

ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura-799250

Syllabus for MSW

Semester 1

<b>Theory</b>										
Course Code	Topic	L	T	P	Credit	Theory Marks	Internal Marks	Practical Marks	Total Marks	
24SW101	Introduction to Social Work Profession	4	0	0	4	70	30	0	100	
24SW102	Social Case Work	4	0	0	4	70	30	0	100	
24SW103	Social Group Work	4	0	0	4	70	30	0	100	
24SW104	Community Organization and Social Action	4	0	0	4	70	30	0	100	
<b>Discipline Specific Elective (DSE-1) Choose any one</b>										
24SW111	Psychology for Social Work Practices	4	0	0	4	70	30	0	100	
24SW112	Family and Marital Counseling	4	0	0	4	70	30	0	100	
<b>Practical</b>										
24SW191	Concurrent Field Work Practicum I	0	0	4	4	0	30	70	100	
<b>Total</b>					<b>24</b>	<b>350</b>	<b>180</b>	<b>70</b>	<b>600</b>	

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**Detailed Syllabus**

**INTRODUCTION TO SOCIAL WORK PROFESSION**

**Code: 24SW101**

Max Marks: 70

**UNIT I**

Social Work: Concept, Definition and Historical development of Social Work in U.K, USA and India; Related Concepts: Social Service, Social Welfare, Social Security, Social Defense, Social Justice and Social Development. Social Work Theories: Role Theory, Problem Solving and Gestalt Theory

**UNIT II**

Social Work as a Profession: Objectives, Philosophy, Principles, Methods, Values and Ethics. Professional Social Work and Voluntary Social Work. Interdisciplinary Nature of Social Work & its Relationship with Other Professions. Professional Associations, Problems faced by the Social Work Profession in India.

**UNIT III**

Fields of Social Work & Settings of Practice: Family Welfare, Child Welfare, Women's Welfare. Youth Welfare, Welfare of the Aged, Role of Social Worker & Methods of Social Work Practice in these Settings: Communities, Industries, Hospitals, Schools, Correctional Institutions, Rehabilitation Institutions

**UNIT IV**

Sociological Concepts: Society, Community, Association, Institutions, Social Group – Types and Functions; Cultural Processes: Accommodation, Acculturation, Assimilation, Diffusion, Cultural Conflict, Cohesion, Integration, Cultural Lag, Cultural Change; Social Stratification – Caste and Class System. Social Change: Urbanization, Industrialization, Modernization, Sanskritisation. Social Control and Social Deviance: Norms, Folkways, Mores, Customs

**UNIT V**

Social Problems in India: Poverty, Over Population, Beggary, Illiteracy, Unemployment, Under employment, Corruption, Housing and Slums, Communicable Diseases, HIV/AIDS, STD. Infidelity, Nepotism, Terrorism, Communal and Caste Issues, Honour Killing, Child Trafficking, Dowry, Malnutrition, Problems of Vulnerable Groups: Women, Children, and Aged; Physically Challenged, Alcoholism and Drug Abuse, Environment Issues: Climate Change.

**Text Book:**

1. Bhushan, Vidya & Sachdeva D.R.: An Introduction to Sociology, Kitabmahal, Allahabad, 1995.

**Reference Books:**

1. Compton, Beulah R., Introduction to Social Welfare and Social Work, The Dorsey press, Illionis, 1980. Delhi, 1994.
2. Gore M.S: Social work Education, Asia Publishing house, 1965.
3. Hans Nappaul: The study of Indian Society, S. Chand & Co., 1972.
4. Madan G.R.: Indian Social Problems Vol. 2, Allied publishers.
5. Memoria C.B.: Social Problems and Social disorganization in India, Kitab Mahal, New Delhi.
6. Ram Ahuja: Social Problems in India, Rawat Publishers Ltd., Jaipur, Bombay.
7. Singh, R.R.: Field Work in Social Work Education (Ed), Concept Publ., New Delhi, 1985.
8. Stanley. S Social Problems in India, Allied Publishers, New Delhi 2005.
9. Stroup H.H, Social Work Education – An Introduction to the field, Eurasia Publishing, New Delhi, 1960.
10. Wadia A.R.: History and Philosophy of Social Work in India, Allied Publications.
11. Adams Robert et al, Social Work (ed), Mac Millan, Hound Mills, 1988.
12. Banks, Sara, Ethics and Values in Social Work, Mac Millan, Hound Mills, 1995.

**SOCIAL CASE WORK**

**Code: 24SW102**

Max Marks: 70

**UNIT I**

Case Work: Meaning, Definition, Historical Development; Scope and limitations, its importance and Relationship with other methods of Social Work. Values - Worth and Dignity of Clients; Basic components of Social Work – Person, Problem, Place and Process and Principles of Social Case Work.

**UNIT II**

Case worker-client Relationship: Meaning and its importance. Characteristics of Professional relationship: empathy, Sympathy, Transference, Counter Transference, Resistance, Sustaining the relationship, Genuineness, Unconditional Positive regard and Self Disclosure.

**UNIT III**

Case Work Process: Intake and Exploration: Analysis and assessment – Psychosocial Diagnosis, Formulation of goals, Prioritization of Needs, Development of Action Plan, Use of Contracts; Intervention: Counseling and use of Supportive and Reflective Techniques of Direct Influence; Importance of involvement Collateral Contacts in the entire Process.

**UNIT IV**

Approaches to practice: Psychosocial, Functional, Problem Solving, Crisis intervention; Eclectic Model for Practice. Case work Interviewing: Principles, Techniques and Skills. Casework Recording: Types of Records, Record Maintenance. Recent Techniques Social Work Practice: Yoga, Meditation, Hypnotism

**UNIT V**

Case Work Practice: Typical Problems of Clients and Case Work Practice with them in the following areas. Correctional Institutions, Schools, Industries, De-addiction and Detoxification Centers, Home for Differently Abled, the Aged, Terminally Ill People, Persons infected with HIV/AIDS and STD and their Families. Handling Stigma & Discrimination. Palliative & Geriatric Care.

**Text Book:**

1. Banerjee G.R.: Paper on Social Case Work – TISS Bombay (1972)

**Reference Books:**

1. Hollis, Florence: Case work – A Psycho-social Therapy New York: Random House; 1964.
2. Pathak S.H.: Social Case Work – A Problem Solving Process, University of Chicago Press, Chicago, 1957.
3. Robert, Robert & Nee (eds) Theories of Social Case Work, University of Chicago Press, Chicago, 1970.
4. Timms, Noel: Recording in Social Work London, Routledge & Kegan Paul; 1972.
5. Timms, Noel: Social Case Work: Principles and practices, London, Routledge & Kegan Paul; 1972.
6. Mathew, Grace: Social Case Work Bombay; Tata Institute of Social Sciences, 1985.

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**SOCIAL GROUP WORK**

**Code: 24SW103**

Max Marks: 70

**UNIT I**

Social Group: Definition, Characteristics, Types of Groups and Functions of a group; Stages of Group development, Basic Human Needs met by groups at different stages of group development. Group Processes Bond, Acceptance, Isolation, Rejection, Sub-group formation, Withdrawal and control.

**UNIT II**

Group Work: Meaning, Definition, Purpose and Models of Group Work; Historical Development of Group Work; Principles of Group Work; Group Work Process: Intake, Study, Diagnosis, Treatment, Evaluation and Termination / follow up work. Group Work and Therapeutic Approach: Behavior Modification Therapy, Rational Emotive Therapy, Family Therapy. Assertive behaviour. Etiquettes and Manners

**UNIT III**

Programme Planning: Meaning and Definition of Programme, Principles and Process of Programme Planning and the place agency in programme planning; Programme Laboratory – Values and techniques: Games, Singing, Dancing, Dramatics, Street play, Puppetry, Mime, Group discussions, Parties, Excursion, Psychodrama, Socio-drama, role play, Brain Storming, Camping – Planning and Conducting Camps.

**UNIT IV**

Skills of Group Worker - I: Use of home visits and collateral contacts, Leadership: Concepts, Definition, Characteristics and functions, qualities of leader, Types and theories of leadership; Training for leadership; Sociometry and Sociogram. Group Work Supervision: Meaning, purpose, tasks, types and functions.

