**MSW SEMESTER SYSTEM**

**VIDYASAGAR UNIVERSITY**

2015

**FIRST SEMESTER** SESSION: JULY- DECEMBER

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.NO. | Corse Code | Subject | Written Marks | Internal Marks |
| 1 | MSW 101 | History & Philosophy of social Work | 80 | 20 |
| 2 | MSW 102 | Social Case Work | 80 | 20 |
| 3 | MSW 103 | Social Group Work | 80 | 20 |
| 4 | MSW 104 | Human Growth & Behavior | 80 | 20 |
| 5 | MSW 105 | Field Work | 100 |
| Actual Work ( Visit & Practice in Field Work | 40 |
| Viva Voce | 60 |

**SECOND SEMESTER** SESSION: JANUARY- JUNE

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| --- | --- | --- | --- | --- |
| Sl.NO. | Corse Code | Subject | Written Marks | Internal Marks |
| 1 | MSW 201 | Sociology & Economics for Social Work | 80 | 20 |
| 2 | MSW 202 | Community Organization | 80 | 20 |
| 3 | MSW 203 | Medical & Psychiatric Social Work | 80 | 20 |
| 4 | MSW 204 | Social Work & Statistics | 80 | 20 |
| 5 | MSW 205 | Field Work | 100 |
| Actual Work ( Visit & Practice in Field Work | 40 |
| Viva Voce | 60 |

**THIRD SEMESTER** SESSION: JULY - DECEMBER

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| --- | --- | --- | --- | --- |
| Sl.NO. | Corse Code | Subject | Written Marks | Internal Marks |
| 1 | MSW 301 | Indian social Problems | 80 | 20 |
| 2 | MSW 302 | Social Welfare Administration | 80 | 20 |
| 3 | MSW 303 | Social Legislation & Social Security | 80 | 20 |
| 4 | MSW 304 | Community Development | 80 | 20 |
| 5 | MSW 305 | Dissertation | 100 |
| Report | 50 |
| Viva Voce | 50 |

**FORTH SEMESTER** SESSION: JANUARY – JUNE

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| --- | --- | --- | --- | --- |
| Sl. No. | Corse Code | Subject | Written Marks | Internal Marks |
| 1 | MSW 401 | Crime & Correctional Administration | 80 | 20 |
| SPECIAL PAPER-l |
| 2 | MSW 402 | Women DevelopmentMental Health & Counseling – lLabor Welfare, Industrial Relations & Personal Management-ll | 80 | 20 |
| SPECIAL PAPER-ll |
| 3 | MSW 403 | Child Development & Child ProtectionMental Health & counseling llLabor Welfare, Industrial Relation & Personal Management ll | 80 | 20 |
| 4 | MSW 404 | Field Work | 200 |
| Actual Work ( Visit & Practice in Field Work) | 100 |
| Viva voce | 100 |

**MSW SYLLABUS**

**FIRST SEMESTER FULL MARKS: 100**

**TIME-4 Hours (I.A.-20, Exam-80)**

**MSW-01- HISTORY & PHILOSOPHY OF SOCIAL WORK:**

1. Origin of Social Work- Charity, Philanthropy, Social Service, Social Reforms, Social Welfare, Social Work, Social Development.
2. Social Work Philosophy, Basic Assumptions and Principles of Social Work, Values and Ethics of Social Work, Objectives and Functions of Social work. Social Work as a profession- Existing and emerging role of Social Work Profession in contemporary society in India.
3. History of Social Work in UK, USA since the Elizabethan Poor Laws.
4. History of Social Work in India- Before and after Independence with special reference to Social Reforms Movements in the 19th and 20th century- The role of Christian Missionaries, Braham Samaj, Arya Samaj, Rama Krishna Mission and Sarvodaya Movement.

**References**

**Essential:**

1. History and Philosophy of Social Work in India- A.R. Wadia 2nd Ed.(1961). Allied Publisher Private Limited, New Delhi.
2. Social Work: An Introduction- Aman Kumar. 1st ED (2011). Aadi Publication, Jaipur.
3. Non-Governmental Organizations in Development- B.T. Lawani (1991). Rawat Publications, New Delhi.
4. Social Work: An Empowering Profession- Brenda Dubois & Karla Krogsrud Miley (1992). Alley & Bacon, Boston.
5. Social Work Values and Ethics- Fredric G.Reamer. Indian Reprint (2005). Rawat Publications, jaipur.

**Supplementary**:

1. A Text book of Social Work- Brain Sheldon and Geraline MacDonald. First Indian Reprint (2010) Routledge Oxom, USA.
2. Social Work and Social Work Education- M.S. Gore (2011) Eawat Publications, Jaipur.
3. Handbook of Social Work- S.C. Joshi First Publication (2004) Akansa Publishing Home, New Delhi.
4. An Introduction to Social Work- S.D. Mudgal (1997) Book Enclave, Jaipur.
5. Ideologies and Social Work: Historical and Contemporary Analysis- Murli Desai (2002). Rawat Publications, Jaipur.
6. Introduction to Social Welfare- W.A. Friedlander & Robert Z. Apte, Prentice Hall of India.

**FIRST SEMISTER** **FULL MARKS: 100**

**Time -4 Hour** **(I.A. – 20, Exam-80)**

**MSW-102- SOCIAL CASE WORKS:**

1. History, Concept, Objectives, Assumption, Values and principal of Social Work, Social Work Case in India Context.
2. Social Case Work Process (intake, study, social Diagnosis, treatment, termination and evolution phases).
3. Tools in Social Work: Listening, Observation, Interview, Home visit and Relationship.
4. Technique of helping and Skills required in social case work.
5. Diagnostic and Functional school of social case work.
6. Approaches to intervention in Social Case Work: Client Centered Approach, Task Centered Approach, Cognitive Approach, Modification and Strength Perspective.
7. Communication: Concepts and types Record Keeping: Needs and type, quality of a good case report.
8. Practice of Social Case Work in different setting: Educational Setting, Medical Setting, Criminal Setting and Industrial Setting, Etc.

