

**शहीद नंदकुमार पटेल विश्वविद्यालय, गढ़ उमरिया, ओड़िशा रोड, रायगढ़**  
**SEMESTER SYLLABUS**  
**MASTER OF SOCIAL WORK**

**SCHEME OF EXAMINATION & DISTRIBUTION OF MARKS**

**SEMESTER - I**

Paper No.	Title of the Paper (s)	Internal Assessment	Term End Exam	Total Marks
1.	Social Work History & Ideology	20	80	100
2.	Human Growth & Development	20	80	100
3.	Working with Individuals	20	80	100
4.	Working with Group	20	80	100
5.	Practicum / Field work	-	-	100

**SEMESTER - II**

Paper No.	Title of the Paper (s)	Internal Assessment	Term End Exam	Total Marks
1.	Social Work Research	20	80	100
2.	Social Policy Planning & Welfare Administration	20	80	100
3.	NGO Management & Disaster Relief services	20	80	100
4.	Working with Community	20	80	100
5.	Practicum / Field work	-	-	100

**SEMESTER - III**

Paper No.	Title of the Paper (s)	Internal Assessment	Term End Exam	Total Marks
1.	Integrated Social Work Practice	20	80	100
2.	Social Development	20	80	100
<b>Community Development Group</b>				
3.	Urban Community Planning & Development	20	80	100
4.	Rural Community Planning Development	20	80	100
<b>Human Resource Management Group</b>				
3.	Indian Labour Problem & Legislation	20	80	100
4.	Management of Industrial Relation	20	80	100
5.	Practicum /Field work (Compulsory)	-	-	100

**SEMESTER - IV**

Paper No.	Title of the Paper (s)	Internal Assessment	Term End Exam	Total Marks
1.	Counseling & Social Work Practice	20	80	100
2.	Legal System in India	20	80	100
<b>Community Development Group</b>				
3.	Tribal Community Planning & Development	20	80	100
<b>Human Resource Management Group</b>				
3.	Human Resource Management & HRD Practice	20	80	100
4.	Project /Dissertation + Viva voce (Compulsory)	-	-	200

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**Master of Social Work (Semester Pattern)**  
**Scheme of Evaluation for Practicum/Field Work/Project/Dissertation (From Session 2017-18)**

Semester-I	Practicum/Field Work/ Project/ Dissertation	Marks Distribution		Total
		Internal Examiner	External Examiner (Report Evaluation/ Viva-Voce)	
	Agency Visit	25	25	50
	Concurrent Field Work	25	25	50
		50	50	100

**Note: - A Student required to spend a minimum of 6-8 hour per week for field work.**

Semester-II	Practicum/Field Work/ Project/ Dissertation	Marks Distribution		Total
		Internal Examiner	External Examiner (Report Evaluation/ Viva-Voce)	
	Rural Camp	25	25	50
	Summer Training	25	25	50
		50	50	100

**Note: - Rural camp should be conducted for one week and summer training should be conducted for 15 days**

Semester-III	Practicum/Field Work/ Project/ Dissertation	Marks Distribution		Total
		Internal Examiner	External Examiner (Report Evaluation/ Viva-Voce)	
	Study Tours	25	25	50
	Concurrent Field Work	25	25	50
		50	50	100

**Note: - A Student required to spend a minimum of 6-8 hour per week for field work.**

Semester-IV	Practicum/Field Work/ Project/ Dissertation	Marks Distribution		Total
		Internal Examiner	External Examiner (Report Evaluation/ Viva-Voce)	
	Concurrent Field Work	25	25	50
	Project Work/ Dissertation/Viva-voce	100	50	150
		125	75	200

**Note: - 1. A Student required to spend a minimum of 6-8 hour per week for field work.**

**2. PROJECT WORK / DISSERTATION & VIVA-VOCE-** A student shall be required to do a project work, on a theme to be decided in consultation with the competent faculty/HOD and will have to submit a dissertation/Project Report 02 weeks before IV<sup>th</sup> semester exam. The Project work will be of 200 marks. A student will not be given any special permission to leave the department for a long time to do the project as he/she will be missing IV<sup>th</sup> semester classes. Preferably organizational surveys in the local areas can be done.