**UNIT V**

Skills of Group Worker – II: Group Work Recording: Meaning, purpose, principles, process and summary Records, Group Work Evaluation: Meaning and its place in Group Work, Steps in Group Work Evaluation and Criteria for good Group Work. Application of Group work method in different settings: Correctional institutions, schools, industries, De addiction and detoxification centres, Home for physically challenged, the aged terminally ill people, HIV/AIDS patients and families.

**Text Book**

1. Blumenthal H.L: Administration of Social Group Work, Association Press, 1948

**Reference Books:**

1. Siddik, "Group Work Practice".
2. Bhattacharya, "Integrated Social Work".
3. Cartwright & Zander: Group Dynamics, Research and Theory, Harpers & Row, 1968.
4. Conye RobertK: Failures in Group, Stage, Thousands Oaks.
5. GalssmanUreania and Lenkates: Group Work, Stage, Thousands.
6. Gisea Konopka: Group work in the institutions, Association press, 1954.
7. Gisea Konopka: Social group work – A helping process, Prentice Hall, 1972.
8. Gisea Konopka: Therapeutic Groups with children, University of Minnesota Press, 1949.
9. Johnson and Johnson: Joining Together, Pearson, 2009.
10. Malcolm & Hilda Knowles: Introduction to social dynamics, Association Press, 1972.
11. Thelen A.H: Dynamics of group at work, Principles and practices, Whiteside, New York, 1956

**COMMUNITY ORGANIZATION AND SOCIAL ACTION**

**Code: 24SW104**

Max Marks: 70

**UNIT I**

Community: Meaning, Types and Characteristics; Community Power Structure and Minority groups. Community Dynamics: Integrative and Disintegrative Processes in the Community. Leadership: Definitions, Types and Qualities; Leadership in different types of Communities, Theories of Leadership.

**UNIT II**

Community Organization: Concepts, Definition, Objectives, Philosophy, Approaches and Principles; Community Organization as a method of Social work; Community Welfare Councils and Community Chests.

**UNIT III**

Methods of Community Organization: Planning, Education, Communication, Community Participation, Collective Decision Making, Involvement of groups and Organisations, Resource Mobilization, Co-ordination; Skills in community organization, community organization as an approach to community development. Contemporary Modalities of Community Organization such as promotion of moral values, Awareness Creation based on Social issues.

**UNIT IV**

Novels: Phases of Community Organization: Assessment of community using PRA, Study, Assessment, Discussion, Organization, Action, Evaluation, Modification, Continuation; Community study; Community Organization in emergencies like Fire, Famine, Flood, Drought, Earthquake and War; Community Organization at Local, State and National level; Community organization in Rural, Urban, Slum and Tribal Areas

**UNIT V**

Social Action: Definition, Objectives, Principles, Methods and Strategies; Social Action as Method of Social Work; Social Action and Social Reform and Social movements; Saul Alinsky's and Paulo Freire's Methods; Process of Social Action; Scope for Social Action in India; Role of Social Workers in Community Organization and Social Action.

**Text Book:**

1. Ross and Pain; Community Organization.

**Reference Books:**

1. Paul Chowdhry, D. P. 2001. Introduction to Social Work. New Delhi: Atma Ram
2. Desai, A.R. & Piliai, S.D: Slums and Urbanization
3. Desai, A.R. (Ed): Peasant Struggles in India, Oxford Univ. Press, Madras, 1982.
4. Gangrade, K.D: Community Organization in India, Popular Prakasan, Bombay.
5. Hillman: Community Organization and planning; Macmillan
6. Macmillan, Wayne: Community organization for social welfare, University of Chicago press.
7. Marshal B. Clinard.: Slum and Community Development, collier, Macmillan Ltd., London.
8. Murphy Mov: Social Action, Asian Publishing House, Bombay.
9. Perlman H. Helen: Social Case Work; A Problem solving Process, John Wiley & Sons, New York, 1972.

## PSYCHOLOGY FOR SOCIAL WORK PRACTICES

**Code: 24SW111**

Max Marks: 70

### UNIT I

Psychology: Definition, Psychological Approach to understand Human Behavior. Introduction to Human Growth and Development, Developmental Stages, Developmental tasks. The Beginning of life: Human Reproductive System: Fertilization, Delivery, Pre and Postnatal Care. Developmental Periods: Infancy, Babyhood. Childhood, Puberty Adolescence, Adulthood, Middle Age and Old Age; Physical Intellectual Emotional and Social Development.

### UNIT II

Personality: - Definition, Types of Personality, Factors influencing Personality. Perception: Concept and Principles, Factors influencing Perception, Social Perception. Measurement of Intelligence. Self Esteem and Self Efficacy. Self Awareness and empathy through SWOT Analysis, Johari Window. Positive Attitude towards oneself and others.

### UNIT III

Attitude: Definition, Formation of Attitude, Measurement of Attitude. Concept of Adjustment and Maladjustment, Stress, Frustration and Conflict Sources of Frustration and Conflict, Types of Conflicts. Responsible Sexual Behavior.

### UNIT IV

Abnormal Psychology: Concepts of Normality and Abnormality, Causation of Mental Illness, Neuroses, Psychoses, Measures to promote Mental Health – Classification of Psychological Disorders. Defense Mechanism

### UNIT V

Developmental Disorders- Anxiety related Disorders- Conduct Disorders Epilepsy, Learning Disabilities- Scholastic related Problems. Personality Disorders, Suicidal Tendencies. Rehabilitation. The role of Social Worker as a Team Member of Mental Health Professionals

### Reference Books:

1. Coleman, Homes. 1980. Abnormal Psychology and modern life. New Delhi: Tata McGraw Hill Ltd.
2. Halle, Larry. A and Ziegler Daniel. 1981. Personality Theories. New Delhi: McGraw Hill Ltd.
3. Hill, Winfred. 1970. Psychology. Principles and Problems. New York: Lippincott Company.
4. Hurlock, Elizabeth. 1981. Development Psychology – A Life Span Approach. New Delhi: Tata McGraw Hill Ltd.
5. Lerner, Richman et.al.1986. Psychology. New York: Macmillan Publishing.
6. Lindsey Gardner. 1975. The Handbook of Social Psychology. Vols.I, II and III. New Delhi: Amerind Publishing Co. Pvt. Ltd.
7. Sheridan, Charles. 1978. Methods in Experimental Psychology. New Delhi: Holt Rinehart and Wisdom Ltd

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**FAMILY AND MARITAL COUNSELLING**

**Code: 24SW112**

Max Marks: 70

**UNIT I**

Family as system, Family development tasks. Changing pattern of family in India. Family Life Cycle. Communication in family: Importance, patterns of communications, factors affecting communications in families.

**UNIT II**

Theoretical foundations for counselling: Cognitive – Developmental cognitive behavioural, Humanistic Theories, Existential counseling, Adlerian Systems theory, Post modern theories.

**UNIT III**

Understanding the Dysfunctional family: Factors contributing to dysfunctional family system, broken families, single parent families. The impact of broken families on children.

**UNIT IV**

Marriage and family; aims and types of marriage. Factors contributing to marital conflicts.

**UNIT V**

Counselling: Definition, Family counselling; Marital Therapy; Pre-marital Counseling; approaches to marital Therapy.

**Reference Books:**

1. Ackerman N.W. Psycho Dynamics of family welfare, Basic books Inc, New York.
2. Fonsea Mabe : Counseling for marital happiness, Leensufala, Bombay. Indian Social Institute: The family in the change and challenge of the seventies sterling publications, New Delhi.
3. Core, M.S. Urbanisation and family change, popular, Bombay.
4. Kapadia, K.N. Marriage and family in India; Oxford University Press, Delhi.
5. Gupta, Girija: Family and Social change in Modern India (Ed.) Vol.II, Vikas Pub, Delhi.

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**CONCURRENT FIELD WORK PRACTICUM – I**

**Code: 24SW191**

Max Marks: 70

**Field Work Components:**

1. Observational Visits -The first year students during the first semester go for observational visits to various settings: Medical & Psychiatric, Rural Community Setting, Slum Visits, Industrial Setting, Correctional Setting and Tribal Setting.
2. Street Theatre training
3. Rural Camp for a week
4. Laboratory Experience in Social Case Work - 1 Group Work – 1
5. Group Project on Current Issues.