 **References:**

 **Essential:**

1. Concept and Methods of Social Work- Edited by Walter A. Friedlander (1976) Prentice Hall of India Pvt. Ltd. NEW DELHI.
2. Social Case Work: A Problem Solving Process- Helen Harris Pearlman (1963) University of Chicago Press. Chicago, USA.
3. Social Case Work; a Therapeutic Approach- R.K. Upadhyay (2003) Rawat Publication, NEW DELHI.
4. An Introduction to Social Case Work- Grace Mathew (1991). TATA institute of Social Science, Bombay.
5. Case work in Context: A Basic o Practice- D E.F. Tilbury (1997). Pergamum Press, Oxford.
6. Records in Social case Work- Edited by S.H. Pathak (1966) Delhi School of Social Work, NEW DELHI.
7. Family and Intervention- Some case study Tiss (1966) Bombay.

**Supplementary:**

1. Beyond Case Work- Brian Sheldon and Geraldine MacDonald, James G. Barber (1933) Macmillan Press Ltd. London.
2. Social Case Work- F.J. Harrus (1970) Oxford University Press, Nairobi.
3. Theory and Practice of social Work- Gordon Hamilton 2nd Rev Ed. (1962) Columbia University Press, USA.
4. Social Case Work- E.H. division (1972) Williams & Wilkins Company, Baltimore.

**FIRST SEMESTER** **FULL MARKS: 100**

**Time -4 Hour** **(I.A. – 20, Exam-80)**

**MSW-103- SOCIAL CASE WORKS:**

1. Definition and Characteristics of Group- Types of Group- importance of Group in personality Development.
2. Concept, Definition, Objectives, Values and Principal Of social Work. Historical Development of Group Work.
3. Group Formation- stage of group development- Group Structure, Group Dynamics, Group Morale. Role of Group Worker in Group Work Process. Techniques & Skills in Social Group work.
4. Theoretical perspective of Group Work- Ecological and Therapeutic. Morales in group work- Social Goal, Remedial, Reciprocal, Kurt Lewin’s Morale, Bruce Tuckman’s morale, Mutual Aid Morale, Needs- ABC Morale.
5. Programme planning in Group Work – Group Work Programme s- Its importance and role of work in programme planning.
6. Record keeping in Social Group Work- Purpose and Type: Leadership and Supervision in Group Work.
7. Application in Group Work Method in Different Settings- Community setting, Family and child Welfare Setting, Medical and Psychiatric settings, Schools, Correctional Institution Industrial Setting and Self help Group, etc.

**References:**

**Essential:**

1. Social Group Work: A Helping Process- Gresla Kanopka 2nd Ed. (1972) Prentice Hall Publication, New Delhi.
2. Social Group Work: Principles and Practices- H.B. Trecker (1955) Association Press, New York.
3. Social Case Work: A Therapeutic Approach- R.K. Upadhyay (2003) Rawat Publication, New Delhi.
4. Group Participation: Techniques for Leaders and Members- H.J. Bertcher (1979) Saga Publication, California.
5. Group Work: Theories and Practices- H.Y. Siidiqui (2008) Rawat Publications, Oxford, Jaipur.

**Supplementary:**

1. Concept and method of Social Work- Edited by W.A. Friedlander (1977) Prentice Hall of India Pvt. Ltd. New Delhi.
2. Handbook and Social Work with Groups- Edited by C.D. Garvin, L.M. Gutierrez and M.J Galinsky (2007) Rawat publication, Jaipur.
3. Social Work with Groups-C.h. Zastrow (2010) Cenngage Publications, New Delhi.
4. The use of Group in Social Work Practice-Bernard Davies (1975) Routledge & Kegan Paul Publication, London.

**FIRST SEMISTER** **FULL MARKS: 100**

**Time -4 Hour** **(I.A. – 20, Exam-80)**

**MSW-104-HUMAN GROWTH & BEHAVIOUR**

1. Introduction to Psychology: Nature and Methods- Psychology in relation to Social Work.
2. Psychological Process in Human Behavior: Motivation- nature, types & theories, frustration, conflict and stress, emotion, learning: Factors and Theories, remembering and forgetting.
3. Personality in the study in Human Behavior: Concept and Determinants of Personality Theories- Psychoanalytic (Freud, Erikson), Behavioral (bandura), Existential (Adler), Humanistic (Rogers & Maslow).
4. Understanding the Human Growth: Concept and Principles, Factor Affecting human growth- Environment and heredity.
5. Stage and area of Human Growth & Development: Stages of Development- Social, Emotional, Cognitive & Physical, Opportunities and services needed to support and enhance growth and development in each case.
6. Understanding group behavior: Audience, Crowed and Mob. Public opinion and Propaganda, Communication and persuasion, social Prejudice : Manifestation of social Prejudices in India.

**References**

**Essentials:**

1. Introduction to Psychology- E.R. Hilgard, R.C. Atkinson and R.L. Atkinson (1975) oxford & IBH Publishing Co. Pvt. Ltd, New Delhi.
2. Developmental Psychology: A Life spam approach- E.B. Harlock (1981) TATA Mc Graw Hill Publishing company Limited, New Delhi.
3. Introduction to Psychology-C.T. Morgan, R.A. King, J.R. Weisz and J.Schopler 7th Ed. (1986) TATA Mc Graw Hill Publishing Company Limited, New Delhi.
4. An Introduction to social Psychology- B. Kuppuswamy (1999) Media Promoters and Publishers Pvt. Ltd, Bombay.

**Supplementary:**

1. Human Development- Diane E. Papalia and S.W. Olds 5th Ed. (1992) TATA Mc Graw Hill Publishing Company Limited, New Delhi.
2. A Text Book OF Psychology- Part-I- P.N. Bhattacharyya (2000) A. Mukherjee & Co. Pvt. Ltd, Calcutta.
3. An Introduction to Psychology- S.K. Mongal (2003) Sterling Publishers Pvt. Ltd. New Delhi.

**SECOND SEMISTER** **FULL MARKS: 50**

**Time -4 Hour** **(I.A. – 10, Exam-40)**

**MSW-201- SOCIOLOGY & ECONOMICS FOR SOCIAL WORKER**

**PART- A (SOCIOLOGY)**

1. Nature and scope of Sociology: Sociology and its relationships with other social sciences.
2. Basic concept of Sociology: Society, Culture, Socializations and Groups.
3. Introduction to Sociological Theories: Functionalist, conflict & Symbolic Interactions Perspective.
4. Basic Stratifications – Class System and Caste System, Changes in Caste System, Social Mobility, Caste in Indian Politics and Society, Tribal Communities And their Problems.
5. Concepts & Theories of social Changes, Factors of Social Changes, Development discourse and its ethics.