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SEMESTER - I

Paper 1

SOCIAL WORK HISTORY AND IDEOLOGY

**Unit I**

Meaning, objective, value, field, and scope of social work. Role and function of social work—welfare v/s development orientation. Concept and philosophy of social work.

**Unit II**

Professional social work – meaning and elements professional code of ethics interface between voluntary and professional social work. Social service, security, policy, and reform tradition in India – ancient period, medieval period, modern period. Social movement – land reform, green revolution, dalit movement, sarvoday movement. Gandhian approach to social work.

**Unit III**

History of social work – England and India.

**Unit IV**

Approaches and model of social work – charity approach, welfare approach, system approach, developmental approach, radical approach, ecological approach and integrated approach, right based approach, empowerment approach.

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SEMESTER - I

Paper 2

HUMAN GROWTH AND DEVELOPMENT

**Unit I**

Concepts of development- Growth, Maturation, Basic Human Needs; Personality- Definition; Structure, Dynamics & Determinants. Motivation & Behaviour; Stress & Modes of Adaptation, Factors Influencing Personality Development; Heredity Environment and Process of socialization of the child.

**Unit II**

Theories of Human Development; Freud's Psycho-Sexual Theory; Erickson's Psychosocial Theory, Alfred Adler's Theory, Kurt Lewin, Karl Rogers's theories.

**Unit III**

Human Growth and Development: Stage I Prenatal Development; Care during Pregnancy and Child Birth – Physical, Psychological and Emotional Aspects of: Infancy Birth and Birth Hazard; Concept of Early Childhood Care and Development (ECCD)- Neonatal Care, Breast Feeding and Supplementary Food, Effect of Malnourishment, Health Care of Infant & Immunization, Early Childhood Stimulation and Deprivation, Effective Parenting and ECCD; Personality Development during Oral, Anal, Oedipal and Latency Stages of Life Cycle.

**Unit IV**

Human growth and Development: Stage II- Puberty, Adolescence, Adulthood and Middle age, Old age; Physical, Emotional, Social and Intellectual Characteristics and Change during Developmental Stages; Personality Structure (Id, Ego and Super ego); Socio-cultural Factors affecting Development, Stress and Crises, Reaction to stress and crisis; Tasks to be accomplished in each Stage of Development.

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SEMESTER - I  
Paper 3  
WORKING WITH INDIVIDUALS

Unit I

**Social Casework as a Method of Social Work**

Concept and Definitions, Components of casework (Perlman's model) Person- client, significant others and collaterals Problem- need, impaired social functioning Place- agency, objectives, functions, policies and resources. Process- casework intervention

**Principles of Social Casework Practice**

Begin where the client is. Individualization Purposeful expression of feelings Controlled emotional involvement Acceptance Non-judgemental attitude Client self determination Confidentiality **Concept of - 4P**

Unit II

**Tools of Working with Individuals and Families**

Intake-record/sheet and the intake interview (client engagement) Casework interview Home visit- collateral contacts. Recording and its types – narrative, process, problem oriented record keeping (PORK) Subjective –objective assessment plan (SOAP), Case worker –client relationship Knowledge of resources (networking) Communication - verbal, non-verbal, eye contact, body language. Case presentation as tool of professional development.

**The process of intervention with client system and target system**

Study Continuous assessment and analysis Psycho-social diagnosis Intervention Follow-up Termination Case presentation based on field work practice

**Essentials of Working with Individuals and Families**

Skills for working with individuals and families, Techniques for working with individuals and families, Qualities in the caseworker

Unit III

**Models of Casework Practice**

Social diagnostic (Richmond), Supportive and modificatory (Hamilton), Problem solving (Perlman), Crisis intervention (Rapp port), Classified treatment method (Floence Hollies), Competence based approach (Eileen Grabrill)

Unit IV

**Approaches:** functional, behaviour modification and task centered. Psycho-analytical Approach, Problem-Solving Approach, Psycho-social Approach; Crisis Intervention; Team Work Approach; Models of Social Case Work Interventions.

**Scope of Casework in Practice**

Working with individuals and families in primary and secondary settings, Social casework & counselling –similarities and differences, Limitations of the method

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SEMESTER - I

PAPER 4

**SOCIAL GROUP WORK: THEORY AND PRACTICE**

**Unit I**

Introduction of Social Group Work Practice: Values and Ethics in Group Work Practice. Social Group Work; Meanings, Characteristics, Type, Significance, Purpose, Principles and Structure.

