assessment (CIA) in each paper, the following method will be followed:

Scheme of Continuous Internal Assessment (CIA)		
S. No.	Components	Marks
1.	Mid Term Exams	10 marks
1.	Assignment (Written Submission)	05 marks
2.	Presentation/Quiz	05 marks
3.	Attendance*	05 marks
Total		25 marks

* **Note:** As far as the marks of attendance for internal assessment is concerned, **below 60%** = 0 marks; From **60% to below 70%** = 1 mark; From **70% to below 75%** = 2 marks; From **75% to below 80%** = 3 marks; From **80% to below 85%** = 4 marks; and **85% and above** = 5 marks shall be awarded.

17. Programme Objectives

- Impart education, training and employability in professional social work in order to create and providing professionally trained human resource and allied fields through ethical approach, culture-sensitive, eclectic and evidence-based participatory practice at various levels;
- To help students develop knowledge, skills, attitudes and values appropriate to the practices of social work profession;
- To stimulate and encourage integration of theory and practice in the fields of social work profession; and
- To facilitate and provide interdisciplinary collaboration for better understanding of social issues, social problems, issues of social development and needed services.

18. Programme Outcomes

- Able to understand education, training and employability in professional social work in order to create qualified personnel and provide manpower in development and allied fields,
- Able to develop ethical approach, culture-sensitive, eclectic and evidence-based participatory practice at various levels;
- Able to imbibe the basic and professional knowledge, skills, attitudes, ethics and values appropriate to the practices of social work profession;
- Able to develop integration of theory and practice in the various fields of social work profession; and
- Able to develop and improve skills in interdisciplinary collaboration for better understanding of social issues, social problems, issues of social development and needed services.

19. Specific Programme Outcomes

Professional social workers address contemporary social issues. concerns and challenges and work in the areas such as - local self-governance, rural development, development of scheduled castes and scheduled tribes, welfare of the persons with disabilities (both mental & physical), women and children, care for the aged, sex and child abuse, correctional administration, public health, drug addiction, poverty and unemployment, slum improvement, conflict-resolution, family & marriage counselling, labour welfare, corporate social responsibility, skilled and digital India and the likes. After successful completion of the Master of Social Work programme, students able to develop holistic approach towards the professional knowledge; skilled, empowered and gain insights with

excellence in specific areas and also can get employment both in the public and private sector in the country and abroad an opportunity to be self-employed and starting own NGOs.

20. Learning Outcomes

- a. Students will be able to develop knowledge, skills, attitudes and values appropriate to the practices of social work profession;
- b. Students will be able to stimulate and encourage integration of theory and practice in the fields of social work profession; and
- c. Students will be able to facilitate and provide interdisciplinary collaboration for better understanding of social issues, social problems, issues of social development and needed services.

21. Programme Structure

The Master of Social Work programme is designed as per the **NEP 2020 policy**. The MSW programme is divided into two parts. Each part will be consisting of two semesters to be known as 'Odd Semester' and 'Even Semester' which are as follows (The detail structure is attached in next page):

Part	Year	Semester-Odd	Semester-Even
Part-I	First Year	Semester - 1	Semester - 2
Part-II	Second Year	Semester - 3	Semester - 4

22. In the first three semesters, the candidates will be declared only as "Pass" or "Fail". Division will be awarded only on the basis of combined result of four semesters of Master of Social Work.

23. The candidates must secure 40% in aggregate and not less than 35% marks in individual papers to get a "Pass".

24. The following categories of Master of Social Work students shall be eligible for back paper facility.

a. Candidates who secure at least 30% marks of the aggregate marks of all the theory papers in that semester (who secure not less than 120 marks in case of 4 theory papers shall be eligible for the Back paper).

b. Back Paper Examination will be conducted as per University rules.

25. Division will be awarded on the basis of the aggregate of the marks obtained by the students in all the four semesters as follows:

- | | |
|--------------|---------------------------------|
| I Division | 60% or more |
| II Division | 48% and above but less than 60% |
| III Division | 40% and above but less than 48% |



C.S.J.M. University, Kanpur

Master of Social Work in Industrial Relation & Human Resource Management

Course Structure

Program Objective:

After completion of the programme the learner would be able to

After completing 1st Sem: Certificate

After completing 2nd Sem: Diploma

After completing 4th Sem: Degree

The schedule of papers prescribed for various semesters and marks shall be as follows:

Distribution of Papers and Marks SEMESTER-1						
Course Code	Course Title	Category	End Sem. Exam	CIA	Total	Credits
S160701T	History, Philosophy & Theories of Social Work	CC	75	25	100	4
S160702T	Social Case Work & Social Group Work	CC	75	25	100	4
S160703T	Social Science Concept of Social Work	CC	75	25	100	4
S160704T	Social Work Research	CC	75	25	100	4
S160705P	Field Work Practicum		100		100	8
Total Marks			400	100	500	24

SEMESTER-2						
Course Code	Course Title	Category	End Sem. Exam	CIA	Total	Credits
S160801T	Community Organization & Community Development	CC	75	25	100	4
S160802T	Skills & Techniques of Field Work Practicum	CC	75	25	100	4
S160803T	Social Survey, Studies & Report Writing	CC	75	25	100	4
Electives (Students have to choose any one papers from electives)						
S160804T	Behavioral Science Concepts for Social Work	EC	75	25	100	4
S160805T	Communication & Counselling	EC				
S160806T	Gender & Society	EC				
S160807T	Environment & Sustainable Development	EC				
S160808P	Internship (Evaluated in 3 rd Semester)				--	--
S160809P	Field Work Practicum (Viva-Voce)		100	--	100	8
Total Marks			400	100	500	24

SEMESTER-3						
Course Code	Course Title	Category	End Sem. Exam	CIA	Total	Credits
S160901T	Social Welfare Administration & Social Action	CC	75	25	100	4
S160911T	Strategic Human Resource Management	CC	75	25	100	4
S160912T	Talent Acquisition and Work Force Planning	CC	75	25	100	4
S160913T	Industrial Relations, Labour Codes and Social Security	CC	75	25	100	4
S160909P	Internship Evaluation (on the basis of 2 nd Semester)		100	--	100	4
S160910P	Field Work Practicum (Viva-Voce)		100	--	100	8
Total Marks			500	100	600	28

SEMESTER-4						
Course Code	Course Title	Category	End Sem. Exam	CIA	Total	Credits
S161012T	Learning and Development, Performance Management, Compensation and Contemporary Employment Relations	CC	75	25	100	4
S161013T	Employee Relations, Labour Welfare and Organizational Behaviour	CC	75	25	100	4
S161014R	Internship (Project/ Dissertation) (Report Evaluation based on research)		100	--	100	8
S161015R	Report Presentation and Viva-Voce)		100	--	100	4
S161016P	Excursion Tour		100	--	100	8
Total Marks			400	100	500	28

Total credit of the programme – 104

Total marks – 2100

CC – Core Course

EC – Elective Course

LEVEL : Semester-1
PAPER CODE : S160701T
TITLE OF PAPER : History, Philosophy and Theories of Social Work
MARKS : 75

Objectives:

- Knowledge about concepts related to professional social work.
- Familiarize students with historical evolution of professional social work in India and global context.
- Knowledge about core values and philosophy of professional social work.
- Develop insights about and approaches to social work practice.

Course Contents:

Unit -1: Professional Social Work: Conceptual Understanding

Social Work and Related Concepts: Charity, Social Service, Social Reform, Social Welfare.
Social Work and Related Processes: Social Change & Social Development, Empowerment.
Impact of globalization on social work education and practice.

Unit -2: Professional Social Work: Historical Roots

Roots of Professional Social Work in England and America.
Origin and Development of Professional Social Work in India.
Associations of Professional Social Work in India and abroad.
International Social Work.

