



**SCHEME OF EXAMINATION
&
DETAILED SYLLABUS**

[2017]

M.S.W.



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AISECT UNIVERSITY BHOPAL

Vision

To be valued as a coveted centre for nurturing talent, imparting skill based quality education and promoting research driven advancement of knowledge for creating responsible professionals who will build a programme nation.

Mission

- To foster research oriented culture in the university.
- To provide education through extensive and innovative use of technology.
- To nurture talent, stimulate thinking, impart skills and create competent and inspired professionals for the industry.
- To forge collaborations with academic and corporate bodies across the world.
- To be recognized as a premium national university providing dedicated services for the social and economic development of the nation.

Objective of the Subject

The main Objectives of **Social work** Are:

1. Make him/her alert and sharp about surrounding **Social** Activity.
2. To be able to understand the Deferent Kinds of **Social** Problems.
3. Complete Development about **Social** change.
4. Prepare him/her for solve the **social** problem.
5. Making Research mind and approach.
6. To be able to understand The Rural community Development.
7. Knowledge about **Social** problem and How to solve them?
8. Preparing him/her/ for National level Competitive examination.

Expected Course Outcome

Upon completion of **Master of Social work** Students should be able to-

- Identify and define basic terms and concepts which are needed for advanced course in Social work.
- Analyze social behavior and determine the effects on society.
- Independent judgment, intercultural and regional Sensitivity global and national perspectives to solve problems concerning Humanities.
- Outline the scientific method used by eminent sociologists.

- Integrate knowledge of social concepts.
- Explain Industrial revolution new mode of production and its effects on society.
- Develop information, interviewing and networking skills through reading handed out in class and an examination exercise.
- Be familiar with basic procedures of research.

MASTER OF SOCIAL WORK (M.S.W.)

Duration : 4 Semester Course

Eligibility: Graduate in any discipline

COURSE STRUCTURE OF MSW I SEMESTER												
Subject Details			Main Examinations				Sessionals ***		Credit Distribution			Allotted Credits
Subject Code	Subject Name	Total Marks	Major		Minor		Max Marks	Min Marks	L	T	P	Subject wise Distribution
			Max Marks	Min Marks	Max Marks	Min Marks						
Theory Group												
HMSW101	Social Work - an Introduction	100	50	17	20	7	30	12	3	1	-	4
HMSW102	Social Research	100	50	17	20	7	30	12	3	1	-	4
HMSW103	Indian Social Problems	100	50	17	20	7	30	12	3	1	-	4
HMSW104	Sociology & Social Work	100	50	17	20	7	30	12	3	1	-	4
Practical Group			Term End Practical Exam				Lab Performance					
HMSW105	Project Work (Field Training of case work process & Report) two cases	100	50		17		50	17	-	-	2	2
HMSW106	Job Oriented Practical Group	100	50		17		50	17	-	-	2	2
Grand Total		600										20

Minimum Passing Marks are equivalent to Grade D in Individual Subjects

L- Lectures T- Tutorials P- Practicals

***Sessionals Weightage – Attendance 50%, Four Class Tests/Assignments 50%

COURSE STRUCTURE OF MSW II SEMESTER												
Subject Details			Main Examinations				Sessionals ***		Credit Distribution			Allotted Credits
Subject Code	Subject Name	Total Marks	Major		Minor		Max Marks	Min Marks	L	T	P	Subject wise Distribution
			Max Marks	Min Marks	Max Marks	Min Marks						
Theory Group												
HMSW201	Social Psychology, Communication and Social Work	100	50	17	20	7	30	12	3	1	-	4
HMSW202	Social Case Work and Counseling	100	50	17	20	7	30	12	3	1	-	4
HMSW203	Social Group Work	100	50	17	20	7	30	12	3	1	-	4
HMSW204	Social Welfare Administration and Legislation	100	50	17	20	7	30	12	3	1	-	4
*	Elective (Skill)	50	25	8	10	4	15	6	1	-	-	1
Practical Group			Term End Practical Exam				Lab Performance					
HMSW205	Project Work (Field Training of case work Process & Report) two cases	100	50		17		50	17	-	-	2	2
HMSW206	Job Oriented Practical Group	100	50		17		50	17	-	-	2	2
*	Elective (Skill)	100	50		17		50	17	-	-	2	2
Grand Total		700										23

Minimum Passing Marks are equivalent to Grade D in individual subjects

L- Lectures T- Tutorials P- Practicals

* Choose any one skill elective course Elective Course being offered in this semester from the list given at the end of course structure.