Every week the students write a report of their activities and submit to the concerned field work supervisor on Mondays. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded.

Total: 100 Marks  
External: 70 Marks  
Internal: 30 Marks

**External: 70 Marks**

10 Question (MCQ): 1 marks each (1x10 = 10)  
Answer any 6 out of 8 (Very Short 20-30 Words): 2 marks each (2x6 = 12)  
Answer any 6 out of 8 (Short 50-70 Words): 3 marks each (3x6 = 18)  
Answer any 6 out of 8 (Long 100-120 Words): 5 marks each (5x6 = 30)

**Internal: 30 Marks**

Two Internal Assessment Examinations will be conducted, each carrying 50 marks. The higher of the two scores will be considered for the final assessment.

Marks Allotments

Sl. No.	Activity	Internal Marks	External Marks
1	Observation Visit, Rural Awareness Camp, Group Project	30	0
2	Presentation, Quality in Components, Communication	0	70
	<b>Total</b>	<b>100</b>	



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Syllabus for MSW

Semester 2

<b>Theory</b>										
Course Code	Topic	L	T	P	Credit	Theory Marks	Internal Marks	Practical Marks	Total Marks	
24SW201	Social Work Research and Social Statistics	4	0	0	4	70	30	0	100	
24SW202	Social Welfare Administration	4	0	0	4	70	30	0	100	
24SW203	Social Policy and Social Legislation	4	0	0	4	70	30	0	100	
24SW204	Counselling: Theory and Practice	4	0	0	4	70	30	0	100	
<b>Generic Elective (GE-1) (Choose any one)</b>										
24GN302	Environmental Studies and Disaster Management	2	0	0	2	70	30	0	100	
24GN402	Universal Human Values	2	0	0	2	70	30	0	100	
<b>Practical</b>										
24SW291	Concurrent Field Work Practicum II	0	0	4	4	0	30	70	100	
<b>Total</b>					<b>22</b>	<b>350</b>	<b>180</b>	<b>70</b>	<b>600</b>	



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**Detailed Syllabus**

**SOCIAL WORK RESEARCH AND SOCIAL STATISTICS**

**Code: 24SW201**

Max Marks: 70

**UNIT I**

Social Work Research: Meaning, Definition, Types – Qualitative, Quantitative and Mixed, Purpose of Research, Social Research and Social Work Research. Scientific Method: Nature, Characteristics, Purpose and Steps, in Research Process; Concepts: Operationalisation of Concepts, Variables and its Types, Hypothesis: Sources, Formulation, Attributes of Hypothesis and Types. Review of the Literature.

**UNIT II**

Research Design and Sampling: Types of Research Design: Exploratory, Descriptive, Diagnostic and Experimental. Formulation of Research Problems. Sampling: Definition, Principles, Types and procedures; Population and Universe, Measurement: Meaning, Levels of Measurement: Nominal, Ordinal, Interval and Ratio; Validity and Reliability: Meaning and Types

**UNIT III**

Sources and Methods of Data Collection: Sources: Primary and Secondary; Research Tools: Observation, Survey Methods: Interview Guide, Interview Schedule, and Questionnaire: Construction of Questionnaire / Interview Schedule – Concept, Types of Questions, Question Format and Sequence of Questions. Advantages and Disadvantages, Pilot Study and Pre-test.

**UNIT IV**

Preparation of Research Proposal, Financial, Time and Personnel Budgeting; Data Processing and Analysis: Editing, Coding, Code Book preparation, Frequency distribution, Tabulation; Diagrammatic Representation of Data: Types, Report writing and Referencing; Agencies involved in Social Research; Ethical Considerations of Social Work Research; Limitations of Social Work Research.

**UNIT V**

Social Statistics: Statistics: Meaning, Use and its Limitations in Social Work Research, Descriptive and Inferential Statistics, Measures of Central Tendency: Arithmetic Mean, Median and Mode, Measures of Dispersion: Range, Standard Deviation and Co-efficient of Variation. Tests of significance: 't' Test, Chi-Square Test, ANOVA. Correlation: Meaning, Types and Uses. Karl Pearson's Coefficient of Correlation and Rank Correlation.

**Text Book:**

1. Kothari C.R: Research Methodology

**Reference Books:**

1. Anderson J. Durston and H. S. Spoorum: Thesis and Assignment Writing, Wiley Eastern Ltd., New Delhi, 1992.
2. Manoharan P.K: Research Methodology.
3. Debashis Chakraborty: Research Methodology.
4. Gupta S.P: Elementary Statistical Methods, Sultan Chand & Sons, New Delhi, 9th Ed., 1992.
5. Nachmias & Nachmias: Research Methods in the Social Sciences, St. Martin's Press, New York, 2nd Ed., 1981.
6. Singh Y K, Bajpai R B: Research Methodology – Data Presentation.
7. Singh Y K, Bajpai R B: Research Methodology Techniques and Trends.
8. Shajahan S: Research Methods for Management

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**SOCIAL WELFARE ADMINISTRATION**

**Code: 24SW202**

Max Marks: 70

**UNIT I**

Human Service Organizations – Features - Non-Government, Non-Profit making and Self –Governing. Types of HSO –By Orientation, Levels of operation and Focus. National Policy on Voluntary sector (2007). Organizational structure and characteristics of Human Service Organizations. Approaches to Organizational Management – Bureaucratic model, Human Relations model and System Theory.

**UNIT II**

Basic Administration Processes: Planning, Organizing, Staffing and Directing. Elements of Directing – Supervision, Motivation, Leadership, Communication, Monitoring and Evaluation. Elements of Democratic Administration –Delegation, Decentralization and Participation.

**UNIT III**

Personnel Administration: Manpower planning, Job design, Induction, Training, Staff welfare and Service conditions. Management by Objectives as applied to HSOs. Supervision. Organizational climate. Public Relations and Networking.

**UNIT IV**

Financial Administration: Budgeting, Accounting and Auditing. Banking Procedures & Practices. Maintenance of books of Accounts and Financial Documents and Records. Mobilization of Financial Resources, Grants in Aid. Administrative skills – Writing reports, letters and minutes of meetings. Maintaining Records and Data Banks.

**UNIT V**

Procedures in Registering an Organization - Societies Registration Act, 1860, Charitable Trust Act, 1912, Section 25 of Indian Companies Act, 1956. Foreign Contribution and Regulation Act – 1976. Exemption from Income Tax. Administrative Structure – Memorandum, Bye laws, Constitution, Functions and responsibilities of governing board, committees and office bearers. Administrative structure at the Central, State and Local level. Social Welfare Departments. Programme of Central Social Welfare Board and state Social welfare Board.

**Reference Books:**

1. Banerjee, Shyamal. 1981. Principles and Practice of Management. New Delhi: Oxford & IBH Publishing Co. Pvt. Ltd.
2. Batra, Nitin. 2004. Administration of social Welfare in India. Jaipur: Raj Publishing House.
3. Bhattachary, Sanjay. 2009. Social Work Administration and Development. New Delhi: Rawat Publication.
4. Chowdhry, D.Paul. 1992. Social Welfare Administration. New Delhi: Atmaram and Sons.
5. Encyclopedia of Social Work. Vol I & III.
6. Kohli, A.S & S.R. Sharma. 1998. Encyclopedia of Social Welfare and Administration. New Delhi: Anmol Publication.
7. Lalitha N V. 1981. Financial Assistance to Voluntary Organizations for Development. New Delhi: NIPCCD.
8. Madan, G.R. 1973. Indian Social Problems. Bombay: Allied Publishers.
9. Patel, N, Vinod & Rana, K, Girish. 1991. Personnel Management. Jaipur: Oxford Book Company

**SOCIAL POLICY AND SOCIAL LEGISLATION**

**Code: 24SW203**

Max Marks: 70

**UNIT I**

Social policy: Meaning, Scope, Objectives and Types - Social Welfare policy – Indian Constitution: Fundamental Rights and Directive principles of State Policy

**UNIT II**

Policies and Programmes in India – Education, Health, Housing, Environment, Employment, Family, Child, Women, Elderly, Disabled and Backward Classes.

**UNIT III**

Social Legislation: Meaning and Scope, Major Social Legislations, Indian Penal Code, Family Courts, Lok Adalats, The Legal Aid, Public Interest Litigation and Right To Information Act (2005).

