

MASTER OF SOCIAL WORK

2-YEAR MSW COURSE CURRICULAM AND SYLLABUS UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

MSW-I SEMESTER COURSE DETAILS

FIRST SEMESTER

PAPER-1

FULL MARKS: 50

PAPER CODE:MSWC101

PAPER NAME: **HISTORY AND PHILOSOPHY OF SOCIAL WORK**

Objectives:

1. To understand the conceptual clarity about social work and other related terms.
2. Develop knowledge of history, philosophy, ideologies of social change and development of social work in India and abroad.
3. Develop understanding about the influence of various social movements in contributing to the perspectives of social work practice in India.
4. To understand domains in social work education in India.

UNIT:

1. Concepts of Charity, Philanthropy, Social Work, Social Welfare, Social Service, Social Reform, Social Development, Social Justice, Social Defense. Historical Development of Social Work in UK, USA and India. Social Reform Movements in India, Contribution of Different Reformers.
2. Influence of Social Thinkers and Religion: Vivekananda, Gandhi and Tagore. Hinduism, Islam and Buddhism.
3. Values, Principles, Goals, Code of Ethics of Social Work Profession. Social Work as a Profession. Development of Professional Social Work Education in India: Issues and Challenges. International Social Work: Global Issues and Challenges.
4. Meaning of NGO's, VOs and CBO's. Role of Voluntary Organization in Promoting Social Welfare. Constitution of India: Fundamental Rights and Directive Principles of State Policy, Human Rights. Social Movements: Women's, Dalit and Environmental Movements.
5. Philosophical Foundations: Generalist, Integrated Social Work Approach, Social System Theory, Feminist Theory, Strengths Based Perspective, Rights Based Perspectives.

SUGGESTED READINGS:

- Pathak, Shankar (2012): Social Work and Social Welfare in India, Niruta Publications, Bangalore.
- Payne, M (2011) Humanistic Social Work: Core Principles in Practice, Chicago; Palgrave Macmillan.
- Gray, M & Webb, S (2010) International Social Work Volume I: Welfare Theory & Approaches: Sage Publications, London.
- Desai, Murlu (2006) Ideologies and Social Work, Rawat Publications, Jaipur.
- Kumar, D (2006) Social Work (Theory & Practice) Bhopal: Intellectual Book.
- Gangrade, K.D (2005) Gandhian Approach to Development and Social Work: Concept Publication.
- Paul, Chowdhury (2000) Introduction to Social Work, ATMA RAM & Sons, New Delhi.
- Rameshwari, Devi and Prakash, Ravi (2000) Social Work Practice, Jaipur : Mangal Deep Publications.
- Diwakar, V.D (Ed 1991) Social Reform Movements in India: A Historical Perspectives, Popular Prakashan, Bombay.
- Skidmore, et al (1991) Introduction to Social Work, New Jersey: Prentice Hall.
- Payne, Malcolm (1990) Modern Theory of Social Work, Palgrave Macmillan, USA.
- Jain, P (1985) Gandhian Ideas, Social Movements and Creativity, Rawat Publications, Jaipur.
- Ganguly, B.N (1973) Gandhi's Social Philosophy, Perspective and Relevance, Vikash Publishing House, New Delhi.
- Banerjee, G.R (1974) Papers on Social Work: An Indian Perspective, Tata Institute of Social Sciences, Bombay.

- Roberts and Nee (Ed 1970): Theories of Social Work, Chicago: The University of Chicago Press.
- Gore, M. S. (1965) Social Work and Social Work Education, P. S. Jayasinghe, Bombay: Asia Publication House.
- Wadia, A.R (1961) History and Philosophy of Social Work in India: Allied Publisher, Bombay.

PAPER-II

FULL MARKS: 50

PAPER CODE: MSWC102

PAPER NAME: **MAN AND SOCIETY :SOCIOLOGY AND ECONOMICS**

SECTION - A: SOCIOLOGY

Objectives:

1. Understanding the sociological concepts and it's important to individual and society.
2. Get a scientific insight about the social structure, stratification and issues related to caste, class and gender.
3. Understand the social institutions and its importance and its changing pattern in society.