**References**

**Essential:**

1. Indian Social System- Ram Ahuja 7th Ed. (1994) Rawat Publications, Jaipur.
2. Sociology: Principles of Sociology with Introduction to Social Thoughts- C.N. Shankar Rao (2005) S. Chand & Company Ltd, New Delhi.

**Supplementary:**

1. Sociology- D.C. Bhattacharya 7th Ed. (2002) Vijoya Publishing House, Kolkata.
2. An Introduction to Sociology- Vidya Bhushan & D.R. Sachdeva 39th Ed (2005) Kitab Mala, New Delhi.
3. Society of India- Ram Auja (2001) Rawat Publications, jaipur.

 **FULL MARKS: 50**

**(I.A. – 10, Exam-40)**

**PART-B (ECONOMICS)**

1. Introduction to Social Development: Definition and Concept, dynamics with Economic Development.
2. Issue in Social Development: Growth and Equality, Quality of Life, Minimum Needs.
3. Measuring Social Development: Definition, Utility, Types and Problems in construction of Social Indication.
4. Role of social Work in Social Development with Particular significance in the context of Globalizations.
5. Right based approach to development, Human Development Approach.
6. Problems of Social Developments in India: Poverty, Unemployment’s, Illiteracy, Population Growth, Corruption, Terrorism.
7. Distinction between Social policy and Economic policy, Objective and Scope of Social Policy.
8. Concept and Principal OF Social Planning: Social Planning in India(Five year plans).

**References**

**Essential:**

1. Indian Economy- Rudder Datt & K.P.M. Sundharam 52nd Ed (2006) S. Chand & Company Ltd. New Delhi.
2. India- Economic Development and Social Opportunity- Jean Dreze & Amarty Sen. (1998) Oxford University Press, New Delhi.
3. Development Economics- Debraj Raj (2002) Oxford University Press New Delhi.

**Supplementary:**

1. Economic Survey: [2009-2010] Govt. of India (2010) Oxford University Press, New Delhi.
2. Human Development Report (2011) Sustainability and Equality: A Better Future for all (2011) UNDP, New York.
3. Understanding Development: People, Markets and the States in mixes Economics- Ignacy Sachs (2000) Oxford University Press, New Delhi.
4. Indians First Years Plans: An Economic Policy- Dhires Bhattacharyya (1994) Joydurga Library, Calcutta.

**SECOND SEMESTER Full Marks: 100**

**Time-4 Hours (I.A.-20, Exam-80)**

**MSW-202- COMMUNITY ORGANIZATION**

1. Community: Definition, Types and there Characteristic.
2. Community Organization: Definition, Objectives, Principal, Skills & Techniques, Community Organization and Community Development, Communication Organization in Rural and Urban Community.
3. Process of Community Organization: Programme Planning, Formation of Community groups, Organization Building, Evolution and feedback, Networking and follow up.
4. Community Power Structure: Concept and Importance, Leadership in Community Organization, Theories, Types of Leader and their role. Role of Community Organizer as a Guide, Enables, Educator, Activist and Therapist.
5. Methods of community organization: Programming, Coordination, Project Formulation, Monitoring, Evolution.
6. Community Participation: Concept, Importance and Techniques of Strengthening Community Participation and Channels of Communication.
7. Social Action: Concept, Principal and Process. Community Organization vis-a-vis Sarvodaya Movement, Bhoodan, Gramdan.
8. Community Social Responsibility: Concept form Work, Genesis of C.S.R. in International and Indian Prospective, Legal Recognition for C.S.R. in Indian Context, Field of Application of C.S.R.

**References**

**Essential:**

1. Community Organization- Murray G. Ross (1958)
2. Community Organization in India- K.D. Gangrade (1971) Popular Prakashan, Bombay.
3. The New Community Organization- Dunham.

**Supplementary:**

1. Peoples Participation and Voluntary Action Discussions, Roles and Strategies- Kranti Ram (2001) Kanishka Publication, New Delhi.

**SECOND SEMESTER Full Marks: 50**

**Time-4 Hours (I.A.-10, Exam-40)**

**MSW-203-MEDICAL & PSYCHIATRIC SOCIAL WORK**

**PART-A (MEDICAL SOCIAL WORK)**

1. Concept of Health and hygiene, Primary health care, Community health.
2. Diseases: Concept of disease, Classification of Disease- Airborne, Waterborne, Genetic and Hereditary, Communicable and Non Communicable, Life style related disease: There etiology, epidemiology, symptoms, prevention and management. Role of social workers in control, prevention and management of diseases.
3. Balanced diet, Nutrition requirement in different groups- infants, pre-school children and expectant and nursing mother, Food and Food values.
4. Concept of Reproductive Health, infect and Mental Mortality and Prevention, Family welfare Planning Programmers.
5. National Health Programmers and Health Administration in India. Functions of Social Workers in Hospital and Communication setup.

**References**

**Essential:**

1. Textbook of Homoeopathic Preventive and social Medicine- Jane (1994), B. Jain Publishers(P) Ltd., New Delhi.
2. Parks textbook of Preventive and Social Medicine- K. Park 18th Ed. (2005) M/s Banarsidas Bhanot Publication, Jabalpur.

**Supplementary:**

1. Social Work: Perspectives on Health- P.K. Bajpai Ed. (1998) Rawat Publications, Jaipur.
2. Social Dimensions of Health- Ajit K. Dalal and Subha Ray Ed. (2005) Rawat Publication.

 **Full Marks: 50**

 **(I.A.-10, Exam-40)**

**PART-B (PSYCHIATRIC SOCIAL WORK)**

1. History and Concept of Psychiatric Social Work. Meaning, Characteristics of Norma and Abnormal behavior.
2. Mental Illness: Cases, Symptoms and Treatment; types of mental disorder: Psychoses, Neuroses and stress related Disorders.
3. Intellectual Disability: Diagnosis, Classification, Causes, Treatment and Rehabilitation.
4. Common Behavioral Problems of Children: Casual factors, Parental attitude, Treatment and Prevention, Child Guidance Service.
5. Substance Abuse and Alcoholism: Casual, Symptoms, Treatment and Rehabilitation.
6. Mental Health Programmers in India, Role of social workers in the Study and Treatment of Mental Health Problems.
7. Overview of Psychological Assessment, Definition, Types and Application.