**UNIT IV**

The Special Marriage Act 1955, Dowry Prohibition Act 1961, Hindu Adoption and Maintenance Act 1956, Juvenile Justice Act 1986, Child Labour Abolition and Regulation Act 1986, Bonded Labour Abolition Act 1976.

**UNIT V**

Protection of Civil Rights Act 1955. Prevention of Immoral Traffic Act 1986, Protection of Consumer Act 1986. Transplant of Human Organ Act 1994, Tamil Nadu Prohibition of Eve Teasing Act 1988, Tamil Nadu Prohibition of Ragging Act 1998, Domestic Violence Act 2005, NREGA 2005, RTE 2009.

**Reference Books:**

1. Chatvervedi, A.N. 1984. Rights of the accused under Indian Constitution. Deep and Deep. Delhi.
2. Constitution of India. 1991. New Delhi: Govt. of India.
3. Donnison, D & Chapman, Valeris: Social Policy and Administration. London: George Allen and Unwin.
4. Encyclopedia of Social Work. Vol. I & III.
5. Gangrade K D. 1973. Social Legislation in India. Bombay: Popular Prakasam.
6. Nair, T. Krishanan (ed): Social work Education and Development of Weaker Sections. Madras: Association of Schools of Social Work in India.
7. Nation Law School. 1991. Select Materials on public Legal Education. National Law School of India University. Bangalore.
8. Velayutham, K. Shanmuga 1998. Social Legislation and Social Change. Chennai: Vazhga Valamudan Publishers.

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**COUNSELING: THEORY AND PRACTICE**

**Code: 24SW204**

Max Marks: 70

**UNIT I**

Introduction to Counselling: Meaning, Definition, Needs, Importance of Counselling and Professional Counselling. Basic Principles of Counselling: Participation, Individualisation, Confidentiality, Communication, Acceptance, Self-Confidence, Self Awareness and other Principles Governing the Counselling Relationship.

**UNIT II**

Counselling Process: Interview and its Significance in Counselling – Use of Observation in Counselling and Understanding of Emotions in Counselling. Theories of Counselling: Psychoanalytic, Adlerian, Client Centered, Behavioural, Rational Emotion, Reality, Gestalt, Transactional analysis and Eclectic Theories.

**UNIT III**

Types of Counselling: Individual Counselling, Group Counselling, Marital Counselling, Student and Industrial Counselling. Techniques of group Counselling, strategies, Structure – Barriers to Effective Counselling Sessions; Counselling Evaluation.

**UNIT IV**

Family and Marital Counselling: Family System – Factors affecting Communication in families – Marriage and family; Aims and types of Marriage; factors contributing to marital conflicts – Family Counselling; Marital Therapy; Pre – Marital Counselling – Approaches to Marital therapy.

**UNIT V**

Components of Effective Counselling: Personality of the Counsellors, Skills, Role and functions of counsellors in Schools, Colleges, Industries, Family, Hospital and Rehabilitation Institution. Application of Test: The following standardized test must be practiced in counselling settings. Personality, Intelligence, Interpersonal Relations, Stress, Anger, Self-Esteem, Anxiety, Assertiveness, Depression, Adjustment, Mental Health and Family Intensive.

**Reference Books:**

1. James H Hansen, Robert H Rossberg: Counselling Theory and Process, Allyn & Bacon, 1993.
2. Marshal T.F & Rose. G: Counselling and School Social Work, John Wiley & Sons, NY.
3. Currie, Fr. J, 1989 Barefoot Counselling – A Primer in building relationship, Asiam Trading Corp. Bangalore, India.
4. Egan, Gerard, 2006 the skilled helper: A problem management and opportunity, Development Approach to helping, Wadsworth publishers, Boston, USA.
5. Hough & Margaret, 2006 Counselling skills and theory, Hodder Arnold publishers, UK Lapworth, Phil, 2001 Integration in Counselling and Psychotherapy: Developing a personal approach, sage publications, New Delhi.
6. Mcleod & John, 2003 Introduction to Counselling, Open University press, UK.
7. Mearns & Dave, 1999 Person- Centred Counselling in Action, Sage Publications, and New Delhi, India.
8. Palmer, 2004 Counselling, The BAC Counselling reader, British Association for Counselling, Vol. 1 & 2, Sage publications, New Delhi, India

**ENVIRONMENTAL STUDIES AND DISASTER MANAGEMENT**

**Code: 24GN302**

Max Marks: 70

**UNIT I**

**Introduction to environmental studies**

Scope and importance; Concept of sustainability and sustainable development; Concept of ecology and ecosystem, Structure and function of the ecosystem; Characteristic features of the following:

- a) Forest ecosystem
- b) Grassland ecosystem
- c) Desert ecosystem
- d) Aquatic ecosystems (ponds, streams, lakes, wetlands, rivers, oceans, estuaries)

**UNIT II**

**Environmental Pollution**

Environmental pollution: concepts and types; Air, water, soil, noise, and marine pollution- causes, effects, and controls; Concept of hazards waste and human health risks; Solid waste management: Control measures of Municipal, biomedical, and e-waste

**UNIT III**

**Environmental Policies and Practices**

Climate change, global warming, ozone layer depletion, acid rain and their impacts on human communities and agriculture; Environment Laws: Wildlife Protection Act; Forest Conservation Act. Water (Prevention and Control of Pollution) Act; Air (Prevention & Control of Pollution) Act; Environment Protection Act; Biodiversity Act.

**UNIT IV**

**Understanding Disasters**

Meaning, nature, characteristics, and types of Disasters, Causes, and effects; Fundamentals of Disaster Management; Concept of Disaster, Hazard, Vulnerability, Exposure, Capacity; Disaster Management Continuum; Preparation, Response, and Recovery; Disaster Risk Reduction (DRR); Disaster Management Act 2005.

**UNIT V**

**Natural and Man-Made Disasters**

Natural: Flood, Cyclone, Drought, Snow Avalanche, Wildfires, Earthquake, Tsunami, Landslide, Volcanic Eruption, Droughts, Cyclones, Tsunamis; Understanding Man-Made Disasters: Fires and Forest Fires; Nuclear, Biological and Chemical disaster Road; Accidents

**Reference Books:**

**A. Environmental studies**

1. Agarwal, K.C. (2001) Environmental Biology, Nidi Publ. Ltd. Bikaner.
2. Bharucha Erach (2003), The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad- 380013, India
3. Gadgil, Madhav (2001) Ecological Journeys, The Science and Politics of conservation in India. Permanent Black.
4. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. (2001). Environmental Encyclopedia, Jaico Publ. House, Mumbai
5. Dcc A.K., Environmental Chemistry, Wiley Eastern Ltd.
6. Down to Earth, Centre for Science and Environment
7. Hawkins R.E, encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay(R)
8. Environmental Geography- Ravindra Singh, New Delhi.
9. Environmental Geography- Saxena H.M., Rawar Publications, Jaipur
10. Environmental Geography-Sinha S.P., New Delhi 10. Gleeson, B. and Low, N. (eds) 1999. Global Ethics and Environment, London, Routledge.

**ARYAVART INTERNATIONAL UNIVERSITY**  
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11. World Commission on environment and development. 1987. Our Common Future, Oxford University Press.
12. Odum, E. P., Odum, H.T. & Andrews, J.!971. Fundamentals of Ecology. Philadelphia: Saunders.

**B. Disaster management**

1. Bryant Edwards (2005): Natural Hazards, Cambridge University Press, U.K.
2. Carter, W. Nick, 1991: Disaster Management, Asian Development Bank, Manila.
3. Central Water Commission, 1987, Flood Atlas of India, CWC, New Delhi.
4. Central Water Commission, 1989, Manual of Flood Forecasting, New Delhi.
5. Government of India, 1997, Vulnerability Atlas of India, New Delhi.
6. Sahni, Pardeep et.al. (eds.) 2002, Disaster Mitigation Experiences and Reflections, Prentice Hall of India, New Delhi



**UNIVERSAL HUMAN VALUES**

**Code: 24GN402**

Max Marks: 70

**UNIT I**

(5 Hrs)

**Introduction to Value Education:** Value Education- Definition, Concept and Need, The Content and Process of Value Education, Basic Guidelines for Value Education, Self-exploration as a means of Value Education, Happiness and Prosperity as parts of Value Education.