Unit -3: Professional Social Work: Philosophical Base

Influence of Western Philosophy on the Development of Professional Social Work.
Gandhian Philosophy of Social Service.
Voluntarism and History of Social Work Profession in India
Professional Social Work: Objectives, Methods and Core Skills.

Unit -4: Nature and Approaches

Values and Generic Principles of Professional Social Work.
Code of Ethics to Professional Social Work Practice.
Approaches to Social Work Practice
Systems and Ecological Perspectives to Social Work Practice.

Learning Outcomes:

Thorough understanding of fundamental concepts of social work profession in order to develop an insight about professional attitude and attribute.

Suggested Readings:

1. Allan, June; Pease, Bob; & Briskman, L., *Critical Social Work: An Introduction to Theories and Practice*, Jaipur: Allen & Unwin, NSW/Rawat Publications, 2003.
2. Bogo, Marion, *Social Work Practice: Concepts, Processes, and Interviewing*, Columbia University Press, 2006.
3. Compton, B. R., *Introduction to Social Welfare and Social Work: Structure, Function and Process*, The Dorsey Press, Irwin-Dorsey (Homewood, Ill, Georgetown, Ont.), 1980.
4. Coulshed, Veronica & Orme, Joan, *Social Work Practice* (4th Edn.), Palgrave Macmillan, 2006.
5. Derezotes, David S., *Advanced Generalist Social Work Practice*, Sage Pub., New Delhi, 2000.
6. Dubois, B. & Miley, K.K., *Social Work: An Empowering Profession*, Allyn and Bacon, London, 2005.
7. Higham, Patricia, *Social Work: Introducing Professional Practice*, SAGE, 2006.
8. Kulkarni, P.D., *The Indigenous Base of Social Work Profession in India*, IJSW, 54 (4), 2000.
9. Kumar, Hajira, *Social Work: An Experience and Experiment in India*, Gitanjali Publishing House, Delhi, 1994.
10. Lymbery, Mark; Postle, Karen, *Social Work: a Companion to Learning*, SAGE, 2007.
11. Midgeley, James, *Social Welfare in Global Context*, Sage Publications, New Delhi, 1997.
12. National Association of Professional Social Workers in India NAPSWI. (2015): *Code of Ethics for Professional Social Workers in India*. Available at: www.napswi.org
13. Parker, Jonathan; Bradley, Greta, *Social Work Practice: Assessment, Planning, Intervention and Review* (2nd Edn.), Learning Matters Ltd., 2007.
14. Pathak, S.H., *Social Welfare: An Evolutionary and Development Perspective*, MacMillan India Ltd., New Delhi, 1981.
15. Reamer, Frederic G., *Social Work Values and Ethics*, Columbia University Press, 2006.
16. Shastri, Raja Ram, *Social Service Tradition in India*, Welfare Forum & Research Organization, Varanasi, 1966.
17. Watson, Florence, *Integrating Theory and Practice in Social Work Education*, Jessica Kingsley Publishers Ltd., London, 2002.
18. Wilson, Kate; Ruch, Gillian; Lymbery, Mark; Cooper, Andrew, *Social Work: An Introduction to Contemporary Practice*, Pearson/Longman, 2008.

LEVEL	: Semester-1
PAPER CODE	: S160702T
TITLE OF PAPER	: Social Case Work and Social Group Work
MARKS	: 75

Objectives:

- Introduction of historical background, nature, principles and components of Social Case Work and Group Work.
- Understanding of process involved in the application of these methods in diverse settings.
- Development of skills and attitudes to work with individuals and groups.
- Enhancement of competencies to critically analyze the problems related to individuals and groups.

Course Content:

Unit -1: Working with Individuals: An Introduction

Development & Significance of Case Work in SW: Meaning, Objective, scope and Nature
Human Need, Problem Faced by Individuals and Families, Social Roles, Social Functioning.
Principles of Social Case Work.

Approaches to SCW: Psycho-social, Problem Solving, Task Centered Case Work.

Unit -2: Application of Social Case Work and Counseling

Social Case Work Tools: Listening, Observation, Interview, Home Visits.

Skills for Effective Practice: Communication Skills, Rapport Building, Resource Mobilization,
Social Case Work Process

Components and Phases of Intervention in case work practice.

Social Case Work Recording, Relevance in Indian Context

Unit -3: Understanding Group Behaviour

Social Group Work: Meaning, Objective and Characteristics

Group Dynamics: Determinants, Indicators and Outcomes

Specific Situations in Group Functioning: Sub Group Formation, Alliances, Coalitions and
Triangulations, Emergence of Conflict Situations

Decision Making, Group Discussion, Group Logistics and Problem Solving

Unit -4: Working with Groups

Historical Development, Principles of Group Work. Skills and Techniques of Group Work
Social Group Work Process: Forming, Norming, Storming, Performing and Adjourning,
Programme Planning, Development, Assessment.

Models of Social Group Work: Remedial, Developmental, Group Therapy, Transactional
Analysis and Gestalt Therapy.

Learning Outcome:

Understand the methodology, tools, techniques and skills of direct/primary methods required
for working with individuals, families and groups.

Suggested Readings:

1. Amnesty International USA. The Casework Manual: A Toolbox for Coordinators of Action Files, Cases, Dossiers, and Long-Term Campaigns. Palo Alto, Calif: Amnesty International USA Group 19, 1994.
2. Aptekar, Herbert H. The Dynamics of Casework and Counseling. Boston: Houghton Mifflin, 1955.
3. Biestek, Felix P. The Casework Relationship. Chicago: Loyola University Press, 1957.
4. Hepworth, Dean H., Ronald H. Rooney, Glenda D. Rooney, and Kim Strom-Gottfried. Direct Social Work Practice: Theory and Skills. Belmont, CA: Brooks/Cole, 2011.
5. Mathew, Grace. An Introduction to Social Casework. Bombay: Tata Institute of Social Sciences, 1992.
6. Perlman, Helen Harris. Social Casework: A Problem-Solving Process. [Chicago]: University of Chicago Press, 1957.
7. Pincus, Allen, and Anne Minahan. Social Work Practice: Model and Method. Itasca, Ill: F.E. Peacock, 1983.
8. Upadhyay, R. K. Social Casework: A Therapeutic Approach. Jaipur: Rawat Publications, 2003.
9. Woods, Mary E., and Florence Hollis. Casework: A Psychosocial Therapy. Boston; Toronto: McGraw-Hill, 2000.
10. Douglas, Tom 1972, Group Processes in Social Work, Chisestar Wiley.
11. Garvin, C., 1997, Contemporary Group Work (3rdEd.), Boston: Allyn and Bacon.
12. Henry, S., 1992, Group Skills in Social Work: A Four-dimensional Approach (2nd Ed.), Brooks/Cole Publishing Company, Belmont, CA.
13. Joseph Lassner, Kathleen Powell, Elaine Finnegan, 1987, Social Group Work: Competence and Values in Practice, Haworth Press, New York.
14. Northen, H. and Kurland, R., 2001, Social Work with Groups (3rd edition), Columbia University Press, New York.
15. Shulman, L., 2006, The Skills of Helping Individuals, Families, Groups, and Communities (Fifth edition)., Thompson., Belmont, CA.
16. Siddiqui, H.Y., 2008, Group Work: Theories and Practices, Rawat Publications, Jaipur.
17. Toseland, R.W. and Rivas, R.F., 2005, Introduction to Group Work Practice (5th edition), Allyn & Bacon., New York.
18. Urania Glassman, 2008, Group Work: A Humanistic and Skills Building Approach, Second Edition, Sage Publications.
19. Singh Sandeep Kumar and Kushwaha Rajesh, 2016, Conceptual Framework of Social Group Work, Shree Publishers & Distributors, New Delhi.