**Unit II**

Group Processes: Group Formation Process-Steps and Importance; Worker Skills in Identifying and Understanding these Processes, Group Dynamics: Bond, Sub-group, Leadership, Isolation, guided group interaction, Decision Making, Conflict, Communication, and Relationship & Cohesion. Models and Approaches of social group work.

**Unit III**

Techniques and Skills in Social Group Work: Program Planning: Concept, Principles, Skills; Techniques for Effective Work/Problem Solving and Role of Social Worker.

**Unit IV**

Recording and Termination Phase: Recording in Social Group Work Principles, Structure, Type of recording. Evaluation-Type of Evaluation; Need for Termination of Intervention, Types of Termination; Skills required of Social Group Work in this phase.

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SEMESTER - II  
PAPER 1

**SOCIAL WORK RESEARCH & STATISTICS**

**Unit I**

Social Research: Meaning, Objectives & Scope, scientific Method: Concept & Characteristics, Distinction between Social Research & Social Work Research, Types of Social Research-Basic, Applied, Action & Evaluation, Steps in Social Work Research.

**Unit II**

Research Design: Meaning & Types; Hypotheses: Meaning & Types, Source of data Collection; Primary & Secondary- Observation, Interview, Case Study & Survey; Tools of Data Collection; Interview schedule, Questionnaire, Focused Group Discussion & Scales (Bogardus, Likert, Thurston & Sociometric scales), Sampling Techniques; Meaning & Types.

**Unit III**

Research Report- Contents; Qualities of a good research report, Diagrammatic & Graphic presentation of data (bar chart, pie chart, histogram, polygons, ogive), Application of Computers in Social Work Research.

**Unit IV**

Use of Statistics in SWR: Concept, Purpose and Scope of Statistics in SWR; Measures of Central Tendency, Mean, Median & Mode; Measures of Dispersion; Range, Standard Deviation, Mean Deviation, Quartile Deviation; Correlation; Karl Pearson & Spearman's Coefficient.

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SEMESTER - II  
PAPER 2  
SOCIAL POLICY PLANNING & WELFARE ADMINISTRATION

**Unit I**

Social Policy: Concept and Scope; objectives; Sources; approaches and models of social policy. Major Social Welfare Policies: National Policies on Education, Housing, Environment, Disabled and the Displaced Persons.

**Unit II**

Social Planning: Concept; objectives; scope and limitations of Social Planning. Planning as an Instrument of Social Policy. The Planning Commission of India: its structure & functions.

**Unit III**

Participants in administration – the community, the board, the chief executive, the staff and the beneficiaries.

Social Welfare Administration: Concept & Scope; Need and objectives. SWA & other concepts: Public Administration, Social Administration and Social Work Administration.

**Unit IV**

Basic Administration Process: POSDCORB.

Social Welfare Administration in India: At the Central Level: Structure, Functioning, Jurisdiction of the central ministries of Social Justice and Empowerment;



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SEMESTER - II  
PAPER 3  
NGO MANAGEMENT & DISASTER RELIEF SERVICES

**Unit I**

Need for welfare and developmental organizations and their response to societal needs; civil society: concept, functions and limitations; civil society and welfare state; auspices of social welfare services- Governmental and non- governmental: nature, structure, roles and functions; social welfare services;

**Unit II**

Registration of non- governmental organizations under relevant laws –Firms and Societies Act, Co-operative Society Act and Charitable Trust Act- salient features, provisions and limitations; registrations, process and procedures, constitutions, rules and regulations, goals; executive boards and committees;

**Unit III**

Project proposals based on needs and resources; programme management; Financial resource management- sources of finance, fund, budgeting and control; Social auditing, accountability and transparency; understanding conflict, conflict-resolution and creating positive climate.

**Unit IV**

Disaster and Development: Disaster- meaning, disaster and level of development; Classification/Types of disaster: natural disaster-famine, draught, floods, storms, cyclones, earthquakes; manmade disaster-riots, biological warfare, industrial, military insurgency, eviction; Impact of disaster: physical, economical, spatial, psycho-social; Disaster management: pre disaster-prevention, preparation and education; actual disaster short term & long term plan, stress and trauma search, relief, recovery and restoration, resource mobilization; post disaster – rehabilitation and mitigation of negative effects Intervening Parties: government organization, voluntary organizations, local groups, community participation, social workers;

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SEMESTER - II

PAPER 4

WORKING WITH COMMUNITY/ COMMUNITY ORGANIZATION

Unit I

Community: Sociological Concept of Community; Community in a Social Work Perspective. Rural, urban and Tribal community: Form, Features and Issues.  
Community Power structure: Concept; Type; Dimensions Relevant to Community Practice.  
Community Leadership: Meaning; Role; and Problems of Community Leadership.