UNIT:

1. Sociology as a Discipline, Linkage between Sociology and Social Work. Understanding the Sociological Concepts: Society, Community, Association, Institution, Social Group, Social Process, Social Structure, Social Order, Social Interaction, Social Control, Social Disorganization, Conformity and Deviance.
2. Culture: Meaning and Characteristics. Meaning of Socialization, its Stages, Agents and Theories of Socialization. Family, Marriage and Kinship and Religion.

3. Social Inequality, Social Stratification, Types and Nature – Caste, Class, Dalit & Minority Groups – Situational Analysis, Changing Relationship and Dynamics. Social Mobility – Concept, Types and Factors. Social Change: Factors, Theories of Social Change.
4. Evolution of Sociology: August Comte, Herbert Spencer, Karl Marx, Emile Durkheim, Max Weber, M.N.Srinivas.

SUGGESTED READINGS:

- Smelser, N.J (Ed 2010) Sociology: An Introduction.
- Francis, M (2006) Contemporary Sociology, Oxford.
- Rao, C.N.S (2002) Sociology: Primary Principles, Sultanchand, Mumbai.
- Giddens, A (2000): Sociology.
- Vidya Bhusan & Sachdeva, D. R (2000) An Introduction to Sociology, Allahabad: Kitab Mahal.
- Ghurye, G.S (1995) Caste, Class and Occupation, Bombay, Popular Prakashan.
- Srinivas, M.N (1995) Village India, Asia Publishing House, Bombay.
- Abraham, M. Francis (1982) Modern Sociological Theory: An Introduction, Oxford University Press, New Delhi.
- Dube, S.C (1977) Understanding Society, NCERT, New Delhi.
- Bottomore, T.B (1975) Sociology: A Guide to Problems and Literature: Blackie and Comlte, Bombay.
- Desai, A.R (Ed 1968) Rural Sociology, Asia Publishing House, Bombay.
- Smelser, Neil J (1967) Sociology: An Introduction, New Delhi: Wiley Eastern Private Ltd.
- Srinivas, M.N (1966) Social Change in India, Orient Longman, New Delhi.

SECTION - B: ECONOMICS

Objectives:

1. Understand the Economic System in India.
2. Understand the Economic Development.

UNIT:

1. Concepts- GDP, HDI, GDI, MDGs. Socio-Economic Systems – Capitalism, Socialism, Mixed Economy: Features, Merits, Demerits, Welfare Economy and Marxian Political Economy.
2. Civil Society – Concept, Emergence of Civil Society, Its Relationship with State and Market and Role of Civil Society in Social Development. Self Help Groups: Evolution, Objectives and Role in Rural Community Development. Microfinance Institutions: Concept, History, Models and its Impact.
3. Liberalization, Privatization, Globalization and Structural Adjustment Program, Role of International Financial Institutions. Special Economic Zones.
4. Credit Institutions: NABARD, Regional Rural Banks, Cooperative Institutions, Five-Year Plans of India, Niti Aayog.

SUGGESTED READINGS:

- Dutt and Sundaram, (2006) Indian Economy, Sultanchand, New Delhi.
- Agarwal, A.N (2001) Indian Economy: Nature, Problem & Progress, Vikas Publishing House, New Delhi.
- Bramhananda, P.R and Panchmukhi, U.R (1987): Development Process of the Indian Economy: Himalyan Publishing House, Bombay.
- Chakraborty, Sukhomoy (1987) Development Planning – The Indian Experience, Clarredon Press, Oxford.

- Bagchi, A.K (1982) Political Economy of Underdevelopment: Cambridge University Press.
- UNDP: The World Development Reports.

PAPER NAME: **SOCIAL PROBLEMS**

Objectives:

1. Develop the understanding of issues and challenges related to social concern and its impact on society.
2. Understand the problems and issues of different vulnerable sections of society.