LEVEL : Semester-1
PAPER CODE : S160703T
TITLE OF PAPER : Social Science Concepts for Social Work
MARKS 75

Objectives:

- Developing understanding about basic sociological concepts.
- Comprehension of the social processes
- Understand the problems of weaker sections and minorities
- Get acquainted with the concepts and causes of the social problems in India

Course Contents:

Unit -1: Basic Concepts

Meaning and characteristics of society, community, social groups
Social institutions – Marriage, family, religion, education
Culture, Traditions, Customs, Values and norms

Unit -2: Social Processes

Social stratification – Functionalist and Conflict theories,
Caste and Class Social Processes – Social change and theories, Socialization- Meaning and theories Social
Disorganization and deviance – concepts and causes

Unit -3: Weaker Section & Minorities

Weaker section – Scheduled caste and scheduled tribes, their problems and prospects
Other Backward Classes and Caste, The Mandal Commission Report and its outcome
Women and gender discrimination
Minorities – Types and problems associated with them

Unit -4: Social Problems & Intervention

Social problems in India – Poverty, Unemployment, Corruption, Drug addiction - Concepts and causes
Governmental and Non-governmental intervention in social problems
Role of the social worker in identifying social problems and development of appropriate strategies

Learning Outcomes:

Know the society, its structure & institutions, various social processes, weaker sections and their problems and have an overview of the various social problems in India.

Suggested Readings:

1. Giddens, Anthony. (1999). Sociology. Cambridge: Policy Press.
2. McIver, R.M., Charles H. Page. (1974) Society – An Introductory analysis, Macmillan India Limited, New Delhi
3. Mandelbaum, David G. (1995). Society in India. Bombay: Popular Prakashan, Bombay
4. Gisbert, Pascual, S.J. (2010) Fundamentals of Sociology, orient Blackowan Private Limited, New Delhi
5. Haralambos, M. with R. M. Heald (1980) Sociology – Themes and Perspectives, Oxford University Press, New Delhi
6. Ahuja, Ram (1993) Indian Social Systems, Rawat Publications, Jaipur
7. Ahuja Ram (2016) Social Problems in India, Rawat Publications, Jaipur

LEVEL : Semester-1
PAPER CODE : S160704T
TITLE OF PAPER : Social Work Research
MARKS 75

Objectives:

- Familiarize students with the nature of social science research and its application in social work.
- Learn the research process and develop abilities to prepare research design and strategies.
- Develop competency in conceptualizing, designing and implementing research.
- Learn the process of data collection, its processing, analysis & interpretation

Course Contents:

Unit -1: Introduction to Research in Social Work

Social Research: Meaning and Purpose, Scientific Method: Meaning, Characteristics, Steps. Objectivity
Social Work Research: Concept, Meaning, Definition, Nature, Purpose, Scope, Steps.
Qualitative Research and Quantitative Research
Role and Responsibilities of the researcher

Unit -2: Planning for Research

Hypothesis: Meaning, Types and Significance
Research Design: Meaning, Significance, and Types.
Sampling: Universe & Sample, Sampling importance, characteristics, types of Sampling, General Considerations in Determining a Sample Size, Limitations of Sampling.

Unit -3: Data Collection, Its Management

Sources of data: Primary and Secondary
Methods of Data Collection: Interview, Observation and Case Study.
Data Collection Tools: Interview & Observation Guide, Interview Schedule, Questionnaire.
Processing of Data, Analysis and Interpretation.

Unit -4: Statistics and Computer application

Statistics: Meaning, Concept, Importance and Scope
Measures of Central Tendency: Mean, Median and Mode.
Measures of Dispersion: Mean Deviation and Standard Deviation
Correlation, Chi- Square Test,
Use and limitations of Statistics in Social Work.
Use and needs of computer in Research, Use of SPSS

Learning Outcome:

Understand the application of scientific methods of research in expanding knowledge base of social work.

Suggested Readings:

1. Coolidge, Frederick L. 2000. Statistics: A Gentle Introduction. New Delhi: Sage Publications.
2. Foster, J.J. 1998. Data Analysis Using SPSS for Windows: A Beginners Guide. New Delhi: Sage Publications.
3. Goode, W. J. and Hatt, P.K. 1952. Methods in Social Research. New York: MacGraw Hill.
4. Grinnel, Richard M.; Unrau, Yvonne A. 2005. Social Work Research and Evaluation: Quantitative and Qualitative Approaches. New Delhi: Oxford University Press.
5. Gupta, S. P. 2006. Statistical Methods. New Delhi: Sultan Chand & Sons.
6. Hinton, Perry R. 2004. Statistics Explained: A Guide for Social Science Students, London: Routledge.
7. Hugh, Mc Laughlin. 2007. Understanding Social Work Research. New Delhi: Sage Publications.
8. Kerlinger, F. N. 1988. Foundation of Behavioural Research. Bombay: Himalayan Publication.
9. Kirk, Stuart A. 1999. Social Work Research Methods: Building Knowledge for Practice. Washington, D.C.: NASW Press.
10. Mukherjee, Ramkrishna. 1983. Classification in Social Research. Albany: State University of New York Press.
11. Polansky, Norman A. 1975. Social Work Research: Methods for the Helping Professions. Chicago: University of Chicago Press.
12. Ramachandran, P.; Naik, R. D. 1987. Research in Social Work, In Encyclopedia of Social Work in India (Vol. 2, pp. 386-394), New Delhi: Ministry of Social Welfare, Government of India.
13. Rubin, Allen; Babbie, Earl R. 2011. Belmont: Brooks/Cole Cengage.
14. Siegel, Sidney; Castellan, N. John. 1988. Nonparametric Statistics for the Behavioural Sciences. New York: McGraw Hill.
15. Kushwaha Rajesh and Singh Sandeep Kumar, 2016, Samajik Shodh avam Samaj Karya Shodh, University Publication, New Delhi.
16. Trochim, William; Donnelly, James P. 2008. The Research Methods Knowledge Base. Mason, Ohio: Atomic Dog/Cengage Learning.

LEVEL : Semester-2
PAPER CODE : S160801T
TITLE OF PAPER : Community Organization and Community Development
MARKS 75

Objectives:

- Develop a conceptual understanding of community and community power dynamics.
- Develop understanding of community organization as a method of social work.
- Develop skills in the use of various techniques and models of C.O.
- Promote attitude conducive to participatory practice in practice of community organization.

Course Contents:

Unit -1: Understanding Community Dynamics

Concept of Community: Sociological & Practitioners' Perspectives, Elements & Functions.
Dynamics of Community: Religion, Caste, Class and Gender Relations; Power Structure, Conflict and Control.

Urban, Rural and Tribal Communities: Characteristics, Structure and Functions.

Unit -2: Introducing Community Organization

Concept of C.O.: Meaning, Nature, Evolution, Characteristics, Principles.

Community Development: Concept, Aims & Objectives and Basic Elements.

Community Organization, Community Work and Community Development

Unit-3: Processes of Community Practice

Models: Locality Development, Social Planning, Social Action, Alinsky Model

Indigenous Approaches to Community Work - Gandhi, Vinoba, Tagore.

Stages of Community Organization Process: Identification of Needs and Problems, Programme Planning, Resource Mobilization, Implementation of Programme, Networking, Evaluation and Follow-up.

Attitudes, Roles and Skills of a Community Worker.

Unit -4: Participatory Techniques in Development

People's Participation in Community Organization: Use of PRA, PLA, LFA,

Problem Analysis, Stakeholder Analysis and Strategic Planning.