**UNIT II**

(7 Hrs)

**Harmony in the Human Being**

Human Being is more than just the Body, Harmony of the Self ('I') with the Body, Understanding Myself as Co-existence of the Self and the Body, Understanding Needs of the Self and the needs of the Body, Understanding the activities in the Self and the activities in the Body

**UNIT III**

(8 Hrs)

**Harmony in the Family and Society and Harmony in the Nature**

Family as a basic unit of Human Interaction and Values in Relationships, The Basics for Respect and today's Crisis: Affection, Guidance, Reverence, Glory, Gratitude and Love, Comprehensive Human Goal: The Five Dimensions of Human Endeavour, Harmony in Nature: The Four Orders in Nature, The Holistic Perception of Harmony in Existence.

**UNIT IV**

(8 Hrs)

**Social Ethics**

The Basics for Ethical Human Conduct, Defects in Ethical Human Conduct, Holistic Alternative and Universal Order, Universal Human Order and Ethical Conduct, Human Rights violation and Social Disparities.

**UNIT V**

(9 Hrs)

**Professional Ethics**

Value based Life and Profession, Professional Ethics and Right Understanding, Competence in Professional Ethics, Issues in Professional Ethics – The Current Scenario, Vision for Holistic Technologies, Production System and Management Models.

**Text Book:**

1. A.N Tripathy, New Age International Publishers, 2003.
2. Bajpai. B. L, New Royal Book Co, Lucknow, Reprinted, 2004
3. Bertrand Russell Human Society in Ethics & Politics

**Reference Books:**

1. Gaur. R.R. , Sangal. R, Bagaria. G.P, A Foundation Course in Value Education, Excel Books, 2009.
2. Gaur. R.R. , Sangal. R , Bagaria. G.P, Teachers Manual Excel Books, 2009.
3. I.C. Sharma . Ethical Philosophy of India Nagin & co Julundhar
4. Mortimer. J. Adler, – Whatman has made of man
5. William Lilly Introduction to Ethic Allied Publisher



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**CONCURRENT FIELD WORK PRACTICUM - II**

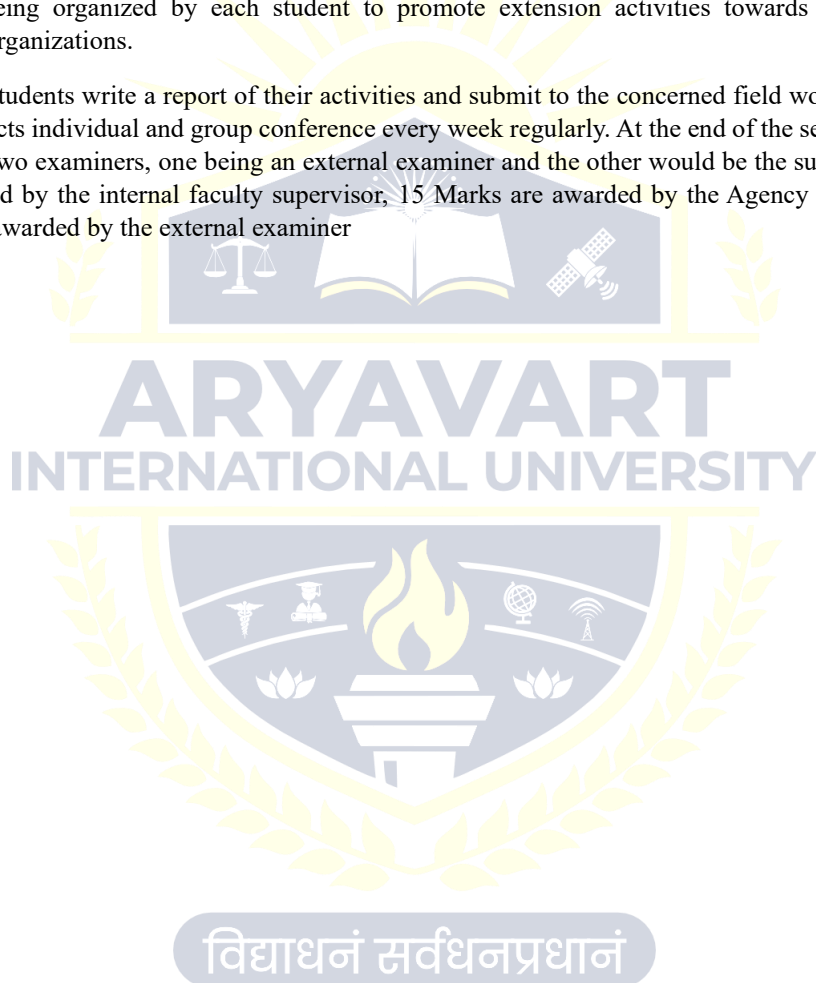
**Code: 24SW291**

Max Marks: 70

The first year students during the second semester go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field. The first year students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization for a semester.

During the placement they have to practice all the primary methods of social work. One has to complete 5 cases in casework, two group following all the stages of group work practice with at least 10 sessions which include the formation, naming, fixing of objectives, organizing programmes based on the objectives, evaluation, sociometry and sociogram. In the community students are expected to conduct one programme or solve an issue of the community following the principles of community organization and social action. The community organization programme is being organized by each student to promote extension activities towards different villages, institutions and organizations.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce is conducted by two examiners, one being an external examiner and the other would be the supervisor. 15 marks are being awarded by the internal faculty supervisor, 15 Marks are awarded by the Agency Supervisor and 70 marks are being awarded by the external examiner



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**Theory Paper**

Total: 100 Marks  
External: 70 Marks  
Internal: 30 Marks

**External: 70 Marks**

10 Question (MCQ): 1 marks each (1x10 = 10)  
Answer any 6 out of 8 (Very Short 20-30 Words): 2 marks each (2x6 = 12)  
Answer any 6 out of 8 (Short 50-70 Words): 3 marks each (3x6 = 18)  
Answer any 6 out of 8 (Long 100-120 Words): 5 marks each (5x6 = 30)

**Internal: 30 Marks**

Two Internal Assessment Examinations will be conducted, each carrying 50 marks. The higher of the two scores will be considered for the final assessment.

**Practical**

Marks Allotments

Sl. No.	Assigned Work	Internal Marks	External Marks
1	Case Work, Group Work, Community Organisation Programme	30	0
2	Presentation, Quality in Components, Communication	0	70
	<b>Total</b>		<b>100</b>

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Syllabus for MSW

Semester 3

<b>Theory</b>										
Course Code	Topic	L	T	P	Credit	Theory Marks	Internal Marks	Practical Marks	Total Marks	
24PS231	Introduction to Human Rights	4	0	0	4	70	30	0	100	
24CS101	Fundamentals of IT	4	0	0	4	70	30	0	100	
24SW301	Mental Health and Social Work	4	0	0	4	70	30	0	100	
<b>Discipline Specific Elective (DSE-2) Choose any one</b>										
24SW311	Rural and Tribal Community Development	4	0	0	4	70	30	0	100	
24HR101	Human Resource Management	4	0	0	4	70	30	0	100	
<b>Practical</b>										
24SW391	Concurrent Field Work Practicum III	0	0	4	4	0	30	70	100	
<b>Total</b>					<b>20</b>	<b>280</b>	<b>150</b>	<b>70</b>	<b>500</b>	

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**Detailed Syllabus**

**INTRODUCTION TO HUMAN RIGHTS**

**Code: 24PS231**

Max Marks: 70

**UNIT I**

1. Understanding Human Right
2. Three Generations of Rights

**UNIT II**

1. Universal Declaration of Human Rights

**UNIT III**

1. Rights in National Constitutions: South Africa and India

**UNIT IV**

1. International Refugee Law, International Humanitarian Law

**Text Books:**

1. Alston Philip (1995), 'The United Nations and Human Rights-A Critical Appraisal', Oxford, Clarendon.
2. Baxi, Upendra (1995) (ed.), 'The Right to be Human', Delhi, Lancer,
3. Beetham, David (1987) (ed.), 'Politics and Human Rights', Oxford, Blackwell.
4. Desai, A R. (1986)(ed), 'Violations of Democratic Rights in India', Bombay, Popular Prakashan.
5. Evans, Tony (2001), 'The Politics of Human Rights: A Global Perspective', London, Pluto Press.
6. Hargopal. G.(1999) 'Political Economy of Human Rights', Hyderabad, Himalaya.
7. J. Hoffman and P. Graham, (2006) 'Introduction to Political Theory', Delhi, Pearson.