UNIT:

1. Social Problem- Concept, Definition, Causes and Theoretical Explanation of Social Problem. Problem of Urban Slums. Concept, Classification of Crime and Theoretical Explanations of Criminal Behaviour. Poverty, Illiteracy and Unemployment: Concept, Magnitude, Causes and Strategies for Prevention.
2. Problem Related to Family and Marriage in India, Marital Conflict: Causes and Consequence of Divorce. Population Explosion in the 3rd World - Causes and Consequences.
3. Problems of Children: Child Labour, Child Begging, Street Children, Child Marriage, Child Abuse, Juvenile Delinquency Causes, Nature, Magnitude and Preventive Mechanism.
4. Problems of Women: Female Feticide, Dowry, Domestic Violence, Rape, Trafficking, Prostitution, Sexual Harassment of Women at Workplace, Widow Its Nature, Causes, Magnitude and Policies to Combat the Problems.
5. Some Contemporary Issues: Casteism, Communalism, Regionalism – Concept, Causes, Consequences and Strategies for Prevention. Problem of Social Dependence – Elderly, Disability, Beggary, Drug Addiction and AIDS.

SUGGESTED READINGS:

- Verma, H.S and Hasnain (2013) India's Current Social Problem, New Royal Book Company.
- Diana Kendall and Others (2004) Social Problems in a Diverse Society, Pearson, Toronto.
- Madan, G.R (2002, Revised Edition) Indian Social Problems, Mumbai: Allied Publishers Pvt. Ltd.
- V.N. Parrilo and Others (1999) Contemporary Social Problems, Allyn and Bocon: Boston.
- Ahuja, Ram (1997) Social Problems in India, Rawat Publications.
- Elliot and Merrill (1995) Social Disorganization, Himalaya Publishing House, New Delhi.

PAPER NAME: **METHODS OF SOCIAL WORK – I**
:CASE WORK & GROUP WORK

SECTION - A: CASE WORK

Objectives:

1. To understand the case work and its application in practice.
2. To equip learners with theoretical knowledge for working with individuals and families.
3. To develop competencies in learners to use the method in practice while working with individuals.
4. To equip learners with values and skills necessary for working with individuals and families.

UNIT:

1. Social Case Work: Concept, Definition, Objectives, History (India and Abroad). Principles and Components of Social Case Work. Social Case Work Process: Intake, Continuous Assessment and Analysis, Psycho-Social Diagnosis, Intervention, Evaluation, Termination and Follow up. Tools and Techniques of Social Case Work. Concept: Empathy, Transference and Counter-Transference.
2. Client Case Worker Relationship: Concept, Definition and Characteristics. Casework Interview and its Phases. Professional Self of Case Worker. Similarities and Difference between Case Work, Counselling and Psychotherapy.
3. Psychoanalytical Orientation in Social Case Work – Contribution of Freud, Therapeutic Approaches: Psycho-Social, Eclectic, Behaviour Modification and Crisis Intervention. Therapies: Rational Emotive Therapy, Transactional Analysis, Client Centred Therapy and Family Therapy.
4. Social Case Work Recording– Importance of Case Records, Methods of Recording- Verbatim, Narrative, Condensed, Analytical and Summary Records. Practice of Social Case Work in the following Setting- Family and Child Welfare, Medical and Psychiatric Setting, Correctional and Industrial Setting.

SUGGESTED READINGS:

- Rameshwari Devi, Ravi Prakash (2004) Social Work Methods, Practices and Perspectives (Models of Casework Practice), Vol. II, Ch.3, Jaipur: Mangal Deep Publication.
- Upadhyay, R.K, (2003) Social Case Work: A Therapeutic Approach, Rawat Publications, India.
- Mathew Grace (1992) An Introduction to Social Case Work, Bombay: Tata Institute of Social Sciences.

- Joel Fishers (1978) Effective Case Work Practice – And Eclectic Approach: M.C. Growhils, New York.
- Sainshbury, Eric (1975) Social Diagnosis in Case Work: Routledge and Kegen Paul, London.
- Hamilton, Gordon (1970) The New York School of Social Work: Theory and Practice of Social Case Work, New York and London: Columbia University Press.
- Richmond, Mary (1970) Social Diagnosis, New York: Free Press.
- Timms. N (1964) Social Work – Principles and Practices: Routledge and Kegen Paul, London.
- Biestek, F (1961) The Case Work Relationship, London: Allyn and Bacon.
- Pearlman, H. H (1957) Social Case Work- A Problem Solving Process, Chicago: The University of Chicago Press.
- Hamilton, G (1951): Theory and Practice in Social Case work, New York: Columbia University Press.

SECTION - B: GROUP WORK

Objectives:

1. To develop the understanding of group work as a method.
2. To develop the knowledge of skills and techniques to be used for intervention.
3. To gain the knowledge of the scope of this method in various settings where the method could be used.