**References**

**Essential:**

1. Abnormal Psychology: An Integrative Approach- D.H. Barlow and V.M. Durand 2nd Ed (2002) Thomson Asia Pvt. Ltd., New York.
2. Psychiatry- M.Gelder, R. Mayou, J.Geddes (1999) Oxford University Press, Oxford.

**SUPPLEMENTARY:**

1. Abnormal Psychology: A Clinical Approach to Psychological. Deviants- James D. Page (1970) TATA Mc Graw- Hill Publishing Cor. Ltd., New Delhi.

**SECOND SEMESTER Full Marks: 50**

**Time-4 Hour (I.A.-10, Exam-40)**

**MSW-204- SOCIALWORK RESEARCH & STATISTICS**

**PART-A (SOCIAL WORK RESEARCH)**

1. Scientific attitude and its characteristics Research: Meaning, Philosophy, Objective & Characteristics Social Research &its types. Social Work Research- scopes, area & limitation of Social Work Research.
2. Research Process: Research problems- Selection of topic, Literature review, Objectives, Operational definition of terms/variables, research design & farming of Hypothesis- nature & Types.
3. Universe, sample & sampling: Types of sampling, Selection of an appropriate sampling error.
4. Data collection: Source of data, Tools of primary and secondary data, methods of data collection, Construction of Schedules and Questionnaires, Measurement Scales, Pilot Study.
5. Processing of Data: Editing, Classification and coding, Tabulation, Graphical Representation of data.

**References**

**Essential:**

1. Social research for social work- Earl Babbie.
2. Design of social Research- D.K. Lal Das (2005) Rawat Publications, Jaipur.
3. Methodology of Research in Social Science- D.S. (2001) Himalaya Publications, jaipur.
4. Practice of Social Research- D.K. Lal Das (2000) Rawat Publication, Jaipur.

**Supplementary:**

1. Methodology and Techniques of Social Research- Wilkinson & Bhandarkar (1997) Himalaya Publication House, Mumbai.

**PART-B (STASTICS)**

1. Statistics: Definition, its Scope and Limitations. Applications of Statistics in Social Work Research.
2. Frequency Distribution, Measures of Central Tendency: Means, Median and Mode.
3. Measures of Dispersion: Variance, Mean Deviation, Standard Deviation.
4. Correlation and Regression: Definition, its Scope and Limitations.
5. Statistical Analysis: Parametric and Non Parametric test.

**References**

**Essential:**

1. Basic Statistics- A.M. Gun, M.K. Gupta, B. Dasgupta 7th Rev. Ed. (2005) The World Press Pvt. Ltd., Kolkata.
2. Statistics for the Social Sciences: A.M. Goon & A.B. Aich (1991) World Press.

**Supplementary:**

1. Statistical Method for Practice & Research: A Guide to Analysis Using SPSS- Ajai S. Gaur & S.C. Gaur (2006) Response Books, New Delhi.

**THIRD SEMESTER Full Marks: 100**

**Time-4 Hour (I.A. - 20, Exam-80)**

**MSW-301-INDIAN SOCIAL PROBLEMS**

1. Social Problems: Concept, Genesis, Characteristics, Types and Theoretical approaches, Methods of studying social problems.
2. Problems of Family and Marriage in Indians: Modern family and its Stability, Family violence, Martial conflict- causes and consequences, Divorce, Problems of early marriage.
3. Problems faced by Indian women: Gender discrimination, Widowhood, Unmarried motherhood, working women, Trafficking and Prostitution, domestic violence.
4. Problems of social dependence: Elderly, Disables, Street Children, Beggars- General Profile, Causative factors, Theoretical Explanations, Social effects. Intervention of social works methods in management and control of problems.
5. Problems related to Industrialization and urbanization: Poverty, Unemployment, population explosion, Migration, Urban Slums, Child Abuse, Child Labor, Addiction to drug and liquor.
6. Problem related to Castes, Communalism & Regionalism.
7. Problems to youth in India.
8. Role of Social Worker in dealing with social Problems.

**References**

**Essential:**

1. Sociology: Principal of Sociology with an Introduction to Social Thoughts- C.N. Shankar Rao (2008) S. Chand & Company Ltd., New Delhi.
2. Indian Social Problems: Social Organization and Reconstruction, Vol-1- G.R. Madam (2005) Allied Publication Pvt. Ltd., New Delhi.
3. Social Problems in India- Ram Ahuja 2nd Ed (2007) Rawat Publication, Jaipur.

**Supplementary:**

1. Street Children: A Challenge to the Social Worker Profession- Asha Rana (1994) TATA Institute of Social Science, Bombay.
2. The Problems of the old age: Ram Chandra Srivastava (1994) Classical publishing Company, New Delhi.
3. Childs rights in India: Law, Policies and Practices- Asha Bajpai (2003) Oxford University Press, New Delhi.
4. Indian Youth: A Profile- P.S. Nair, M.D. Vemuri, E. Ram (1989) Mittal Publication, New Delhi.
5. Drug and Substance abuse problems: Madam C. Paul, Ed. (2005) Mittal Publications, New Delhi.

**THIRD SEMESTER FULL MARKS: 100**

**Time-4 Hour (I.A.-20, Exam-80)**

**MSW-302-SOCIAL WALEFARE ADMINISTRATION**

1. Social Welfare Administration: Concept, Scope, Principal Administration, Social Welfare Administration as a method of social work.
2. Administration process and its components: Planning, Organization, Staffing, Direction, Co-ordination, Public relation, Resource mobilization, Budgeting etc.
3. HRD, Training, Supervision, Employee Counseling.
4. Concept of Organization, Organization Behavior, Motivation, Leadership, Networking, Reporting, Monitoring and Evaluating.
5. Role of Voluntary Organization in Social welfare and Development, Relationship with the Government, Problems of Voluntary Organization, Grant-in-aid rule and criteria for Grant-in-aid to the voluntary agencies. Societies Registration Act and Indian Trust Act. The Foreign contribution Regulation act and 80G.
6. Administrative organization of Social Welfare- Union, State and Local (Municipal bodies and Panchayat).
7. Programme Model Approach, Project Model Approach and Project formation, Project Appraisal, LFT and SWOT Analysis & Strategic Planning.

**References**

**Essential:**

1. Social Welfare Administration, Volume 1& 2 Organizational Workings- S.L. Goel, R.k . Jain (1996) Deep & Deep Publications, New Delhi.
2. Social Welfare Administration- S.L. Goel (2010) Deep & Deep Publication, New Delhi.