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**FUNDAMENTALS OF IT**

**Code: 24CS101**

Max Marks: 70

**UNIT I**

(12 Hrs)

**Fundamentals of Computers:** Definition and Characteristics of Computer System. Computer Generation from First Generation to Fifth Generation. Classifications of Computers: Micro, Mini, Mainframe and super computers.

**Computer Hardware:** Major Components of a digital computer, Block Diagram of a computer, Input-output devices, Description of Computer Input Units, Output Units, CPU.

**Computer Memory:** Memory Hierarchy, Primary Memory – RAM and its types, ROM and its types, Secondary Memory, Cache memory. Secondary Storage Devices - Hard Disk, Compact Disk, DVD, Flash memory.

**UNIT II**

(12 Hrs)

**Interaction with Computers:** Computer Software: System software: Assemblers, Compilers, Interpreters, linkers, loaders.

**Application Software:** Introduction to MS Office (MS-Word, MS Power point, MS-Excel).

**Operating Systems:** Elementary Operating System concepts, Different types of Operating Systems.

**DOS:** Booting sequence; Concepts of File and Directory, Types of DOS commands.

**Computer Languages:** Introduction to Low-Level Languages and High-Level Languages.

**UNIT III**

(12 Hrs)

**Computer Number System:** Positional and Non-positional number systems, Binary, Decimal, Octal and Hexadecimal Number Systems and their inter-conversion.

**Binary Arithmetic:** Addition, subtraction, multiplication and division. Use of complement method to represent negative binary numbers, 1's complement, 2's complement, subtraction using 1's complement and 2's complement. Introduction to Binary Coded Decimal (BCD), ASCII Codes, EBCDIC codes.

**UNIT IV**

(10 Hrs)

**Computer Network & Internet:** Basic elements of a communication system, Data transmission modes, Data Transmission speed, Data transmission media, Digital and Analog Transmission, Network topologies, Network Types (LAN, WAN and MAN), Basics of Internet and Intranet.

**Internet:** Terminologies related to Internet: Protocol, Domain name, Internet Connections, IP address, URL, World Wide Web. Introduction to Client-Server Model, Search Engine, Voice over Internet Protocol (VOIP), Repeater, Bridge, Hub, Switch, Router, Gateway, Firewall, Bluetooth technology.

**Advanced Trends in IT Applications:** Brief Introduction to Cloud Computing, Internet of Things, Data Analytics, AI and Machine Learning.

**Text Book:**

1. P. K. Sinha & Priti Sinha, "Computer Fundamentals", BPB Publications, 1992.
2. Anita Goel "Computer Fundamentals", Pearson.

**Reference Books:**

1. B.Ram, "Computer fundamentals Architecture and Organization", New Age Intl.
2. Alex Leon & Mathews Leon, "Introduction to Computers", Vikas Publishing.
3. Norton Peter, "Introduction to Computers", 4th Ed., TMH, 2001.
4. Vikas Gupta, "Comdex Computer Kit", Wiley Dreamtech, Delhi, 2004.

## MENTAL HEALTH AND SOCIAL WORK

**Code: 24SW301**

Max Marks: 70

### UNIT I

Mental Health: Meaning, Definition. History and Scope of Psychiatric Social Work; Changing Perspective of Psychiatric Social Work; Changing Trends in Mental Health Care; India view of Mental Health and Well Being. Attitudes and Beliefs Pertaining to Mental Illness in Ancient, Medieval and Modern Times.

### UNIT II

Life - stress and Coping: Stress and Mental Health Problems especially among Children, Adolescents, Women, Workers, Elderly and related to Physical Illness, Coping with Stress and Crisis; Use of Internal and External Resources in Coping.

### UNIT III

Psychiatric Assessment and Intervention: History Taking and Mental Status Examination, Psycho Social and Multidimensional Assessment of Mental Disorders in Psychiatric Social work. Common Mental Disorders - Symptoms, Causes and Treatment of Neuroses, Psychoses Psycho Physiological Disorders, Personality Disorders –Mental health Act-1987.

### UNIT IV

Neurotic and Psychotic Disorder: Anxiety, Phobia, OCD, PTSD, and Psycho Somatic Disorder. Alcoholism, Drug abuse and Suicide. Mental Retardation and Alzamirs disease, sexual deviation, epilepsy, culture bound syndrome.

### UNIT V

Childhood Disorders: Autism & infantile schizophrenia, attention deficit and hyperactivity disorder, behaviour and habit disorder, disorders associated with eating, speech and sleep, scholastic backwardness, identity crisis.

### Reference Books:

1. Abelin, T. Brzenski and V.D. Carstairs. Measurement in Health Promotion and Protection. Copenhagen: WHO.
2. Alderson, M. An Introduction to Epidemiology. 2nd Ed. 1983. London: Macmillan.
3. Francis, C. M. 1991. Promotion of Mental Health with Community Participation. Kerala: The Center for Health Care Research and Education.
4. Jay, Pee. 1994. Diagnostic and Statistical Manual of Mental Disorders (DSM IV). New Delhi: Oxford Press.
5. Kaplan, Saddock. 1994. Synopsis of Psychiatry 7th Ed. New Delhi: BI Waverly Pvt. Ltd.
6. Kappur. M. Sheppard. Child Mental Health-Proceedings of the Indo-US symposium.
7. Mane P. &Gandevia K. 1994. Mental Health in India Issues and Concerns; Tata Institute of Social Sciences, Mumbai

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## **RURAL AND TRIBAL COMMUNITY DEVELOPMENT**

**Code: 24SW311**

Max Marks: 70

### **UNIT I**

Rural Community: Meaning, Characteristics. Assessment of Needs and Problems in the Community. Participatory Rural Appraisal – Meaning, Characteristics, Principles, Tools, Steps and Limitations. Rural Organization and Rural Development. Rural Problems: Poverty, Illiteracy, Unemployment, Problems related to agriculture, Community Health.

### **UNIT II**

Community Development: Meaning, Objectives, Principles, and Models; methods; Earlier experiments in rural developments - Sriniketan Experiment and Marthandam Experiment. Rural Extension, Sustainable Development and Millennium Development Goals. Rural Development Administration and Panchayat Raj Institutions (PRI), 73rd Amendment and its Salient Features, Features of Tamil Nadu Panchayat Act 1994. Rural development Agencies: DRDA & BDO

### **UNIT III**

Rural Development Programmes: A) Area Based - Drought Prone Area Programme (DADP), Intensive Agriculture Area Programme (IAAP) and High Yield Variety Programme, MP's & MLA's Area development programme. B) Target Based programmes: IRDP, TRYSEM, SJGSY, and Employment Assurance Scheme. C) Welfare Programmes: Minimum Needs Programme, ICDS, Five year Plans and Strategies for Rural Development. Community Participation

### **UNIT IV**

Tribes: Definition, Concept, Characteristics of the Tribal Community; Nomadic and De- Notified Tribes; Regional Distribution of Tribes and Nehru's Panchasheel Principles of Tribes. Social System of Tribes: Socio economic conditions; Cultural and religious aspects; status of women: Status of Children; Tribal leadership and Political Participation -Local, State, and National levels.

### **UNIT V**

Problems of Tribes: Child Marriage, Poverty, Ill-Health, Illiteracy, Exploitation and atrocities on tribes. Tribal Resettlement and Rehabilitation and its related problems. Tribal Movements and Tribal Revolt, Naxalpari Movement. Tribal Development Programmes: Tribal Development Policies, Tribal Area Development Programme; Tribal Sub-Plans, Need and Importance of Social Work practice in Tribal areas. Problems in implementation of tribal development programmes.