UNIT:

1. Social Group: Concept, Definitions, Purposes, Classification. Importance of Group on Personality Development of Individuals. Social Group Work: Concept, Definition, Historical Development of Social Group Work, Principles, Techniques and Skills in Social Group Work.
2. Stages of Working with Groups: Forming, Storming, Norming, Performing and Ending. Programme Planning in Social Group Work: Concept, Process, Principles and Importance. Leadership in Social Group Work – Concept and Definition. Supervision, Evaluation and Record Keeping in Social Group Work.
3. Group Work Models: Social Goal, Remedial and Reciprocal Model. Therapeutic Approaches in Group Work – Concept, Principles and Process of Group Therapy. Group Dynamics.
4. Group Work in Various Settings – Institutions for Children, Correctional Settings, Mental Health Settings and Homes for the Elderly.

SUGGESTED READINGS:

- Lindsay, Tand Orton Sui (2008): Group Work in Social Work, Exeter EX1: Learning Matters Ltd.
- Gravin, Charles D., Lorraie M. Gulier (Ed, 2007) A Hand Book of Social Work with Groups, Rawat Publication.

- Mark, D (2006) Using Group Work Social Work Skills Series, USA: Routledge.
- Balgopal, P.R. and Vassily, T.V (1983) Groups in Social Work, Macmillan Publishers, New York, USA.
- Choudhary, Paul (1983) Introduction to Social Work, Delhi: Atma Ram & Sons.
- Konopka, Gisela (1983) Social Group Work a Helping Process, New Jersey: Prentice Hall.
- Davies, Barhard (1975) The Use of Groups in Social Work Practice, USA: Routledge & Kegan Paul. Ltd.
- Douglas, Tom (1977) Group Work Practice, London: Tavistock Publication.
- Trecker, Herleigh, (1970) Social Group Work-Principles and Practices, New York: Associate Press.

PAPER NAME: METHOD OF SOCIAL WORK - II
:COMMUNITY ORGANIZATION

Objectives:

1. Develop understanding regarding community organization as a method of social work.
2. Enhance the understanding of the roles of the agencies and community organizer in working with communities.
4. Enhance critical understanding of the models and strategies for community organization.
5. Develop perspectives and skills for participatory processes in the community and civil society.

UNIT:

1. Community– Concept and Definition, Types of Community and its Characteristics. Community Organization: Definition, Objectives, History, Scope, Principles and Techniques. Distinction between Community Organization and Community Development. Community Organization as a Method of Social Work.
2. The Process of Community Organization (Study, Analysis, Discussion, Organization, Action, Evaluation, Networking). The Models of Community Organization (Locality Development Model, Social Planning Model, Social Action Model). Approaches in Community Organization: General Content, Specific Content and Process. Role of Community Organizer.
3. Community Participation: Concept, Importance. Participatory Rural Appraisal, Rapid Rural Appraisal. Community Organization as a Para Political Process, Community Power Structure – Concept and Importance, Leadership in Community Organization. Social Action in Community Organization.
4. Community Organization viz-a-viz: Sarvodaya, Bhoodan, Gramdan Movement.
5. Application of Community Organization and Social Action to Social Problems – Untouchability, Regionalism and Casteism.

SUGGESTED READINGS:

- Meenai, Z (2007) Participatory Community Work, New Delhi: Concept Publications.
- Sanoff, Henry (2000) Community Participation Methods in Design and Planning, London: John Wiley and Sons.
- Siddiqui, H.Y (1997) Working with Communities: An Introduction to Community Work, New Delhi: Hira Publications.
- Chambers R (1992): Rural Appraisal: Rapid, Relaxed and Participatory, Sussex: Institute of Development Studies.
- Cox, Fred (1987) Community Organization, Michigan: F.E. Peacock Publishers.
- Siddique, H.Y (1984) Social Work and Social Action, New Delhi : Harnam Publications

- Rao, MSA (1979) Social Movements in India, New Delhi: Vol. 1 and 2, Manohar.
- Friedlander, W.A. (1978) Concepts and Methods in Social Work, Eaglewood Cliffs, New Delhi: Bentic Hall International Inc.
- Chowdhry, D. P (1976) Introduction to Social Work, Atma Ram, New Delhi.
- Gangrade, K.D (1971) Community Organization in India, Mumbai: Popular Prakashan.
- Ross, Murray and Lappin, Ben (1967) Community Organization: Theory, Principles and Practice: New York: Harper & Row.
- Dunham, A (1958) Community Welfare Organization. Principles and Practice, New York: Thomas Y. Crowell.