**Supplementary:**

1. Organization of Social Welfare- A.S. Kohli, S.R. Sharma (1997) Anmol Publications Pvt. Ltd., New Delhi.
2. NGOs in India: Roles, Guidelines & Performance Appraisal- Puran Chandan Ed. (2005) Akanshu Publication House, New Delhi.

**THIRD SEMESTER FULL MARKS: 100**

**Time-4 Hour (I.A.-20, Exam-80)**

**MSW-303-SOCIAL LEGISLATION & SOCIAL SECURITY**

1. Social Legislation: Concept and principal.
2. Social Legislation as an instrument of Social changes: Legal aid, Family Courts, Public Interest Litigation, Probation and Consumer Protection.
3. Social Legislation for prevention of Crime and deviance: Corrective measure as per Criminal Procedure Code, Indian panel Code, Juvenile Justice (care 7 Protection) Act, 2000. Immoral Traffic prevention Act 2006, POCSO 2013. Social Legislation Pertaining to Alcoholism and Drug Abuse.
4. Social Legislation to: Marriage and Divorce, Inhabitation and Succession, Maintenance of Parents, spouse and children. The Maintenance and welfare of Parents and Senior Citizen Act, 2007.Laws Pertaining to the interest of children in relation to- Minority, Guardianship and Adoption, Exploitation in employment/ child Labor.
5. Women and Laws safeguarding their Rights: Indian Panel Court (IPC) sections-294, 354, 363, 366, 368, 372, 376, 498A, 304B and 306. Domestic Violence Act, Dowry Prohibition Act, PITA, MTP, PCPNDT.
6. Social Security: Concept, Definition, Objectives and Methods. Role of law in Social Security and Social Welfare.
7. Provision related to Social Welfare and Social Justice in the constitution with special reference to rights for Children, Women, Physically, Scheduled castes, Tribes and other groups.
8. Social Security Legislation in India with special references to workman’s compensation, Employees State Insurance, Old age assistance, Pension System, UN employment Assistance, Industrial dispute and Maternity benefit.

**References**

**Essential:**

1. Bantam’s Theory of Legislation: With a Reversed and Enlarged Introduction by Upendra Baxi (1995) N.M. Tripathy Pvt. Ltd., Bombay.
2. Social Legislation in India, Volume I & II- K.D. Gangrade (2001) Concept Publishing Company (P) Ltd., New Delhi.
3. Human Rights and Social Works: Issues, Challenge and Response- A.S. Kohli (2004) Kanishka Publisher & Distributor, New Delhi.
4. Social Security Legislation for Labor in India- Dr. N.H. Gupta (1986) Deep & Deep Publications, New Delhi
5. Social Justice in India: B.P. Purohit and Sandeep Joshi, Ed. (2003) Rawat Publications, New Delhi.
6. Public Interest Litigation: P.D. Mathew (1998) Indian Social Institute, New Delhi.

**Supplementary:**

1. The Maintenance and Welfare of Parental and Senior Citizen Act, 2007- M. Roy (2012) Tax ‘N law, Kolkata.
2. Hindu Marriage and Divorce: P.D. Mathew & P.M. Baksi (2000) Indian Social Institute, New Delhi.
3. Family Courts- P.D. Mathew (1995) Indian Social Institute, New Delhi.
4. Human Rights looking back and Forging ahead: Giriraj Shah (2004) Himalaya Publishing House, Delhi.
5. Law and Society: Random Thoughts- Dr. (Justice) B.S. Chauhan (2009) Mittal Publication, New Delhi.
6. Women and the Constitution- P.D. Mathew & P.M. Baksi (1997) Indian Law Institute, New Delhi.

**THIRD SEMESTER FULL MARKS: 50**

**Time-4 Hour (I.A.-10, Exam-40)**

**MSW-304-COMMUNITY DEVELOPMENT**

**PART-1 (RURAL)**

1. Concept of Rural development, its meaning and nature. Rural development in India during 19th and 20th Centuries- Rabindranath Tagore’s of Rural Construction, Gurgon and Nilokheri projects, Gandhiji’s vision of rural development.
2. Tribal Communities: Problems, Characteristics. Definition of Tribes, National Policy for Tribal’s, 2007, Land Alienation Act, 1859. Panchayat Extension in Scheduled area (PESA) 1996. Tribal Development Programs and Policies.
3. Origin Philosophy and Pattern of Panchayat Raj System in India: Structure, Administration, Function and programme. Constrains of Rural Development.
4. Rural Development Policies and Programme- Mahatma Gandhi National Rural Employment Guarantee Programme (MNREGP), National Rural Health Mission (NRHM), etc.
5. Concept and Nature of Rural Economy. Rural finance- role of Co-operative and NABARD and Micro credit: Concept, Objective, Scope, Working pattern of SHG, Role of Banks and Co-operatives, NGO in micro credit.

**References**

**Essential:**

1. Panchayat Raj and Empowering People: New Agenda for Rural India- D. Sundar Ram, Ed (2007). Kanishka Publications & Distributions, New Delhi.
2. Indian Rural Program: G.R. Madam (2002) Radha Publications, New Delhi.
3. Rural Development: Dr. I. Satyasundaram 3rd Rev. Ed. (2007) Himalaya Publishing Home, Mumbai.
4. Rural development: Concept, Approach and Strategy- B.k. Prasad 92003) Sarup & Sons, New Delhi.
5. Rural Development: Principles, Policies and Managements- Kartar Singh (1986) Sage Publication India Ltd., New Delhi.

**Supplementary:**

1. Rural development and Panchayat Raj in India: Dr. Shweta (2011), Kunal Books, New Delhi.
2. Tribal Development in India: The Contemporary Debate, Govindra Chandra Rath, Ed. (2006) Sage Publications, New Delhi.
3. Rural Sociology- S.C. Jain (1999). Rawat Publications, Jaipur.

**Full Marks: 50**

**(I.A.-10, Exam-40)**

**PART-B (URBAN)**

1. Concept of Urbanization and Urban Growth- Characteristics of Urban communities, Urbanism as a way of life, Nature of urban growth in India.
2. Urban Slums: Origin, Nature, Socio-physical Characteristics, Problems and Different Slums Renewal Policies and Programmers.
3. Urban Development Policy- Need for the Mechanism of urban Development with special reference to Housing, Health, Civil amenities. Its role and scope. Municipal Corporation, Municipalities, Notified Area Authority & Cantonment Board.
4. Agencies of Urban Community Development Authority, Siliguri - Jalpaiguri Development Authority, Haldia Development Authority.
5. Urban Community Development Programmers.
6. Informal Sector: Prospects and Urban Development.