### **Reference Books:**

1. Christopher, A J. and Thomas William. 2006. Community Organisation and Social Action. New Delhi: Himalaya Publishing House.
2. Desai, A.R. Ed. 1978. Rural Sociology in India. Bombay: Popular Prakasam.
3. Desai, Vasanth, 1988. Rural Development Vol. I & II. Bombay: Himalaya Publishers.
4. Harichandran, C. 1983. Panchayatiraj and Rural Development. New Delhi: Concept Publishing House.
5. Khanna, B.S. 1994. Panchayat Raj in India. New Delhi: Deep and Deep.
6. Kumar, Somesh. 2004. Participatory Method in Community Work. New Delhi: Himalya Publisher.
7. Mathur, B.S. 1982. Cooperation in India. Agra: Sahitya Bhawan.
8. Maheswari, S.R. 1994. Rural Development in India. Delhi: Sage publishers.

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**HUMAN RESOURCE MANAGEMENT**

**Code: 24HR101**

Max Marks: 70

**UNIT I**

Meaning, Scope and Significance of Human Resource Management, Evolution of HRM, Function of HRM. Challenges before HRM in Present changing Environment.

**UNIT II**

HR Planning. Job Analysis, Recruitment, Methods and Techniques of Selection' Induction internal Mobility and Separation of Employees Transfer, Promotion, Demotion and Separation of Employees.

**UNIT III**

Industrial Relations, trade Unions Dispute and their Resolution, Collective Bargaining, Employee Welfare a Brief Introduction, Workers' Participation in Management.

**UNIT IV**

Wages and Salary Administration, Economic Objectives of Wages Policy, Social Objectives, Principles of wage and Salary Administration. Essentials of a Wage and Salary Structure. Factors Affecting wages, Methods of wage Payment. Wage Policy In India. Pay Commission. Wage Boards, Adjudication, Pay Revision in Public Sector-issue and Considerations.

**UNIT V**

Other Contemporary Issues in HRM -Employee Compensation-Concept, Factors Affecting Employee Compensation Components, of Employee Pay, HR Audit Human Resource Information System. Performance & Skill Based Pay Systems, Voluntary Retirement Scheme (VRS).

**Suggested Readings:**

1. Rao T.V. and Abraham E., HRD Practices in Indian Industries – Atrend Report.
2. Santhanam M., Development of Human Resources.
3. Sharma A.K., Some Issue In Management Development.
4. Rudrabasavraj M.N., Executive Development In The Public Sector.
5. B.D. Singh, Compensation and Reward and management.

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## CONCURRENT FIELD WORK PRACTICUM - III

**Code: 24SW391**

Max Marks: 70

The second year students during the third semester go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field. The students are placed in villages or hospitals or schools or NGOs or government offices or counselling centres or welfare organizations or service organization or industries according to their field of specialization for a semester.

During the placement they have to practice all the primary and secondary methods of social work in their respective fields of specialization. During the placement the students are expected to learn about the vision, mission, philosophy, administration, strategies, programmes, activities, achievements and also involve with the activities of the organization to whatever extent possible.

The students also undertake any assignments given to them by the agency; they may also undertake any research for the organization. The community organization programme is being organized by each student to promote extension activities towards different villages, institutions and organizations.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce is conducted by two examiners, one being an external examiner and the other would be the supervisor. 15 marks are being awarded by the internal faculty supervisor, 15 Marks are awarded by the Agency Supervisor and 70 marks are being awarded by the external examiner.

### Theory Paper

Total: 100 Marks

External: 70 Marks

Internal: 30 Marks

#### **External: 70 Marks**

10 Question (MCQ): 1 marks each (1x10 = 10)

Answer any 6 out of 8 (Very Short 20-30 Words): 2 marks each (2x6 = 12)

Answer any 6 out of 8 (Short 50-70 Words): 3 marks each (3x6 = 18)

Answer any 6 out of 8 (Long 100-120 Words): 5 marks each (5x6 = 30)

#### **Internal: 30 Marks**

Two Internal Assessment Examinations will be conducted, each carrying 50 marks. The higher of the two scores will be considered for the final assessment.

### Practical

Marks Allotments

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Sl. No.	Assigned Work	Internal Marks	External Marks
1	Case Work, Group Work, Community Organisation Programme	30	0
2	Presentation, Quality in Components, Communication	0	70
	<b>Total</b>		<b>100</b>

ARYAVART INTERNATIONAL UNIVERSITY

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Syllabus for MSW

Semester 4

<b>Theory</b>										
Course Code	Topic	L	T	P	Credit	Theory Marks	Internal Marks	Practical Marks	Total Marks	
24SW401	Social Policy and Social Legislation	4	0	0	4	70	30	0	100	
24PR501	Major Project	0	0	6	6	70	30	0	100	
<b>Discipline Specific Elective (DSE-2) Choose any one</b>										
24SW411	Industrial Relations	4	0	0	4	70	30	0	100	
24SW412	Community Health	4	0	0	4	70	30	0	100	
<b>Practical</b>										
24SW491	Concurrent Field Work Practicum IV	0	0	4	4	0	30	70	100	
24SW492	Block Field Work Practicum	0	0	4	4	0	30	70	100	
<b>Total</b>					<b>22</b>	<b>210</b>	<b>150</b>	<b>140</b>	<b>500</b>	

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**Detailed Syllabus**

**SOCIAL POLICY AND SOCIAL LEGISLATION**

**Code: 24SW401**

Max Marks: 70

**UNIT I**

Social policy, Social Welfare policy, it's relation to constitution, fundamental rights and directive principles of state policy, social policy and planned social change.

**UNIT II**

Policies in India regarding backward classes, scheduled Classes, Scheduled Tribes, women, Children, Handicapped and Aged.

**UNIT III**

Social Legislation, Indian Penal Code, code of criminal procedure, family courts, lokadalats, the legal aid and public interest litigation.

**UNIT IV**

Hindu Marriage Act 1955, Dowry Prohibition Act 1986, Adoption and Maintenance Act 1986, Juvenile Justice act 1986, Child Labour Abolition and Regulation Act 1986, Bonded Labor Abolition Act 1976.

**UNIT V**

Protection of Civil Rights Act 1955. Prevention of Immoral Traffic Act 1986 Protection of Consumer Act. 1986. Transplant of human Organ Act 1994, Tamilnadu Rehabilitation of Eve Teasing Act 1988, Tamilnadu Rehabilitation of Ragging Act 1997

**Reference Books:**

1. Chatvervedi, A.N. 1984. Rights of the Accused under Indian Constitution. Delhi: Deep and Deep.
2. Constitution of India. 1991. Govt. of India.
3. Donnisson, D & Chapman, Valeris: Social Policy and Administration. London: George Allen and Unwin.
4. Gangrade, K. D. 1978. Social Legislation in India. New Delhi: Concept Publications.
5. Mathew, P.D. 1986. Family Courts. New Delhi: Indian Social Institute.
6. Nair, T.Krishanan (ed). 1986. Social work Education and Development of Weaker Sections Madras: Association of Schools of Social Work in India.
7. Nation Law School. 1991. Select Materials on Public Legal Education. Bangalore: National Law School of India University.

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**INDUSTRIAL RELATIONS**

**Code: 24SW411**

Max Marks: 70

**UNIT I**

Industrial Relations: Meaning, Definition, Scope and aspects of industrial relations - Evolution of IR- Characteristics and Participants of IR-Influence of International Labour Organisation on Industrial Relations- Code of discipline.

**UNIT II**

Trade Unions: Meaning, General features- Principals of Union- Major trade unions in India- Problems and Weakness of trade union- Measures to Strengthening the Functioning of trade union. Trade Union: Origin and Growth of trade union movement in India - Theories - Functions - Administration of Unions - Leadership - Membership and Finance - Close shop, Open Shop and Check off system - Employers' organization.

**UNIT III**

Collective Bargaining: Main Features -Importance- Contents and Coverage of Collective Bargaining- Recent trends in collective Bargaining. Concept - Theories - Goals - Principles - Prerequisites - Stages of Collective Bargaining - Bargaining Strategies - The factors influencing Collective bargaining - Skills of an effective bargaining agent.

**UNIT IV**

Workers Participation in Management: Concept - Aims and objectives - Scope - Levels of Participation, Forms of Participation in India- Conditions essential for working of the Scheme of workers' participation in Management.

**UNIT V**

International Labour Organization: History - Aims and Objectives - Structure - Functions. Emerging Trends in Union - management relations: Impact of Globalization and Liberalization.