Unit II

Community Organization: Meaning, Objectives, Principles and Historical Development.  
Process in Community Organization; Community Development: Meaning, Characteristics and Relationship with Community Organization. Programme Development: Process, Strategy and Problems.

Unit III

Approaches, Models and Skills of Community Organization; Role of Community Organizer in Community Setting. Evaluation: Concept, Types, Methods and Barriers in Programme Evaluation.

Unit IV

Social Action: Meaning, Objectives, Principles, Strategies, and Approaches. Role of Social Worker as Social Activist: Campaigning, People's Participation, Negotiating and Legislative Promotion.

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SEMESTER - III  
PAPER 1  
INTEGRATED SOCIAL WORK PRACTICE

**Unit I**

Integrated Social work practice – its concept, meaning & scope. Social work intervention with individuals, groups, family, communities & organizations.

**Unit II**

**Approaches:** functional, behaviour modification and task centered. Psycho-analytical Approach, Problem-Solving Approach, Psycho-social Approach; Crisis Intervention; Team Work Approach;

**Unit III**

Models of Social Case Work Interventions, system approach & environmental approach. Understanding of life, sustaining elements and there interrelationship in a holistic framework.

**Unit IV**

Process of integrated social work: initial contact, collecting data, assessment, negotiation of contact, problem solving termination and evaluation, (contact phase, contract phase and ending phase).

Social work profession as a single change and as one in the team (inter –professional and intra – professional team work).

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SEMESTER III  
PAPER 2  
SOCIAL DEVELOPMENT

**Unit I**

Social Development: Definitions of development and social development, current debates on development, goals of development, indicators of development, sustainability of development; characteristics of developing society; interdependence between social development and economic development; stages of development in India after independence;

**Unit II**

Factors of development: Psychological factors-attitudes, beliefs, stereotypes, leadership, public opinion and communication; Economic factors - capital formation, foreign capital, technology, interdependence between agriculture and industry; Cultural factors- values, cultural diversities, traditional ethos, modernization, secularization and sanskritization;

**Unit III**

Political factors-constitution, directive principles of state policy, fundamental rights, political parties, government policy and social legislation; Demographic factors; Rural Development: Agrarian and land reforms, green revolutions; Industrial Development, industrialization and urban development; Non-governmental organizations and developmental programmes; Place of social welfare services in socio-economic development; Use of economic indices to measure social welfare programmes; need for developing social indicators and indices; Role of international organizations in socio-economic development;

**Unit IV**

Approaches to development: Unified, basic needs and holistic approaches; socialistic, capitalistic and mixed economy approaches; Gandhi, Tagore, Vinoba, Nehru and Jai Prakash's view of development; Professional Approach to social development;

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SEMESTER - III  
PAPER 3

**URBAN COMMUNITY PLANNING & DEVELOPMENT**

**Unit I**

Urban Community Development: Concept; Objectives; Historical Background. Importance of Urban Community Planning and Community Participation – Their Importance; Steps Required; Role of Social Worker in Urban Community Development

**Unit II**

Major agencies of urban development; urban community development project, HUDCO, DUDA, SUDA Slum Clearance Board, Housing Board, and Urban Development Corporation banks, industries, cooperatives, voluntary agencies; problems of coordination of these agencies for effective urban development;

**Unit III**

Civil society in urban development – agency level and people's level; urban local self government: nagar nigam, nagar mahapalika, nagar palika, town area, notified area, cantonment board – concept, structure, functions and responsibilities;

**Unit IV**

Legislation relating to urban land (ceiling and regulation); National policy of urbanization and housing; Development Policies and Programmes in India; 74<sup>th</sup> Constitutional Amendment Act and the Role of Urban Local Bodies; Functions of Government and Non Government Bodies; Role of Voluntary Agencies in Urban Development.