**References**

**Essential:**

1. Urban Sociology- R.K. Sharma (2010) Atlantic Publishers & Distributions (P) Ltd., New Delhi.
2. Urban Development: A new Perspective- B.K. Prasad (2003) Sarup & Sons, New Delhi.
3. Slums and Urbanization- A.R. Desai, S. Devadas Pillai, Ed. (1990) Popular Prakashan, Bombay.

**Supplementary:**

1. Social Work in Urban India: Hans Nagpaul (2005) Rawat Publisher, Jaipur.
2. Urbanization in India: Sociological Contributions- Edited by Ranvinder Singh Sandhu (2003) Sage Publications, New Delhi.
3. Urbanization and Urban in India: R. Ramachandran (1996) Oxford University Press, New Delhi.
4. Urban Planning Policies, Part A- Reorientation of Policy Norms, Volume 16, C.S. Yadav Ed. (1986) Concept Publishing Company, New Delhi.

**FOURTH SEMESTER Full Marks: 100**

**Time-4 Hours (I.A.-20, Exam-80)**

**MSW-401-CRIMES & CORRECTIONAL ADMINISTRATION**

1. Concept of Crimes, Criminal and Criminology, Criminal Statistics, Major Factors of Criminal behavior. Personality factors in crime.
2. Emergence of Crime in Europe and Contribution in Classic Criminology: Cesare Baccaria, Jeremy Bentham. Study of crime as a science: Adolf Jacques Quitlet, Use of Scientific method in study in crime: Cesare Lombrosso, Rafelle Garofalo, Enrico Ferri.
3. Emergence of crime in North America, consensus to Conflict to study in crime, Approaches to criminal behavior, Theories of crime: Social Disorganization, Neutralization, Control, Status, Culture, Status opportunity, Group Conflict, Marxist.
4. Juvenile Delinquency: Concept, Nature, Characteristics, Types, Factors and Sociology of Juvenile delinquency, Treatment, Prevention, Custody in Juvenile Institutions, Juvenile Justice System.
5. Concept of Correctional Services, Prison Act, Probation of Offenders Act.
6. Correctional Legislations–IPC & CRPC.
7. Origin of Prison Reform Movements in India, UN standards minimum rules, Penal reform in India-an overview, Administrative and Organizational Procedure of prison.
8. The concept of Probation, Parole and After Care: Role of Welfare/ probation officers, intervention of social work methods in correctional institution.

**References**

**Essentials:**

1. Criminology: Problems & perspectives- Ahmed Siddique (1993) Eastern Book Company, Delhi.
2. Ratanlal & Dhirajlal’s: The Code of Criminal Procedure 15th Ed. (1993) Wadhwa & Company Law Publishers, Agra.
3. Ratanlal & Dhirajlal’s: The Indian Penal Code 28th Ed (1997) Wadhwa & Company Law Publishers, Agra.

**Supplementary:**

1. Juvenile Delinquency and Indian Justice System- Dr. N. Mitra (1988), Deep & Deep Publications, New Delhi.
2. Criminological Theory: Context & Consequences- J.R. Lilly, F.T. Cullen, R.A. Ball (2002), Saga Publication, London.
3. An Introduction to Criminological Theory- Roger Hopkins Burke (2005), Willan Publishing, Portland, USA.
4. Prisons and Society: A Study of Indian Jail System-Joytilal Guha Ray (1989), Gion Publishing House, New Delhi.

**FORTH SEMESTER Full Marks: 100**

**SPECIAL PAPER-1 (I.A.-20, Exam-80)**

 **Time-4 Hours**

**MSW-402-WOMEN DEVELOPMENT**

1. Demographic profile of women. Reforms in the area of women welfare, Historical development of women welfare services, review of social, economic and political rights and constructional safe guards.
2. Changing perspective of the role and obligation of women through history, short history of women’s movement with special references of India, perspective of international women’s movement.
3. Problems of working women: Problems of Women in relating to health, Marriage, Dowry, Widowhood, Exploitation, Immoral traffic, Suicide, Ageing, Destitution, Unmarried motherhood.
4. Understanding the process of Empowerment, identifying vulnerable situation for women where institution and organizational support would help for empowerment. Policies and Programmers for women welfare, development and empowerment.
5. Women and law-Historical perspectives: cases, facts.
6. Rights within family- marriage, desertion, bigamy, divorce, custody maintenance.
7. Rights outside the family- work, wages, maternity benefits and child care facilities.
8. Prevalent rights- Property rights, inheritance etc.
9. Legal Procedure- Courts including family court, legal aid, lok adalat- Concept and Implementations.
10. Some important Acts (only social developments aspects)
11. Dowry Prohibition Act 1961
12. ITPA 1986
13. Legal provision to rape
14. Child Marriage Restrains Act 2009
15. MTP Act 1971
16. PCPNDT
17. The sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressed) Act, 2013.
18. Protection from women for Domestic Violence Act 2005.
19. Special provision for Women under the Police Act and Criminal code.
20. National Commission for Women, Central Social Welfare Board, State Welfare Board: Their in the promotion of women and development.
21. Women as human resource for national development, role of social work in women welfare and development, participation of women in social, economic and political sphere.

**Essential:**

1. Handbook of Gender- Raka Roy, Ed (2012). Oxford University Press, New Delhi.
2. Women in India: Today and Tomorrow- Mukta Mittal Ed. (1995), Anmol Publications Pvt. Ltd,. New Delhi.
3. A Handbook OF Gender- Janetz, Chafetz.
4. Women, Genders and Human Rights- Marjorie’s Agosin Ed. (2009), Rawat Publications, Jaipur.
5. Family Violence across the Lifespan: An Introduction- O.W. Barnett, C.L. Miller-Perrin, R.D. Perrin 3rd Ed. (2011). Sage Publications, Thousand Oaks, California.
6. Women and the Law: G.B. Reddy (2004). Gogia Law Agency, Hyderabad.
7. Indian Women- Anita Arya (2000), Gyan Publishing House, New Delhi.
8. Women and Law- B. Ramaswamy (2013), Isha Books, Delhi.
9. Welfares Programmers- Creating paths where there are none- Kavta Vasudev Ed. (2009) Vishvabharati Publications, New Delhi.