Limitations of Participatory Methods.

Learning Outcome:

Understand the methodology, tools, techniques and skills to work directly at macro level in the society.

Suggested Readings:

1. Giddens, Anthony (1993): Sociology. Polity Press. London.
2. Bottommore, T.B. (1971): Sociology: A Guide to Problem and Literature, George Allen and Unwin, Bombay.
3. Dunham Arthur (1962): Community Welfare Organization: Principles and Practice. New York: Thomas Crowell.
4. Gangrade, K.D. (1971): Community Organization in India. Mumbai: Popular Prakashan.
5. Khinduka, S.K. & Coughlin, Bernard (1965): Social Work in India. New Delhi: KitabMahal.
6. Kumar, Somesh (2002): Methods for Community Participation: A Complete Guide for Practitioners. New Delhi: Sage Publication (Vistaar).
7. Lee, Judith (2001): The Empowerment Approach to Social Work Practice: Building the Beloved Community. Columbia Press.
8. Ross, M.G. (1967): Community Organization. Theory, Principles and Practice. New York: Harper & Row.
9. Siddiqui, H.Y. (1997): Community Organization in India. New Delhi: Harman.
10. Verma, R.B.S. & Singh, Atul Pratap (2015): Samudayik Sangathan Evam Abhyaas. Lucknow: New Royal Book Company (Hindi).
11. Verma, R.B.S., Singh, Atul Pratap & Verma, Jitendra Kumar. (Eds.) (2016): Community Engagement, Social Responsibility and Social Work Profession: Emerging Scope and Prospects. New Delhi: AlterNotes Press.
12. Weil, Merie (2005): Handbook of Community Practice. New Delhi: Sage.

LEVEL	: Semester-2
PAPER CODE	: S160802T
TITLE OF PAPER	: Skills and Techniques of Field Work Practicum
MARKS	75

Objectives:

- Add value in strengthening knowledge and skills, bringing uniformity and high quality standards in practice learning.
- Build confidence and develop aptitude and attitudinal base of the students.
- Develop sensitivity towards self-awareness, self-development, goal setting and time management.

Course Contents:

Unit 1: Field Work Practicum

Social Work Practicum: Concept, Meaning, Nature, Importance and Scope Roles and Expectations in Social Work Practicum

Understanding perception, self-awareness and sensitivity

Goal setting and time management

Ethical concerns: Sense of responsibility, professional commitment and good conduct at field work

Unit 2: Planning for Field Work Practice

Field work learning plan and strategic planning for specific programmes,

Components of Field Work Practice

Thematic learning modules for targeted populations

Social & resource mapping and use of participative techniques

Unit 3: Documentation of Various Components of Field Work

Orientation, concurrent and block field work records

Group/Student conference paper: Preparation and presentation records, field based assignments and records of rural camps

Unit 4: Essential Skills and Techniques and Guidelines for direct practice

Social Assessment report, Mapping client conditions,

Identifying client strengths, assessing clients coping strategies and ego defence.

Field work practice in Corporate Sector, Donor Agencies and NGOs, Individuals, Family and Community, Medical, Psychiatry and Child Care

Learning Outcomes:

Conceptual clarity about various skills and techniques of field work practice in order to utilize them more effectively in real life situation during practice.

Suggested Readings:

1. CIDT. (2001). Participation, Learning and Action. Walsall: University of Wolverhampton.
2. Dave, Indu. (1983). The Basic Essentials of Counselling. New Delhi: Sterling Publishers Pvt. Ltd.
3. Hastakshep: Advocacy Manual. (2007). New Delhi: Pairvi (Hindi).
4. Jackson, Adrian J. (1995). Leadership Circles from Participatory Learning and Action (PLA). London: IIED.
5. Kumar, S. (2002). Methods for Community Participation: A Complete Guide for Practitioners. London: ITDG Publishing.
6. Narayana Rao, S. (2002). Counselling and Guidance. Tata McGraw-Hill Publishing Company Ltd.
7. Sudha Datar, et al. (2010). Skill Training for Social Workers: A Manual. New Delhi: Sage.
8. Verma, R.B.S. & Singh, Atul Pratap. (2010). Handbook of Field Work Practice Learning in Social Work. Lucknow: New Royal Book Company.
9. Verma, R.B.S. & Singh, Atul Pratap. (2013). Standard Manual for Field Work Practicum in Social Work. Lucknow: New Royal Book Company.

LEVEL	: Semester-2
PAPER CODE	: S160803T
TITLE OF PAPER	: Social Survey, Studies and Report Writing
MARKS	75

Objectives:

- Familiarize students with the nature of survey research method and its application in social work.
- Learn the process and develop abilities to data collection.
- Develop competency in report writing, review of literature.
- Learn the process of tables & figures and result analysis.

Course Contents:

Unit 1: Survey Method and Survey Design

Concept of survey method, Survey research tools

Advantages and weaknesses of survey method

Stages in survey research, formulation of research questions

Sampling design in survey method (sampling elements, population, sampling ratio, sampling frame etc.)

Unit 2: Techniques of data collection and Issues in Survey Research

Techniques – self-administered questionnaire, face-to-face interview, telephonic interview, internet survey, structured observation etc.

Issues in data survey instruments – reliability and validity

Problems and issues in executing survey research

Ethical issues in survey research

Unit 3: Report Writing

Report writing – concept and purpose

Major section in report – title, authors' name, institutional affiliation, running head etc.

Abstract, introduction to research report, general guidance to write introduction

Review of literature – purpose and sources, types of literature, writing process

Methodology – purpose and procedure

Unit 4: Result Analysis, Discussion and Summary

Definition, description of results, Tables and figures, Discussion

Summary and Conclusion – guidelines for writing a summary, process for paraphrasing and summarizing, strategies for writing effective conclusion

References in research reports – format, process of writing, electronic sources

Footnote, general guidelines to write references

Learning Outcomes:

Conceptual clarity about various skills and techniques of survey methods and report writing in practice.

Suggested Readings:

- 1.** Moser, C. A. and G. Kalton 1973. Survey Methods in Social Investigation. The English Language Book Society: London.
- 2.** de Vaus, D.A. 1986. Surveys in Social Research. George Allen and Unwin: London.
- 3.** Young, P. V. 1988. Scientific Social Surveys and Research. New Delhi: Prentice Hall.
- 4.** Aldridge, Alan. And Levine, Ken. 2001. Surveying the Social World - Principles and Practice in Survey Research. open University Press: Buckingham.
- 5.** Fink, Arlene. 1995. The Survey Hand Book. Sage Publications: Thousand Oaks.
- 6.** Cohen, Louis and Manion, Lawrence. 1994. Research Methods in Education. Routledge: London and New York.
- 7.** Madan, T. N. 2004. In Pursuit of Anthropology. IN V. K. Srivastava (ed) Methodology and Fieldwork. Oxford University Press: New Delhi.
- 8.** Mukherji, P. N. 2000. Methodology in Social Research; Dilemmas and Perspectives. Sage Publications: New Delhi.
- 9.** Murdock, G.P. 1940. The Cross-Cultural Survey. American Sociological Review.
- 10.** Singh, AK. (2009). Test Measurements and Research Methods in Behavioural Sciences (Fifth Edition). Bharti Bhawan Publishers & Distributors.
- 11.** Publication Manual of the American Psychological Association (6th edition, 2009). American Psychological Association. Washington, DC.

LEVEL : Semester-2
PAPER CODE : S160804T
TITLE OF PAPER : Behavioral Science Concepts for Social Work
MARKS 75

Objectives:

- Learning about the major concepts and theoretical perspectives in psychology.
- Understanding the nature and development of human behavior in socio-culture concept.
- Enabling Students to understand the different theories.
- Imparting concepts related to social psychology.