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SEMESTER - III

PAPER 4

RURAL COMMUNITY PLANNING DEVELOPMENT

**Unit I**

Rural Community: Concept and Characteristics. Dynamics of Rural Society: Caste, Class and Gender Relations; Major issues of rural community in India: Structural Inequality, Rural Poverty, Livelihood and Food Insecurity, Indebtedness, lack of Basic Services, land Ownership, and Land Alienation.

**Unit II**

Rural Community Development: Concepts, Objectives and Scope. Models and Approaches to Rural Community Development. Application of social work methods in rural development: Community Based Organizations (CBOs) and their roles in empowering the rural community.

**Unit III**

Role of NGO's in rural development, Cooperative and cooperation in rural India Programmes. Five Year Plans and Rural Community Development: Programmes and Policies. Application of Participatory Rural Appraisal, PRA.

**Unit IV**

Concept of Democratic Decentralization, Panchayati Raj Institutions (PRI) in India. Administrative pattern of community development and Panchayat raj system at local, block and district level. Rural Development Agencies: National Institute for Rural Development (NIRD), National Bank for Agriculture and Rural Development (NABARD) Regional Rural Bank (RRB). E-Governance in Rural Development.

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SEMESTER - III  
PAPER 3  
INDIAN LABOUR PROBLEM AND LEGISLATION

**Unit I**

Emergence of industrial working class and its characteristics; labour market-demand and supply, automation and problems in employment; wage determination, minimum, fair and living wages, wage differentials; absenteeism and job turnover; problem of job commitment; housing Problems, indebtedness; alcoholism; industrial health, disease and accidents; condition of work and problem of social security;

**Unit II**

Problems of unorganized labour, bonded labour and child labour;  
Labour welfare meaning, welfare work by state, employers and trade unions; statutory regulation-canteen, creche, safety, etc. their organization and management; non-statutory welfare services- transport, education etc; benefits scholarships, travel allowance, discount on products, share in industry, encashment of leave, advances (loans), long service awards; labour welfare officer-duties, role and status; labour cooperatives; social security-meaning, historical development in India; worker's education.

**Unit III**

Labour Legislation: Needs, scope, Nature and Principles; Indian Constitution and Labour; The Factories Act, 1948; The Industrial Disputes Act, 1947: Definition; Authorities; Powers and Duties; Procedure; Strike and Lockouts; Lay-Off and Retrenchment. The Trade Union Act, 1926: Registration Process; Rights and liabilities of Registered Trade Unions. Industrial Employment (Standing Orders) Act, 1946: Salient Features. The Contract Labour (Regulation and Abolition) Act, 1970: Salient Features.

**Unit IV**

Social Security: Concept; Scope and Types. The Workmen's Compensation Act, 1923: Interpretation, Provisions Related to Compensation and Commissioner. The Employees' State Insurance Act, 1948: Authorities, Contributions and Benefits. The Maternity Benefits Act, 1961: Salient Features. Wages and Perks: Concept of Bonus, Gratuity and Provident Fund; The Minimum Wages Act, 1948 – Salient features. The Payments of Wages Act, 1936 – Definition, Deductions and Penalty.

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SEMESTER - III  
PAPER 4  
MANAGEMENT OF INDUSTRIAL RELATION

**Unit I**

Bi-partite approach to settlement of industrial disputes; bi- partite negotiation; collective bargaining- meaning and approaches, distributive and integrative bargaining; Worker's participation in management –meaning, different levels of participation; types of participation – work committee, joint management council,

**Unit II**

Ethical approach to settlement of industrial disputes- code of discipline, code of conduct; grievance procedure;

**Unit III**

Tri-partite approach to settlement of industrial disputes: conciliation – meaning, historical perspectives and functioning of conciliation; role of trade unions, state and employers organization in performance of conciliation machinery;

**Unit IV**

Arbitration – meaning, scope and effectiveness;

Court of Enquiry –meaning, scope and effectiveness;

Adjudication – meaning, machinery-labour court, industrial tribunal and national tribunal;



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SEMESTER - IV  
PAPER 1  
COUNSELING & SOCIAL WORK PRACTICE

**Unit I**

Counselling- meaning, definition, goals and objectives; counselling process; stages of counselling; counselling situations: developmental, preventive, facilitative, crisis; general factors and their influences on counselling processes; basic principles of counselling;

**Unit II**

Individual Counselling: client as a person (client system as a unit), voluntary and non-voluntary, expectations, behaviour, communication- verbal and non-verbal; couple and family counselling: process, advantages;

**Unit III**

Counselling for groups: process, advantages and disadvantages; crisis counselling with bereavement affecting communities;

Approaches to counselling: person centered, rational emotive, transactional analysis, behavioural approaches, Gestalt, Existential approach, Egan's three stage models, Eclectic model.