**Supplementary:**

1. Women and Developments- Sushma Srivastava (2008), Commonwealth Publishers, New Delhi.
2. Status of Indian Women: Crisis and Conflict in Gender Issues, Volume 3 (1998), Kanishka Publishers & Distributors, New Delhi.
3. Violence against Women: An Analysis of Contemporary Realities- Bedabati Mohanty (2005), Kanishka Publishers & Distributors, New Delhi.
4. Empowerment of Women and Rural Development: B.S. Rao & Y.I. Kumari (2005), Seruals Publications, New Delhi.
5. Problems and Prospects of Working Women’s in Urban India- A.D. Mishra (1994), Mittal Publications, New Delhi.

**FORTH SEMESTER Full Marks: 100**

**SPECIAL PAPER-1 (I.A.-20, Exam-80)**

 **Time-4 Hours**

**MSW-402-MENTAL HEALTH & COUNSELLING: I**

1. Concept of Normality & Abnormality: Types of mental illness according to DSM-IV TR & ICD.
2. Concept of mental health in India (in working places, home, school, marriage and community).
3. Approaches to the study of mental illness. Contribution of applied disciplines, Sociology, Culture, Ecology and Ethnology.
4. The Mental Health Act 1987 and its Implication Acts related to substance abuse. Person With Disabilities ( Equal Opportunities, Protection of Rights and Full Participation) Act (1995), The National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental retardation and Multi Disabilities Act, 1999.
5. Causes, Symptoms, classification, prognosis, treatment of the following disease: Schizophrenia, Mood disorder, Neurotic disorders, stress related disorder, somatoform disorder, Personality disorders, Substance abuse, sexually deviant disorders.
6. Child Psychiatry: mental Retardation, specific development disorders, pervasive development disorders, hyperkinetic disorders, conduct disorder, TIC disorders, Enuresis & Encopresis, learning disability, learning disability, habit disorders etc.
7. Socially stigmatized disorders.
8. Treatment of mental patients- Psychotherapy, Occupational Therapy, Mental Health Clinic, Behavior Therapy, Medical Therapy. Role of Mental Health Professional in India.

**References**

**Essential:**

1. Mental disorder and Mental Health Policy: A social Perspective- R.K. Upadhyay & Dr. Sandhya (2010); Kanishka Publishers & Distributors, New Delhi.
2. Mental Hygiene: A science of Adjustment –S.S. Chauhan (1999); Allied Publishers Ltd., New Delhi.
3. Theory and Practice of Counseling and Therapy- Richard Nelson Jones (2011), Sage Publications, London.
4. Oxford Textbook of Psychiatry- Michael Gelder, Dennis Gath, Richard Mayou and Philip Cowen (1996), Oxford University press, New Delhi.

**Supplementary:**

1. Mental and Mental Illness: Policies, Programs and Services- Phillip Fellin (1996), F.E. Peacock Publishers Inc., Chicago.
2. Mental Health Act, 1987 along with Central Mental Authority Rules, 1990- Bare Act. Universal Law Publishing Co. Pvt. Ltd., New Delhi.
3. Psychology for Living: Adjustment, Growth and Behavior Today- Eastwood Atwater 5th Ed. (1995), Prentice Hall of India, New Delhi.
4. Personality and Psychological Disorder- Gordon Claridge & Caroline Davis (2003); Oxford University Press, New York.

**FORTH SEMESTER Full Marks: 100**

**SPECIAL PAPER-1 (I.A.-20, Exam-80)**

 **Time-4 Hours**

**MSW-402-LABOUR WELFARE, INDUSTRIAL RELATIONS & PERSONNEL MANAGEMENT-I**

1. Labor Welfare: Definition, Concept, Philosophy & Scope.
2. Compensation Management: Wages- Concepts, Components, System of Wage Payments, Fringe Benefits, Retirement Benefits, Consumer Price Index, Dearness Allowance- Its Principal and Practices.
3. Industrial Relations in India: Parties, Management and Trade Unions, Trade Unionism in India, Industrial Disputes, Collective Bargaining, Settlement Machineries, Role of Government, Labor Policy in India.
4. Strategic HRM: Meaning, Strategic HRM vs. Traditional HRM, Strategic Human Resource Management, Process, Nature of e-HRM, e-Recruitment and Selection, e-Performance Management, e-Learning.
5. Organization Behavior: OB- Introduction meaning of OB, Importance of OB, Contribution Disciplines, Application in Industry.
6. Work Motivation: Approaches to Work Motivation, Theories of Motivation- Maslow’s Hierarchy of Need Theory, Alderfer’s ERG Theory, Herzberg’s Motivation- Hygiene Theory, McClelland’s Achievement- Motivation Theory X Theory Y, Vroom’s Expectancy Theory, Porter and Lower Expectancy Model.
7. Organizational Change and Development: Meaning, Process, Resistance to Change, OD- Meaning, Process, Interventions, Sensitivity Training, Survey Feedback, Process Consultation, Team Building, Inter Group Development, Stress.
8. Laws Relating to Labor: Factories Act, 1946; Mines Act, 1952; Plantation Labor Act, 1951; Shops and Establishment Act; Industrial Disputes Act, 1947; Industrial Employment (Standing Orders) Act, 1946; Trade Union Act, 1926; Contract Labor ( Regulation and Abolition ) Act, 1970; Payment of Wages Act, 1936; Payment of Bonus Act, 1965; Minimum Wages Act, 1948; Employee’s State Insurance Act, 1948; Employees Provident Fund and Miscellaneous Provisions Act, 1952; Payment of Gratuity Act, 1972; Employees Compensation Act, 1923; Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013;Maternity Benefit Act,1961.

**References**

1. Aswathappa, K. - Human Resources Management, TATA McGraw Hill.
2. Pattanayak, B. – Human Resource Management, PHI.
3. Luthans, Fred- Organizational Behavior, McGraw Hill.
4. Dasgupta, A.K. – A Theory of Wage Policy, OUP.
5. Govt. of India- Report of National Commission of Labor (1st – 1969, 2nd – 2002 )
6. Labor Law – Taxman.
7. Labor Law Journal- Case Laws.
8. Monappa, Arun- Industrial Relations, TATA McGraw Hill.