Course Contents:

Unit -1: Human Growth and Development

Human Growth and Development: Concept, Meaning and Characteristics
Life Span perspective: Stages of Development-from Conception to Old age
Factors of human Development: Heredity & Environment
Determinants of human development

Unit -2: Human Personality and Behavioral Problems

Personality: Concept, Definition, Characteristics and Theories
Problems, Types and Determinants of personality
Normal & Abnormal Behavior: Meaning & Characteristics
Behavioral problems: Coping Mechanism, Defense Mechanism, Stress & Frustration
Behavioral Disorder: Pain Disorder, Sleep Disorder & Psycho-Sexual Disorders etc.

Unit-3: Social Psychology

Social Psychology: Nature, Scope Methods of studying Social Behavior
Motivation, Learning, Perception
Attitude: Nature, Formation and Measurement.
Leadership

Unit-4: Therapeutic Approaches

Psycho-Sexual Development Theory: Sigmund Freud
Psycho-Social Development Theory: Erick Erickson
Psycho analytic Therapy, Client-Centered Therapy
Cognitive Development Theory: Jene Piagets

Learning Outcomes:

Understanding of psychological concepts, and their application in order to deal with dynamics of human behavior.

Suggested Readings:

1. Baron, R.A. & Byrne, D., Social Psychology (8th Edition), Prentice Hall, New Delhi, 1998.
2. Bron, Rober A.; Byrne, Donn, Social Psychology, Allyn and Bacon, Boston, 1997.
3. Hall, C.S.; Lindsay, G. & Campbell, J.B., Theories of Personality, John Willey & Sons, Inc. New York, 1998.
4. Hilgard Ernest R., Atkinson, Rital, Introduction to Psychology, Harcourt Brace Jovanovich Inc. New York, 1979.
5. Hurlock, E.A., Developmental Psychology, Lifespan Approach, Tata McGraw Hill, New Delhi, 1994.
6. Hurock, Elizabeth B., Child Development, McGraw Hill Book Company, London, 1978.
7. Loid, Dodge Farnald, Psychology - Six Perspectives, Sage Publication, New Delhi, 2007.
8. Maluccio, A.N., Pine, B.A. & Tracy, E.M., Social Work Practice with Families and Children, Columbia University Press, New York, 2002.
9. Mansead, A.S.R.; Strobe W. (Ed.), The Blackwell Reader in Social Psychology, Oxford: Blackwell, 1997.
10. Morgan, C.T.; King, R.A.; Welsz, J.R. & Schopler, J., Introduction to Psychology (7th Ed.), Tata McGraw Hill Publication Company Limited, New Delhi, 2003.
11. Myers, David G., Psychology, W H Freeman & Co., 2006.
12. Nevid Jeffrey S., Psychology: Concepts and Applications, Houghton Mifflin Co., 2007.
13. Rathus Spencer A., Psychology: Concepts and Connections, Wadsworth Publishing Company, 2006.
14. Robinson, Lena, Psychology for Social Workers, Routledge, London, 1995.
15. Sharma, Rajendra K. & Sharma, Rachna, Social Psychology, Atlantic Publishers, 2007.
16. William, James, Principles of Psychology, Cosimo Inc., New York, 2007.

LEVEL : Semester-2
PAPER CODE : S160805T
TITLE OF PAPER : Communication and Counselling
MARKS 75

Objectives:

- Acquire knowledge about the basic principles and processes of communication
- Understand communication skills for social workers
- Develop an understanding of counselling
- Impart knowledge about approaches and types of counselling

Course Contents:

UNIT -1: Communication for Development

Communication: Concept, Meaning, Definitions, Nature & Characteristics
Communication Process, Components, Significance and Steps
Methods, Channels & Principles of Communication
Barriers of Communication, Types of Communication

UNIT -2: Communication Skills for Social Workers

Generic Skills of a Communicator
Verbal Skills-Presentation at Seminars, workshop and Conferences
Social Networks and Blogs
Role of Social Media in Education

UNIT-3: Introduction to Counselling

Counselling: Concept, Meaning, Definitions & Characteristics
Counselling Process, Needs, Stages, and Goals
Generic Skills of a Counsellor
Counselling: Theories
Ethical Principles for Counsellors
Problems of Counsellors

UNIT-4: Types of Counselling

Individual and Group Counselling
Couple and family Counselling
Clinical Counselling
Helpline Counselling

Learning Outcome:

Understanding on the basic principles and processes of communication and develop an understanding of counselling.

Suggested Readings:

- 1.** Rao, V.S.P. and P.S. Narayana, 1987. Principles and Practice of Management, Konark Publishers Private Limited; New Delhi.
- 2.** Keval J.Kumar (1981), Mass Communication in India, Jaico Publishing House, Bombay. Gary Dessler, Communication, Prentice-Hall of India Private Limited, New Delhi, 2005.
- 3.** Srinivas R. Kandula, Human Resource Management - Communication in Practice – with 300 Model, Techniques and Tools, Prentice-Hall of India Private Limited, New Delhi, 2003.
- 4.** Koonta, H. and Weihrich, H., Management, McGraw-Hill Book Company, New York, 1988.
- 5.** Gibson, R. L. & Mitchell, M. H. (2005). Introduction to Counseling and Guidance. Sixth edition. Prentice Hall of India, New Delhi.
- 6.** Nelson, Jones. R. (2009). Introduction to Counselling Skills. Third edition, Sage Publications.
- 7.** Corey, G. (2001). Theory and Practice of Counseling and Psychotherapy. Sixth edition. Thomson Brooks.
- 8.** Sanders, D. & Wills, F. (2005). Cognitive Therapy, An Introduction. Second Edition. Sage Publications.
- 9.** Geldard, K. & Geldard, D. (2003) Counselling Skills in Everyday Life. Palgrave publications.
- 10.** MacLeod, J. (2005). An Introduction to Counselling. Sage Publications.
- 11.** Sharma, Ramnath and Sharma, Rachna (2010). Guidance and Counselling in India. Atlantic publishers, New Delhi.
- 12.** Ray Woolfe, Shjeelagh Strawbridge, Barbara Douglas and Windy Dryden (2010) (Eds). Handbook of Counselling Psychology. Sage Publications, NY.

LEVEL	: Semester-2
PAPER CODE	: S160806T
TITLE OF PAPER	: Gender & Society
MARKS	75

Objectives:

To enable students to use feminist methodology of thinking about society, especially in the context of rural India.

Course Contents:

Unit –1: Introduction to Women’s Studies

Key concepts in Gender studies.
Need, Scope and challenges of Women’s Studies
Need for Gender Sensitization.
Women’s Movements – global and local
National Committees and Commissions for Women.

Unit –2: Women, Work and Employment

Concept of Work – Productive and non–productive work– Use value and market value.
Gender Division of Labor Mode of Production–Women in organized and unorganized sector.
New Economic Policy and its impact on Women’s Employment

Unit –3: Gender and Entrepreneurship

Factors contributing to Entrepreneurship, Small Enterprises, women in agri-business
Gender and emerging Technology – Impact.
Self-help Groups and Micro Credit.
Gender mainstreaming, Gender budgeting, planning and Analysis

Unit –4: Women Empowerment and Development

Empowerment-Concept and indices: Gender Development Index(GDI), Gender Inequality Index (GII), Global Gender Gap Index (GGGI)
Women and leadership– Panchayati Raj
Role of NGOs and Women Development

Learning Outcomes:

Students will be able students to use feminist methodology of thinking about society.