MASTER OF SOCIAL WORK

2-YEAR MSW COURSE CURRICULAM AND SYLLABUS UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

MSW-II SEMESTER COURSE DETAILS

SECOND SEMESTER

PAPER-I

FULL MARKS: 50

PAPER CODE:MSWC 201

PAPER NAME: **HUMAN GROWTH AND BEHAVIOUR**

Objectives:

1. Understand the fundamental components of human behaviour.
2. Gain insight into factors contributing to development of personality.
3. Understand growth and development of individual at various stages in the life span.
4. Understand the processes of adjustment and not-adjustment and its impact on human behaviour.

UNIT:

1. Schools of Psychology: Structural, Functional, Behavioural. Scope of Psychology: Abnormal, Clinical, Educational, Industrial, Experimental, Developmental, Child and Adult Psychology, Social Psychology. Relevance of Psychology to Social Work.
2. Concept of Human Behavior, Factors Influencing Human Behavior: Heredity, Environment, Intelligence, Needs, Motivation and its Theories. Emotion. Learning, Forgetting and Memory: Concept and Definitions. Perception: Meaning and Definitions.
3. Human Growth, Development, Maturation: Characteristics, Needs, Tasks and Problems of Stages in Life from Conception to Old Age.
4. Personality : Concept, Definitions, Theories of Personality: Sigmund Freud's Psycho-Analytic Theory, Psychodynamic Theory, Erik Erikson's Stage Theory, Behavioural Theory-Pavlov, Skinner, Humanistic Theory-Maslow, Roger. Concept of Normality and Abnormality: Coping Mechanism.
5. Group Dynamics, Group Morale, Leadership, Public Opinion, Propaganda, Communication and Prejudice. Adjustment Mechanism, Frustration and Conflict and Attitude.

SUGGESTED READINGS:

- Mangal, S.K (2006) An Introduction to Psychology, Sterling Publishers Pvt. Ltd.
- Kuppaswami, B (2004) An Introduction to Social Psychology, Media Promotion and Publishers Pvt. Ltd.
- Germain, Carel B, and Mertin Bloom (1999) Human Behaviour in the Social Environment: An Ecological View, Columbia University Press, New York.
- Mischel, Walter (5th Edition, 1993) Introduction to Personality, Harcourt Brace Jovanovich College Publishers, USA.
- Morgan C.T et al (1986) Introduction to Psychology, Tata Mc Graw Hill Publishing Co, New Delhi.
- Hurlock, E.B. (1980) Developmental Psychology: A Lifespan Approach, Tata Mc Graw Hill, New Delhi.
- Seccord, P.F and Backman Cart W (1964) Social Psychology, Mc Graw Hill Inc, USA.

SECOND SEMESTER

PAPER-II

FULL MARKS: 50

PAPER CODE: MSWC202

PAPER NAME: **HEALTH AND HYGIENE**

Objectives:

1. To orient the students to the concepts of Health & Disease.
2. To provide information about different diseases their symptoms causes, diagnosis, treatment management and prevention.
3. To equip students for their role as health educators, enablers and counsellors while dealing with health problems at individual as well as community level at various levels of prevention.

UNIT:

1. Health and Hygiene: Concept and Definitions, Factors Affecting Health. Public Health, Community Health, Preventive, Promotive and Rehabilitative aspects of Public Health. Levels of Health Care. Defense Mechanism: Concept. Immunity: Meaning, Concept, Various Factors of Immunity.
2. Multiple Causation of Diseases: Concept and Meaning. Role of Microbes in Possession, Transmission and Prevention. Communicable and Non-Communicable Diseases: Concept and Types-Symptoms, Prognosis, Treatment and Prevention of Communicable and Non-Communicable Diseases (Tuberculosis, Leprosy, Diarrhea, Polio, Hepatitis, HIV/AIDS, Malaria, Hypertension, Cancer, Diabetes Mellitus).
3. Concept of Nutrition, Malnutrition, Balanced Diet, Deficiency Diseases.
4. Reproductive and Child Health: Antenatal Care, Post Natal Care, Care of Neonates, Immunization, Concept and Meaning of Family Welfare and Family Planning and Contraception.
5. Major Health Problems in Rural Areas. National Health Programmes of the Govt. of India (ICDS, National Health Mission, National Mental Health Programme, National Aids Control Programme, Tuberculosis, Leprosy, Diarrhea Control).