**Unit IV**

Techniques of counselling: initiating contact, intake, rapport, establishing structure, interaction, attending behaviour, observation, responding, rating and its interpretation; Counselling in social work practice; social worker a counsellor

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SEMESTER - IV  
PAPER 2  
LEGAL SYSTEM IN INDIA

**Unit I**

Concept of right- civil right, rights of children, woman and ST (Scheduled tribe) & SC (Scheduled Caste) Dynamic of deviant behaviour – its forms, truancy, vagrancy, delinquency, sex- delinquency, white-crimes etc. Patterns of deviant behaviour.

**Unit II**

Problem of crime causation difficulties in causation studies, historical theories of crime and delinquency, Function of India – The police, Prosecution Judiciary and correctional setting's( process, function,) special explanation about juvenile aid, woman crime case.

**Unit III**

Old Penology, types of Punishments. Correctional settings / institution's (open prison, model prison and other experiments) Difference between probation and parole.

**Unit IV**

Types and Settings of judicial administration. New right of public – RTI (right to information), PIL (public interest litigation and legal aid to marginalized).

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SEMESTER - IV

PAPER 3

TRIBAL COMMUNITY PLANNING & DEVELOPMENT

**Unit I**

Tribes: Concept and Characteristics - of Tribes - History of Indian Tribes; Tribes in India. Tribal Social Structure: Socio - Economic conditions; Cultural and Religious Aspects; Status of Women and Children; Marriage: Polygamy, Polyandry and Dormitory Marriage Tribal Leadership.

**Unit II**

Problems of Tribes: Poverty, Literacy, Exploitation, Atrocities on Tribes-Tribal resettlement and Rehabilitation and its related issues; Social Problems- social exploitation, migration, education, dropouts, Health Problems: Malnutrition, Sickle cell disease, Skin disease, Anaemia, Goitre, Traditional Health Practice and Approaches to Treatment; HIV/AIDS, Health services, drinking water and health, sanitation problem, Economic Problems: Automation, Modern life, Impact of Media, Land, Alienation,

**Unit III**

Challenges in relation to agriculture, employment, Misappropriation, displacement, Political Problems, Infrastructural Problems- Transport, Communication, Recreational, Women's Problems: Status of women in tribal community, workload and impact on health, educational status, illiteracy, adjustment, malnutrition, early marriage. Challenges related to physical and mental health, Psychological disorders.

**Unit IV**

Tribal Development Administration: Administrative structure at Central, State and District Level - Hill Development Councils - Role of Tribal Development Agencies - Constitutional Provision for the protection of tribes. Role of NGO's, Tribal development policies and plans in India. Role of Social Workers in Tribal Development. The 73rd and 74th Constitutional amendment: Panchayati Raj and new Political Structure.

शहीद नंदकुमार पटेल विश्वविद्यालय, गढ़ उमरिया, ओड़िशा रोड, रायगढ़  
SEMESTER SYLLABUS  
MASTER OF SOCIAL WORK

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SEMESTER - IV

PAPER 3

HUMAN RESOURCE MANAGEMENT & H.R.D PRACTICE

**Unit I**

Concept and perspectives of human resource Management, nature, feature, objective, scope, challenges of human resource Management.

**Unit II**

Corporate and perspective on Human resource planning, HR policy

**Unit III**

Functions of personnel management: recruitment and selection- application blank, psychological tests and interviews; performance appraisal, MBO, promotion, demotion, transfer and termination; grievances and their redressal;

Maintaining discipline, disciplinary procedure, positive aspect of discipline; domestic enquiry, discharge and dismissal, resignation, retirement;

**Unit IV**

Job analysis, job description, job specification, selection, induction and placement;

Training & Development: establishment of training needs strategies, training inputs, evaluation of training needs, training methodology;

SEMESTER - IV

DISSERTATION / PROJECT WORK