Suggested Readings:

1. John, Mary. 2008. *Women Studies in India: A Reader*. Penguin Books.
2. Kannabiran, Vasanth and K. Kannabiran. 2003. 'Caste and Gender: Understanding Dynamics of Power and Violence', in Anupama Rao (ed.): *Gender & Caste* (249-60). Delhi: Kali for Women. Sen, A. 1990. 'Gender and Cooperative Conflicts', in Irene Tinker (ed.): *Persistent Inequalities* (123-49). New York: Oxford University Press.
3. Mazumdar, V and Sharma, K. 1990. 'Sexual Division of Labour and the Subordination of Women: A Reappraisal from India', in Irene Tinker (ed.): *Persistent Inequalities* (185- 97). New York: Oxford University Press.
4. Chakravarti, U. 1995. 'Gender, Caste, and Labour', *Economic and Political Weekly*, 30(36): 2248-56.
5. Kapadia, K. 1996. *Siva and Her Sisters: Gender, Caste, and Class in Rural South India*. Delhi: Oxford University Press. (Part 3). 30.
6. Chowdhry, P. 1997. 'Enforcing Cultural Codes: Gender and Violence in Northern India', *Economic and Political Weekly*, 32(19):10119-28.
7. Boserup, E. 1974. *Women's Role in Economic Development*, New York: St. Martin's Press. (Part I)
8. Sharma, U. 1980. *Women, Work and Property in North West India*, London: Tavistock.

LEVEL	: Semester-2
PAPER CODE	: S160807T
TITLE OF PAPER	: Environment and Sustainable Development
MARKS	75

Objectives:

- Understand the environmental impact assessment (EIA)
- Acquire knowledge about Identify and explore impact assessment fields and approaches.
- Develop the skill to evaluate the issues and problems in environmental assessment from the perspective of process, methods, and EIA's goals.
- Impart knowledge about to practice EIA that examines the environmental consequences of development actions.

Course Contents:

Unit-1:

Environmental Impact Assessment: Introduction, Concept, Significance, Comprehensive and Rapid EIA, Strategic Environmental Assessment, TOR, EIA methodologies.

Unit-2:

Environmental Impact Assessment of Major and Minor Development Project: Industries, Mining, Thermal Power Plants, Atomic Power Station, Transport, Tourism and Bricks etc. Predictions and Assessment of Impact on Air, Water and Noise Pollution

Unit-3:

Life Cycle Assessment for Environmental Management, Environmental Management System Standard

Environmental Audit: Introduction, Concepts

Waste Audit, Cost Benefit Analysis, Environmental Design

Unit-4:

Sustainable Development: Meaning concept and strategies

Impact of climate change on environmental degradation

Major challenges of sustainable development in Indian scenario

Arth summit and Stock Holmes summit

Learning Outcomes:

Students will be able to Explain the concepts about the environmental impact assessment (EIA), Identify and explore impact assessment fields and approaches.

Suggested Readings:

1. Judith, P. 1999. Handbook of Environmental Impact Assessment. Blackwell Science.

2. Marriott, B. 1997. Environmental Impact Assessment: A Practical Guide. McGraw-Hill, New York, USA.-N.S.
3. Raman, A.R. Gajbhiye, S.R. Khandeshwar: Environmental Impact Assessment, Wiley.
4. Benard A Omoyeni, Principles and Application of Environmental Impact Assessment (EIA) Publisher: Benard an Omoyeni.
5. Andrew Chadwick, John Glasson, Riki Therivel, Introduction to Environmental Impact Assessment, publisher Routledge.
6. Environmental Impact training manual <https://www.iisd.org/learning/eia/wp-content/uploads/2016/06/EIA-Manual.pdf>
7. Peter Wathern, Environmental Impact Assessment - Theory and Practice, Publisher: Taylor & Francis Ltd
8. John Twidell and Tony Weir: Renewable Energy Resources
9. N. K. Bansal : Non-Conventional Energy Resources
10. K.C. Kothari, D.P.Ranjan: Renewable energy sources and emerging Technology
11. G.D. Rai: Non-Conventional Energy sources, Khanna Publisher

LEVEL	: Semester-3
PAPER CODE	: S160901T
TITLE OF PAPER	: Social Welfare Administration and Social Action
MARKS	75

Objectives:

- Understand administration as method of social work
- Acquire knowledge about the basic principles and processes of administration
- Develop an understanding of social action as a method of social work.
- Impart knowledge about approaches and techniques of social action.

Course Contents:

Unit -1: An Introduction to Social Welfare Administration

Social welfare administration: Concept, Nature, Principles and Changing Context
 Social Welfare Administration and Related Concepts: Social Administration, Social-Service Administration, Social Security Administration, Social Agency Administration, Public Administration.

Unit -2: Elements of Administration

Planning & Organizing; Directing, Coordination; Decision-Making; Staff Recruitment, Training and Development; Record Keeping & Documentation; Budgeting; Communication; Public Relations; Monitoring and Evaluation.

Unit -3: Structures and Processes of Social Welfare Administration

Administrative Structures (GO): Central, State and Local Levels.
 Administrative Structures of NGOs Engaged in Welfare and Development Service
 Sustainability of Welfare and Development Programmes: Phasing-out, Transferring Ownership and Informed & scheduled Termination.
 Fund Raising, Grants-in-Aid, Resource Mobilization, Social Marketing

Unit -4: Social Action

Concept, Meaning, Models, Strategies.
 Relationship between Social Action, Social Movement and Social Change
 Advocacy and Public Interest Litigation (PIL): Steps and Processes

Learning Outcome:

Understanding of social welfare administration in order to get an insight about service delivery system and fundamental concepts for application of social action in addressing to the contemporary social issues and challenges.

Suggested Readings:

1. Lawler, J & Bilson, A social work Management and Leadership: Managing Complexity with Creativity, Routledge, London, 2010.
2. Atwater, Pierce, Problems of Administration in Social Work, University of Minnesota Press, 2009.
3. Bhattacharya, Sanjai, Social Work Administration and Development, Rawat Publications, Jaipur, 2006.
4. Goel, S.L. & Jain, R.K., Social Welfare Administration Organization and Working, Vol-I & II, Deep and Deep Publication Pvt. Limited, New Delhi, 1998.
5. Kohli, A. S., Administration of Social Welfare, Anmol Publication Pvt. Ltd., 1997.
6. Pandey, S. K., Social Welfare Administration, Mahaveer and Sons, New Delhi, 2007.
7. Patti, Rino, J., Social Welfare Administration: Managing Social Programmes in a Development Context, Prentice Hall, 1983.
8. Skidmore, Rex Awtin, Social Work Administration: Dynamics Management and Human Relationship, Prentice Hall, 1990.
9. Gandhi, P.K., Social Action through Law: Partnership Through Law, Concept, 1985.
10. Kothari, M., Development and Social Action, Routledge and Kegan Paul, London, 2005.
11. Siddiqui, H.Y., Social Work and Social Action, Hanam, New Delhi, 1984.
12. Freire, P., Pedagogy of the Oppressed, Penguin Books, New Delhi, 1997.
13. Mooorthy, M.V., Social Action, Asia Publishing House, Bombay, 1966.
14. Rao, M.S.A., Social Movements in India, Manohar Publications, New Delhi, 1984.
15. Scott, A.C., Ideology and New Social Movements, Unwin Hyman, London, 1991.
16. Verma R. B. S. Introduction to Social Administration, Shipra Publications, New Delhi, 2015.
17. Verma R. B. S., Samajik Prashashan Ka Parichay, Rapid Book Co., Lucknow, 2016.