SUGGESTED READINGS:

- P. Sigamani and Khan N U, (2013) Strategic Public Health Management in India-Emerging Issues and Challenges (eds) New Delhi: Academic Reference Series, Bloomsbury Publishers India Pvt. Limited.
- Ajit (2005) Social Dimensions of Health, Rawat Publications, New Delhi.
- Rama, V Barn (1998) Public Health Care in India, Sage Publication, New Delhi.
- Dhooper, S (1997) Social Work in Health care in the 21st Century Sage Publication, New Delhi.
- Goodwin S (1997) Comparative Mental Health Policy. Sage Publication, New Delhi.
- Narayana (1997) Health and Development, Rawat Publications, New Delhi.
- Joshi (1996) Child Survival, Health and Social Work Intervention. Concept Publication, New Delhi.
- Mangal, S.K (1989) Abnormal Psychology, Starling Publishers Private Limited, New Delhi.
- Park, K, (2007): Parks' Textbook of Preventive and Social Medicine, Jabalpur: M/s Banarsidas Bhanot Publishers.

SECOND SEMESTER

PAPER-III

FULL MARKS : 50

PAPER CODE: MSWC203

PAPER NAME: **SOCIAL WORK RESEARCH AND STATISTICS**

Objectives:

- 1) Develop an understanding about the scientific approach to human inquiry.
- 2) Develop an appreciation of the value and approach in social research and social work research in addressing problems in the field of professional practice.
- 3) Develop skills for use of library and documentation in research work.
- 4) Acquire the skills for data analyses and research based writing.

UNIT:

1. Social Research and Social Work Research: Concept and Definitions, Distinctive Features of Social Research and Social Work Research, Objectives of Social Research, Utility of Social Research. Steps in Social Research: Problem Formulation, Designing the study, Staff Recruitment and Training, Construction of Data Collection Tools and Finalization through Pre-Testing and Pilot Study, Data Collection, Data Compilation, Data Analysis and Reporting. Relevance of Research in Social Work. Ethical Issues in Social Work Research.
2. Research Design: Meaning, Definitions, Components of Research Design and Types of Research Design (Exploratory, Descriptive, Diagnostic, Experimental). Variable and Hypothesis: Concept, Definition, Importance and Sources of Hypothesis.
3. Sampling and Universe: Concept, Definition and Types of Sampling. Probability and Non-Probability Sampling: Types of Probability and Non-Probability Sampling.
4. Sources of Data: Primary and Secondary Sources. Methods of Data Collection: Interview, Questionnaire, Observation, Case Study, Content Analysis, Focussed Group Discussion. Tools for Data Collection: Interview Schedule, Questionnaire, Observationnaire, Case Study Inventory. Data Processing /Compilation: Concept, Meaning and Steps in Data Processing – Editing, Coding, Preparation of Code Book, Preparation of Master Chart, Classification, Tabulation, Data Analysis and Interpretation. Research Reporting – Sequence and Format Specifications of Research Report.
5. Statistics: Definition, Usages and Limitation of Statistics. Measures of Central Tendency – Mean. Median and Mode. Measures of Dispersion– Mean Deviation and Standard Deviation. Testing of Hypothesis: Parametric and Non-Parametric Statistical Tests, Correlation and Regression. Computer Application in Data Analysis (Use of Excel and SPSS).

SUGGESTED READINGS:

- Das, N.G (2009) Statistical Methods (Vol. I & II), Tata McGraw Hill Education Private Limited, New Delhi.
- Kotheri, C.R (2009) Research Methodology: Methods and Techniques, New Age International Publishes, New Delhi.
- Lal Das, D.K. Bhaskaran Vanila (Ed, 2008) Research Methods for Social Work, Rawat Publication, New Delhi.
- Ahuja, Ram (2007) Research Methods, Rawat Publications, New Delhi.
- Gupta, S.P (2005) Statistical Methods, Sultanchand Publishers, New Delhi.
- Bryman, Alan (2004) Social Research Methods, Oxford University Press, New Delhi.
- Lal Das, D.K (2000) Practice of Social Research: Social Work Perspective, Jaipur: Rawat Publications.