**Reference Books:**

1. Johnson, T. L. 1981. Introduction to Industrial Relations. Britain: MacDonald & Ender. Great
2. Mamkootam. Kuriakose. 1982. Trade Unions. Myth and reality. New Delhi: Oxford University press.
3. Mamoria, C. B. and Mamoria Satish. 1984. Industrial Labour. Social Security and Industrial peace in India. Allahabad: Kitab Mahal.
4. Punekar, S. D. et. al. 1981. Labour welfare. Trade Unions and Industrial Relations. Bombay: Himalaya Publishing House.
5. Ramassamy. E. A. and Uma Ramasamy. 1981. Industry and Labour An introduction. New Delhi: Oxford University Press.
6. White, K. Head. 1977. Industrial Relations. London: Hodder & Sought.
7. Yoder, Dale. 1976. Personnel Management and Industrial Relations. New Delhi: Prentice Hall of India Pvt. Ltd.
8. Yoder, Dale and Paul, D. Stanbhas, 1985. Personnel Management and Industrial Relations. New Delhi: Prentice Hall of India Pvt. Ltd.

## **COMMUNITY HEALTH**

**Code: 24SW412**

Max Marks: 70

### **UNIT I**

Concept of Health: Meaning, Definition, Historical Development, Factors Influencing Health-Social and Preventive medicine. Organization and Administration of Health Care at the Center, State, District, Municipality and Village Level; Health Planning in India; Health Committees; Five Year Plan in Relation to Health Care. Emerging need for Palliative & Geriatric Care.

### **UNIT II**

Community Health Care - Changing Concepts; Primary Health Care for All; Health Status and Health Problems; Health Care Systems - Primary Health Centre; Private Health Systems Indigenous Systems; Voluntary Health Systems; Role of Social Worker in Community Health

### **UNIT III**

Health Legislation; ESI Act 1948, Amendment 1975, MTP Act 1971. Doctors Patients and the Consumer Protection act 1986, PWD & Equal opportunities Act 1995, Reproductive health Act, Narcotics and Substance Act.

### **UNIT IV**

Community Health care needs Assessment: Assessing Community Health needs Moralizing core groups and Community Participation- Training of multipurpose health workers in community health Programs. Health Policies, National Health Policy 1983, Population Problems and control. Environment Protection Act.

### **UNIT V**

Health Programmes at the National level: National control of blind program, minimum need program, welfare program for physically challenged, national health Programmes: family welfare, maternal and child health, ICDS, schools health program UIP, NEMP, NLEP, Diarrhoea Disease control program

### **Reference Books:**

1. Levant, Ronald F. 1984. Family Therapy. New Delhi: Prentice Hall of India Pvt. Ltd.
2. Mane P. and Gandevia K. 1992. Mental Health in India, Issues and Concerns. Bombay: Tata Institute of Social Sciences.
3. Mayor C.H. 1983. Clinical Social Work in the Eco-Systems Perspective. Columbia: University Press.
4. Satir, V. 1967. Conjoint Family Therapy. America: Science and Behaviour Books Inc.
5. Schopler J.H. and Galinsky M.J. 1989. Groups in Health Care Setting. London: The Haworth Press.
6. World Health Organization. 1986. Prevention of Mental Neurological Psychosocial Disorders. Geneva: WHO.
7. World Health Organization. 1988. Psychiatric Disability Assessment Schedule. Geneva: WHO.
8. World Health Organization 1990. Schizophrenia Information for Families – A Manual prepared by the World Schizophrenia Fellowship for Publication in Cooperation with the WHO

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**CONCURRENT FIELD WORK PRACTICUM IV**

**Code: 24SW491**

Max Marks: 70

In the final semester the students go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field.

The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries according to the fields of specialization for a semester where MSW supervisor is available.

During the placement the students are expected involve with the activities of the organization to whatever extent possible.

The students make effort to get exposure and experience to relate the theoretical knowledge what they have gained in the class room and try to practice them. The students also undertake any assignments given to them by the agency; they may also undertake any research for the organization. The community organization programme is being organized by each student to promote extension activities towards different villages, institutions and organizations.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce is conducted by two examiners. 15 marks are being awarded by the internal faculty supervisor, 15 Marks are awarded by the Agency Supervisor and 70 marks are being awarded by the external examiner.

Marks Allotments

Sl. No.	Assigned Work	Internal Marks	External Marks
1	Case Work, Group Work, Community Organisation Programme	30	0
2	Presentation, Quality in Components, Communication	0	70
	<b>Total</b>		<b>100</b>

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**MAJOR PROJECT**

**Code: 24PR501**

Max Marks: 70

The students are placed under a supervisor for the research project work. The students are encouraged to start the project work in the third semester itself. Review meeting of three stages will be held in 20 days interval to monitor and guide the Students' Research Project.

Schedule for Review Meetings Review

Meet I - Finalization of Topic, Tool and Proposal Review

Meet II – Introduction and Review of the Literature Review

Meet III – Data Analysis, Interpretation, Findings and Suggestions

In the fourth semester the students complete the research study and submit the final copy for valuation. At the end of the semester Viva- Voce is conducted by an external examiner (70 marks for Final Research Project Report and Viva Voce). The internal assessment is for 30 marks)

Research Report Format (The Research Project Report should be typed in Times New Roman Font, 12 font size with 1.5 line space)

1. Outer Cover
2. Title Page
3. Certificate
4. Preface
5. Acknowledgement
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Plates (if any)

{(The above nine items are the preliminaries of the research report, which should be numbered in Roman small numbers at the bottom of the page e. g. i, ii, iii.) Arabic numbers are used for the following items.}

Chapter I: Introduction

- A. A brief General Introduction
- B. Statement of the Research Problem
- C. Need / Significance / Importance of the Study

Chapter II: It consists of Review of Literature (with an appropriate title) This chapter ends with General and Specific Objectives

Chapter III: Methodology

This chapter describes the various steps used in carrying out the research task. It is described in the past tense.

- A. Chapter Introduction
- B. Field of Study.
- C. Pilot Study
- D. Research Design
- E. Selection of Sample
- F. Tools of Data Collection
- G. Sources of Data
- H. Pre testing
- I. Actual Data Collection
- J. Definition of Terms
- K. Analysis

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- L. Limitations
- M. Organisation of the Report

Chapter IV: Analysis and Interpretation

This chapter presents the analysed data either by a table or a chart and not both for the same variable. The variable name is given as a sub title, introduction of the variable, presentation of data (table No. and table title) analysis then interpretation of data. Interpretation is not mere description of the numbers into words but giving meaning for the data distribution.

Chapter V: Main Findings (Percentage in brackets) and Suggestions

Chapter VI: Summary and Conclusion

Bibliography: It is arranged in the alphabetical order by the author's name. Author's surname, year, title, place, publisher

Appendix

**BLOCK FIELD WORK PRACTICUM**

**Code: 24SW492**

Max Marks: 70

In the last month of the fourth semester the students go from block field placement training according to their fields of specialization (24 working days).

The student has to be part of the organization and take part in all the activities of the organization and undertake the assignments given to him.

After completion of one month placement the student submits an activity sheet, attendance certificate, daily reports to the department.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce is conducted by two examiners. 15 marks are being awarded by the internal faculty supervisor, 15 Marks are awarded by the Agency Supervisor and 70 marks are being awarded by the external examiner

Block Field Work Practicum Marks Assessment

Sl. No.	Assigned Work	Internal Marks	External Marks
1	Selecting the Agency, Report Submission, Agency Profile	30	0
2	Presentation, Quality in Components, Communication	0	70
	<b>Total</b>		<b>100</b>



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**Theory Paper**

Total: 100 Marks  
External: 70 Marks  
Internal: 30 Marks

**External: 70 Marks**

10 Question (MCQ): 1 marks each (1x10 = 10)  
Answer any 6 out of 8 (Very Short 20-30 Words): 2 marks each (2x6 = 12)  
Answer any 6 out of 8 (Short 50-70 Words): 3 marks each (3x6 = 18)  
Answer any 6 out of 8 (Long 100-120 Words): 5 marks each (5x6 = 30)

**Internal: 30 Marks**

Two Internal Assessment Examinations will be conducted, each carrying 50 marks. The higher of the two scores will be considered for the final assessment.