LEVEL : Semester-3
PAPER CODE : S160911T
TITLE OF PAPER : Strategic Human Resource Management
MARKS 75

Objectives

- To Understand core concepts of Strategic Human Resource Management (SHRM).
- To Develop professional competencies in achieving organizational competitiveness and long-term sustainability.
- To Apply contemporary (HR practices, HR analytics, Talent acquisition and Performance Management) .
- To Enhance employability skills and inculcate learnings of the corporate world.

Course Contents

Unit I: HRM and Strategic Management

- Concept and Scope of SHRM: Historical evolution of HRM to Strategic HRM; objectives and emerging role of SHRM.
- Alignment of HR strategies with organizational vision, mission and strategic role of human resources in competitive advantage.
- HR as Strategic Partner: HR's contribution in decision-making, organizational capability building and change facilitation.

Unit II : Human Resource Planning and Organizational Strategy

Human resource Planning: Concept, objectives, forecasting techniques and manpower assessment.
Job Analysis, job description, job specification and competency Mapping.

Workforce planning, sourcing strategies, recruitment planning and talent acquisition.

Succession Planning, Identification and development and leadership continuity.

Unit III : Performance Management and Change Management

- Employee Engagement: Goal setting, appraisal systems, continuous feedback and organizational productivity.
- Learning & Development: Training needs and learning culture.
- Leadership Development and Organizational Development: Leadership competencies, organizational effectiveness, culture building and organizational development interventions.

Unit IV: Green Human Resource Management

- HR Analytics: HR metrics, diversity, equity and inclusion for informed HR decisions.
- AI in HR: Artificial intelligence applications across HR functions and ethical issues management.

- ESG & Sustainable HRM: Environmental, Social and Governance principles, Green HRM, sustainable workforce practices.

Learning Outcomes

- Apply Strategic Human Resource Management Concepts in Organizational Contexts.
- Utilize Contemporary Human Resource Management Tools and Practices.
- Contribute to Organizational Effectiveness and Sustainable Performance.
- Demonstrate Professional Ethics, Integrity and Responsible Human Resource Practice.

Recommended Readings

- Dessler, G. (Latest Edition). *Human Resource Management*. Pearson Education.
- Armstrong, M. (Latest Edition). *Armstrong's Handbook of Strategic Human Resource Management*. Kogan Page Publishers.
- Rao, V. S. P. *Human Resource Management: Text and Cases*. Excel Books.
- Aswathappa, K. *Human Resource and Personnel Management: Text and Cases*. McGraw Hill Education.
- Society for Human Resource Management (SHRM). *SHRM Body of Applied Skills and Knowledge (SHRM BASK), HR Resources and Professional Standards*. Society for Human Resource Management.
- Harvard Business Review. *Strategic Human Resource Management, Leadership, and Organizational Development Articles*.
- International Labour Organization (ILO). *Reports on Decent Work, Employment, Labour Standards, and Human Resource Development*. International Labour Organization. <https://www.ilo.org>
- Ulrich, D. *HR from the Outside In; HR Competencies: Mastery at the Intersection of People and Business*; and related Strategic HR publications. McGraw Hill Education / RBL Group.

LEVEL: Semester-3

PAPER CODE: S160912T

TITLE: *Talent Acquisition and Work Force Planning*

MARKS:75

Objectives

- Develop Professional Competencies for Effective Human Resource Management and Organizational Success
- Apply Contemporary Human Resource Practices and Evidence-Based Decision-Making
- Enhance Employability Skills, Professional Excellence and Corporate Readiness

Course Contents

Unit I : Workforce Forecasting and Workforce Planning

- Workforce Forecasting: Concept, Importance, Forecasting Process, Forecasting Models and Challenges in Workforce Forecasting.
- Concept and objectives of Workforce Planning, and alignment with Organizational Strategy
- Job Design, HR Demand & Supply and Workforce Analytics.

Unit II : Strategic Recruitment, Selection and Talent Acquisition

Recruitment Sources : Concept, Objectives, Internal and External Sources of Recruitment

Selection Process : Concept and Objectives and Stages of the Selection Process

Assessment Centres: Concept and Purpose, Assessment Centre Techniques and Competency-Based Assessment

Unit III: OnBoarding and Employee Retention

Onboarding: Concept and Objectives, Onboarding Process and Evaluation of Onboarding

Employee Orientation and Integration into the Organization

Employee Retention: Concept and Importance, Employee Retention Strategies, Retention Drivers and Retention Challenges

Unit IV: Emerging Trends in Talent Acquisition and Workforce Management

Gig Workforce, Concept and Characteristics and Opportunities and Challenges

Gig Employment Models, Skills Identification and Skills Assessment

Diversity Recruitment Strategies, Inclusive Hiring Practices and Equal Employment Opportunity

Learning Outcomes

- Apply Human Resource Management Concepts in Diverse Organizational Contexts Apply HR concepts
- Use Contemporary Human Resource Tools and Digital Technologies
- Support Organizational Effectiveness and Sustainable Human Resource Practices
- Demonstrate Professional Ethics and Responsible Human Resource Practice

Suggested Readings

- **Phillips, Jean M., & Gully, Stanley M.** *Strategic Staffing* (Latest Edition). Pearson Education.
- **Breaugh, James A.** *Recruiting and Attracting Talent: A Guide to Understanding and Managing the Recruitment Process*. SHRM Foundation.
- **Society for Human Resource Management (SHRM).** *SHRM Body of Applied Skills and Knowledge (SHRM BASK): Talent Acquisition, Workforce Planning and HR Competencies*.
- **Harvard Business Review.** *Articles on Talent Acquisition, Workforce Planning, Employee Experience, Leadership and Future of Work*.
- **International Labour Organization (ILO).** *Reports on Future of Work, Employment, Skills Development, Labour Markets and Human Resource Development*.

LEVEL: Semester-3
PAPER CODE: S160913T
TITLE: **Industrial Relations, Labour Codes and Social Security**
MARKS: 75

Objectives:

- To understand the objectives, scope, and significance of the **Code on Wages, 2019**.
- To examine the key provisions and implementation framework of the **Code on Wages, 2019**.
- To understand the objectives, scope, and major provisions of the **Industrial Relations Code, 2020**.
- To analyze the industrial relations framework and its role in promoting harmonious employer–employee relations.
- To develop an understanding of the contemporary labour law reforms governing wages and industrial relations in India.

Unit I: Foundations of Industrial Relations

Concept of Industrial Relations: Nature, Scope, Objectives and Significance.

Trade Unions: Concept, Objectives, Functions and Role in Industrial Relations.

Collective Bargaining: Concept, Objectives, Process and Importance in Industrial Relations.

Workers' Participation: Concept, Objectives, Forms and Industrial Democracy.

Unit II: Industrial Relations, Processes and Dispute Resolution

Industrial Disputes: Concept, Causes, Types, Prevention and Settlement of Industrial Disputes.

Grievance: Concept, Grievance Handling Procedure and Redressal Mechanism.

Code of Discipline: Concept, Objectives, Principles and Role in Maintaining Industrial Harmony.

Unit III: Labour Codes and Labour Welfare – I

Code on Wages

- Objectives
- Scope
- Key Provisions
- Implementation Framework

Industrial Relations Code

- Objectives
- Scope
- Major Provisions
- Industrial Relations Framework

Unit IV: Labour Codes and Labour Welfare – II

Code on Social Security

- Objectives
- Scope
- Major Provisions
- Social Security Schemes

Occupational Safety, Health and Working Conditions (OSH) Code

- Objectives
- Scope
- Key Provisions
- Workplace Safety Standards

Learning Outcomes

Explain the concepts, principles and mechanisms of Industrial Relations.

Apply industrial relations processes and dispute resolution mechanisms to address workplace conflicts, grievances and collective employment issues.

Interpret the provisions of the Labour Codes relating to wages, industrial relations, social security, occupational safety, health and labour welfare.