- Krishnaswami, O.R (2000) Methodology of Research in Social Sciences, Himalaya Publishing House.
- Wilkinson, T.S and Bhandarkar, P. L (1998) Methodology and Techniques of Social Research, Himalaya Publishing House.
- Young, Pauline V (1982) Scientific Social Survey and Research, New Delhi, Prentice-Hall of India Pvt. Ltd.
- Goode, W.J and Hatt, P.K (1981) Methods in Social Research, Singapore: McGraw Hill

SECOND SEMESTER

PAPER-IV

FULL MARKS: 50

PAPER CODE: NSW204

PAPER NAME: **HUMAN RESOURCE MANAGEMENT AND INDUSTRIAL RELATIONS**

Objectives:

1. Understand the importance of Management and Human Resource Management in industry and various applications of strategic HRM.
2. Develop an insight of various policies, practices, importance and relevance of HRM.
3. Develop knowledge and understanding about functions of HRM.

UNIT:

1. Management: Concept, Nature, Elements and Functions. Human Resource Management: Concept, Meaning, Scope, Objectives, Importance of Human Resource Management, Evolution of Human Resource Management and Its Functions: Operative and Managerial Functions. Role and Functions of HR Manager. Structure of HRM department. Difference between Personnel Management and Human Resource Management. Current Trends in HRM: Corporate Social Responsibility.

2. Human Resource Planning: Objectives, Need, Importance and Process. Recruitment and Selection: Recruitment Policies, Sources and Methods, Recruitment Practices in India. Selection: Methods and Process of Selection. Induction and Placement of Employees. Succession Planning. Difference between Human Resource Planning and Manpower Planning.
3. Compensation: Meaning of Compensation, Objectives of Wages and Salary, Administration of Wage and Salary: Need and Importance, Essentials of Sound Wage Structure - Incentives, Fringe Benefits, Monetary and Non-Monetary Reward System. Welfare Provisions for Industrial Workers: Nature of Welfare Programmes, Industrial Health, Safety Statutory Provisions, Need for Social Security and Various Measures of Social Security.
4. Training and Development: Meaning and Objectives of Training, Training Process, Training Methods, Training Need Assessment and Evaluation of Training. Meaning of Management Development, Methods of Management Development. Performance Appraisal: Meaning, Characteristics and Objectives of Performance Appraisal, Problems with Performance Appraisal Methods, Meaning and Objectives of Potential Appraisal and Difference between Performance Appraisal and Potential Appraisal.
5. Separation of Employees: Retirement and Superannuation: Causes of Separation, Retirement on Superannuation, Resignation, Retrenchment, Voluntary Retirement Schemes, Dismissal and Discharge. Retention: Need and Objectives. Industrial Relations: Meaning, Characteristics, Objectives of Industrial Relations, Factors Influencing Industrial Relations and Conditions for Congenial Industrial Relations. Industrial Disputes, Concept, Causes, Forms, Prevention and Settlement of Industrial Disputes.

SUGGESTED READINGS:

- Sharma, Anuradha and Khandekar, Aradhana (2006) Human Resource Management – An Indian Perspective, Response Books, New Delhi.
- Armstrong et al (2006) Handbook of Strategic HRM, Mumbai: Jaico Publishing House.
- Jyothi, P and Venkatesh D.N (2006) Human Resource Management, Oxford University Press, New Delhi.
- Gary, Dessler (2002) Human Resource Management, Practice-Hall of India Private Limited, New Delhi.
- Rao, V.S.P (2000) Human Resource Management, Sage Publications, New Delhi.
- Rao, P. Subba (1999) Essentials of Human Resource Management & Industrial Relation; Himalaya Publication, Mumbai.
- Mamoria, C.B (1996) Personnel Management, Himalayan Publications, New Delhi.
- Sigh, M. K. and Bhattacharya, A (Ed, 1990) Personnel Management, New Delhi: Discovery Publishing House.