 **SPECIAL PAPER-1** **Full Marks: 100**

 **Time-4 Hours (I.A.-20, Exam-80)**

**MSW-402-CHILD DEVELOPMENT & CHILD PROTECTION .**

1. Concept and Principle of Child Welfare. Evolution of child welfare services in India and changes trends. Child rights and its implementation.
2. Child Welfare Policies: National and Global policies on children. Development of child welfare planning- constitutional and legislative directives for welfare of children.
3. Child Protection Legislations: Juvenile Justice ( Care and Protection of children ) Act, 2000; The Prohibition of Child Marriage Act,2006; Protection from child from Sexual Offence Act,2012; Immoral Traffic (Prevention) Act, 1986; The Commission for Protection for Child Rights Act,2005; Right to Education Act,2005.
4. Child Abuse and Trafficking: Concept, Definition, Cause and types of child abuse social work intervention; concept, definition and case of child trafficking, role of social worker in handling the problems.
5. Various child development schemes: ICDS, ICPS, etc.
6. Methods of working with child: Play therapy, bibliotherapy, creativity, fantasy, art therapy, modeling etc. Destitute and street children, physically and mentally challenged children, juvenile delinquents; School Social Work.

**References**

**Essential:**

1. Handbook for Child Protection Practice- Howard Dubowitz, Diane De Panfilis, Ed (2000). Sage Publications Inc., India.
2. Child Abuse- A Social Work Perspective- Manju Gupta (2001), Mangal Deep Publications, Jaipur.
3. Child Rights in India- Law, Policy and Practice- Asha Bajpai. (2003) Oxford University Press, New Delhi.
4. Child and Human Rights- S.K. Pachauri (2001), A.P.H. Publishing Corporation, New Delhi.

**Supplementary:**

1. Rights if Child- Subhas Chandra Singh (2007), Serial Publications, New Delhi.
2. The Rights of Child in India- Justice Rajkumar Manisana Singh (2009), Akansha Publishing House, New Delhi.

 **SPECIAL PAPER-II** **Full Marks: 100**

 **Time-4 Hours (I.A.-20, Exam-80)**

**MSW-403-MENTAL HEALTH & COUNSELLING-II**

1. Counseling: Concept, Types and Need & Goals of Counseling.
2. Principals, Techniques and Stages of Counseling.
3. Fundamental skills required for Counseling: Initiating contact, report establishing, attending behavior, observation, communication and decision making.
4. Counselor of a professional: personality, coping, awareness, expertise, gender, values, behavior , burn-out, self-renewal, prevention of burnout, Professional issue and trends.
5. Client as a person, voluntary and non- voluntary client, expectations, clients behavior. Communication- verbal and non- verbal.
6. Approaches to Counseling: Freudian viewpoints, Cognitive & Behavioral approach, Existential approach, Transactional approach, Eclectic approach, Reality therapy.
7. Counseling for Groups: process, advantages and disadvantages of group counseling, issues in such counseling its process and stages.
8. Areas of counseling: Family counseling, material counseling, educational counseling, drug counseling, AIDs counseling. Role of Counseling.
9. Indigenous approaches of help and self-help like yoga and motivation.

**References**

**Essential:**

1. Essential Counseling and Therapy Skills: The Skilled Client Model- Richard Nelson Jones (2002). Sage Publication, London.
2. Practical Counseling and Helping Skills- Richard Nelson Jones (2004), Sage Publications, London.
3. Introduction to Therapeutic Counseling Voice from the field- Jeffry A. Kottler (2004) Thomson Learning, Canada.
4. Introduction to the Counseling Profession- David Capuzzi, Douglas R. Gross (2009) Pearson Education Inc., New Jersey.

**Supplementary:**

1. Counseling of Depression: Paul Gilbert (2002), Sage Publications, London.
2. Introduction to Counseling and Guidance- R.L. Gibson & M.H. Mitchell (2008), Prentice-Hall of India Pvt. Ltd., New Delhi.
3. An Introduction to the Cognitive Behavior theory: Skills and Application- David Westbrook, Helen Kennersley and Joan Kirk (2007). Sage Publications, London.
4. Theory and Practice of Group Counseling- F. Jacobs, R.L. Masson & R.L. Harvill, Ed (2010), Cenngage Learning India Pvt. Ltd., New Delhi.

**SPECIAL PAPER-II** **Full Marks: 100**

 **Time-4 Hours (I.A.-20, Exam-80)**

**MSW-403-LABOUR WELFARE, INDUSTRIAL RELATION & PERSONNEL MANAGEMENT-II**

1. Management Principal and Practice: Meaning, Definition, Process, Scope, Classical Theories, Scientific Management, Administrative Principles, Theory of Bureaucracy, Human Relation Approach, Modem Theories, System Approach, Contingency Approach, Qualitative Approach, Behavioral Approaches.
2. Human Resource Management: Scope and Coverage, Structure and Functions of HR Department, Role of HR Manager.
3. Human Resource Planning: Supply and Demand Forecasting Methods, manpower Inventory, Job Evaluation, Job Analysis, Job Description, Job Specifications, Career Planning Succession Planning, Human Resource Information system (HRIS).
4. Selection and Recruitment: Process, Source, Method of Selection, Interviewing Methods, Skills and Errors, Interview Problems, Physical Examination, Placement.
5. Human Resource Development: Policy and Programmers, Assessment of HRD Needs, HRD Methods, Training and non- Training, Job Designing, Job Enlargement, Job Enrichment, Job Rotation. Identifications of Training Needs, Designing, of training Programmers, Various types of Training, Evaluation of Training, Executive Development, Competency management.
6. Performance Appraisal System: Purpose, Appraisal Instruments, Methods, 360 Appraisal, HR Score Card, Error in Appraisal, Potential Appraisal, Appraisal interview.
7. Discipline and Disciplinary Actions: Misconduct, Disciplinary Actions, Certified Standing Orders, Domestic Enquiry, Principles of Natural Justice, Conducting Domestic Enquiry, Grievance Handling.

**References**

**Essential:**

1. Human Resource Management- Vikash Sharma and Seema Arora (2011), Global Vision Publishing House, New Delhi.
2. Personal Management- Dr. C. B. Mamoria and Dr. Satish Mamoria (1994), Himalaya Publishing House, Bombay.

**Supplementary:**

1. Emerging Trends in Personnel Management- L.S. Kadchedkar (1990), TATA Institute of Social Science, Bombay.
2. Human Resource Management: Jai Narain Sharma (2002), Mittal Publications, New Delhi.