Recommended Readings

- Mamoria, C. B., Mamoria, S., & Gankar, S. V. *Dynamics of Industrial Relations in India*. Himalaya Publishing House.
- Venkata Ratnam, C. S. *Industrial Relations*. Oxford University Press.
- Monappa, Arun. *Industrial Relations and Labour Laws*. McGraw Hill Education.
- *Industrial Relations and Labour Laws*. Vikas Publishing House.
- *The Code on Wages, 2019*. Government of India, Ministry of Labour and Employment.
- *The Industrial Relations Code, 2020*. Government of India, Ministry of Labour and Employment.
- *The Code on Social Security, 2020*. Government of India, Ministry of Labour and Employment.
- *The Occupational Safety, Health and Working Conditions Code, 2020*. Government of India, Ministry of Labour and Employment.
- Ministry of Labour and Employment, Government of India. *Labour Welfare, Industrial Relations, and Labour Codes: Policies, Notifications, and Reports*.

Level: Semester - 4
Paper Code: S161012T

Title: Learning and Development, Performance Management, Compensation and Contemporary Employment Relations

Marks: 75

Objectives

- To understand the concepts, principles, and contemporary practices of performance management and employment relations in organizations.
- To develop professional competencies in employee learning, performance, compensation, and reward systems for organizational effectiveness.
- To apply digital technologies, evidence-based HR practices, legal compliance, and contemporary employment relations frameworks in diverse organizational contexts.

Course Contents

Unit I: Learning and Development in Contemporary Organizations

Learning Experience Platforms (LXPs): Concept, Features, Components, and Role in Employee Learning and Development.

Microlearning: Concept, Characteristics, Benefits, Design, and Workplace Applications.

Reskilling: Concept, Need, Strategies, and Organizational Approaches for Workforce Development.

Unit II: Performance Management Systems

Performance Management: Concept, Objectives, Process and Performance Management Framework.

Performance Appraisal Methods: Traditional and Contemporary Appraisal Methods.

360-Degree Feedback: Concept, Process, Advantages, Limitations and Organizational Applications.

Unit III: Compensation and Reward Management

Job Evaluation: Concept, Objectives, Methods and Importance in Compensation Management.

Wage and Salary Administration: Concept, Objectives, Principles and Wage Administration Process.

Incentives: Concept, Types, Incentive Plans and Performance-Based Rewards.

Unit IV: Contemporary Employment Relations and Regulatory Compliance

Recruitment Compliance: Concept and Importance of Documentation and Record Keeping and Cross-

Cultural Recruitment.

Gig Workers: Concept, Characteristics, Employment Conditions, Rights, and Challenges.

Future Industrial Relations: Emerging Trends, Technological Transformations, Changing Employment Relation and Future Challenges.

Learning Outcomes

1. Apply contemporary learning, performance management, compensation, and employment relations concepts in organizational settings.
2. Design and evaluate employee learning, performance appraisal, compensation, and reward systems using evidence-based HR practices and digital technologies.
3. Interpret and apply legal, ethical, and regulatory frameworks relating to labour practices.

Suggested Readings

- Armstrong, M., & Taylor, S. (2023). *Armstrong's handbook of human resource management practice* (16th ed.). Kogan Page.
- Dessler, G. (2024). *Human resource management* (17th ed.). Pearson.
- Noe, R. A. (2023). *Employee training and development* (9th ed.). McGraw Hill.
- Aguinis, H. (2023). *Performance management* (5th ed.). Chicago Business Press.
- Milkovich, G. T., Newman, J. M., & Gerhart, B. (2023). *Compensation* (14th ed.). McGraw Hill.
- Rao, V. S. P. (2022). *Human resource management: Text and cases* (4th ed.). Excel Books.
- Aswathappa, K. (2021). *Human resource management: Text and cases* (9th ed.). McGraw Hill Education.

LEVEL: Semester-4

PAPER CODE: S161013T

TITLE: Employee Relations, Labour Welfare and Organizational Behaviour

MARKS: 75

Objectives

- To develop an understanding of the fundamental concepts, scope, significance, and applications of Organizational Behaviour in organizations.
- To examine the influence of personality, motivation, and individual behaviour on employee performance and organizational effectiveness.
- To familiarize students with group dynamics, team building, communication, leadership, and conflict management for enhancing organizational performance.
- To understand the concepts and practices of employee relations, labour welfare, and Employee Assistance Programmes (EAPs) in promoting employee well-being and harmonious workplace relations.
- To develop an understanding of psychological safety, workplace ethics, diversity, and positive organizational behaviour in contemporary organizations.

Unit I: Foundations of Organizational Behaviour

Nature and Scope of Organizational Behaviour: Concept, Scope, Objectives and Importance.

Personality: Concept, Personality Development, Personality Traits, and Influence on Workplace Behaviour.

Motivation: Concept, Theories, and Motivation in Organizational Performance.

Unit II: Group Behaviour and Organizational Dynamics

Team Building: Concept, Objectives, Stages of Team Development and Team Effectiveness.

Communication: Concept, Process, Types, Barriers, and Effective Organizational Communication.

Leadership: Concept, Leadership Styles, Theories, and Leadership Effectiveness.

Conflict: Concept, Types, Causes, Conflict Management, and Resolution Strategies.

Unit III: Employee Relations and Labour Welfare

Employee Relations: Concept, Objectives, Importance and Strategies for Maintaining Harmonious Workplace Relations.

Labour Welfare: Concept, Objectives, Types, Welfare Measures and Significance in Employee Well-being

Employee Assistance Programmes (EAP): Concept, Objectives, Components and Role in Employee Support

Unit IV: Contemporary Workplace Behaviour

Psychological Safety: Concept, Importance, Creating Psychologically Safe Workplaces, and POSH Act

Ethics: Concept, Ethical Behaviour, Ethical Decision-Making, and Professional Values in Organizations

Diversity: Concept, Diversity Management, Inclusive Workplace Practices, and Organizational Benefits

Positive Organizational Behaviour: Concept, Components, Positive Psychological Capital, and Workplace Effectiveness.

Learning Outcomes:

Apply Organizational Behaviour Concepts and Employee Relations Knowledge in Diverse Workplace Contexts

Solve Workplace Issues through Effective Communication, Leadership, Negotiation, and Conflict Resolution Skills

Use Ethical Practices, Professional Values, and Inclusive Approaches in Managing Employees and Organizational Behaviour

Recommended Readings

- Armstrong, M., & Taylor, S. (2023). *Armstrong's handbook of human resource management practice* (16th ed.). Kogan Page.
- Aswathappa, K. (2021). *Organizational behaviour* (13th ed.). Himalaya Publishing House.
- Greenberg, J. (2017). *Behavior in organizations* (11th ed.). Pearson.
- Luthans, F. (2021). *Organizational behavior: An evidence-based approach* (14th ed.). Information Age Publishing.
- Newstrom, J. W. (2019). *Organizational behavior: Human behavior at work* (14th ed.). McGraw-Hill Education.
- Pareek, U. (2020). *Understanding organizational behaviour* (4th ed.). Oxford University Press.
- Robbins, S. P., & Judge, T. A. (2023). *Organizational behavior* (19th ed.). Pearson.
- Rao, V. S. P. (2022). *Human resource management: Text and cases* (4th ed.). Excel Books.
- Singh, B. D. (2021). *Industrial relations and labour laws* (3rd ed.). Excel Books.
- Government of India, Ministry of Labour and Employment. (2020). *The Occupational Safety, Health and Working Conditions Code, 2020*. <https://labour.gov.in>
- Government of India, Ministry of Women and Child Development. (2013). *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*. <https://wcd.gov.in>