***Sessionals Weightage – Attendance 50%, Four Class Tests/Assignments 50%

COURSE STRUCTURE OF MSW III SEMESTER													
Subject Details			Main Examinations				Sessionals ***		Credit Distribution			Allotted Credits	
Subject Code	Subject Name	Total Marks	Major		Minor		Max Marks	Min Marks	L	T	P	Subject wise Distribution	
			Max Marks	Min Marks	Max Marks	Min Marks							
Theory Group													
HMSW301	Social Development and Social Work	100	50	17	20	7	30	12	3	1	-	4	
HMSW302	Community Organizations and Social Operations	100	50	17	20	7	30	12	3	1	-	4	
HMSW303	NGO Management	100	50	17	20	7	30	12	3	1	-	4	
HMSW304	Social Work Areas : An Introduction	100	50	17	20	7	30	12	3	1	-	4	
*	Elective (Skill)	50	25	8	10	4	15	6	1	-	-	1	
Practical Group			Term End Practical Exam				Lab Performance						
HMSW305	Practical Project Report	100	50		17		50	17	-	-	2	2	
HMSW306	Urban Community Planning & Development	100	50		17		50	17	-	-	2	2	
*	Elective (Skill)	100	50		17		50	17	-	-	2	2	
Grand Total		700											23

Minimum Passing Marks are equivalent to Grade D in individual subjects

L- Lectures T- Tutorials P- Practicals

* Choose any one skill elective course Elective Course being offered in this semester from the list given at the end of course structure.

***Sessionals Weightage – Attendance 50%, Four Class Tests/Assignments 50%

COURSE STRUCTURE OF MSW IV SEMESTER												
Subject Details			Main Examinations				Sessionals ***		Credit Distribution			Allotted Credits
Subject Code	Subject Name	Total Marks	Major		Minor		Max Marks	Min Marks	L	T	P	Subject wise Distribution
			Max Marks	Min Marks	Max Marks	Min Marks						
Theory Group												
HMSW401	Research Methodology	100	50	17	20	7	30	12	3	1	-	4
HMSW402	Human Rescores Management & Industrial Relations	100	50	17	20	7	30	12	3	1	-	4
HMSW403	Labor Welfare & Laws	100	50	17	20	7	30	12	3	1	-	4
HMSW404	Clinical Social Work	100	50	17	20	7	30	12	3	1	-	4
Practical Group			Term End Practical Exam				Lab Performance					
HMSW405	Tribal Development	100	50		17		50	17	-	-	2	2
HMSW406	Internship	100	50		17		50	17	-	-	2	2
Grand Total		600										20

Minimum Passing Marks are equivalent to Grade D In Individual Subjects

L- Lectures T- Tutorials P- Practicals

***Sessionals Weightage – Attendance 50%, Four Class Tests/Assignments 50%

AISECT University

List of Skill Courses offered by different Faculties and departments-2017

Sl.No.	Course Code No.	Name of the course	Credit distribution
Non-Technical Stream			
Computer Science & Applications			
1	SCIT 201	Web Development	3(1+0+2)
2	SCIT 302	Data Entry Operations	3(1+0+2)
3	SCIT 403	Understanding of ICT	3(1+0+2)
Management			
1	SMGT 201	Communication Skill & Personality Development	3(1+0+2)
2	SMGT 802	Entrepreneurship Development	3(1+0+2)
Commerce			
1	SCOM 201	Tally ERP 9	3(1+0+2)
2	SCOM 302	Multimedia	3(1+0+2)
3	SCOM 803	Research Methodology	3(1+0+2)
Humanities			
1	SHBA 301	Music	3(1+0+2)
2	SHBA302	Tailoring & Designing	3(1+0+2)
Science			
1	SSBI 301	Mushroom Cultivation	3(1+0+2)
2	SSPH 803	Geographic Information System & Remote Sensing	3(1+0+2)

AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

SEMESTER-I

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 101	Social Work – An Introduction	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objective :-

- Students can get the knowledge of social work and its history development.
- Students can learn about social welfare in different field.
- Students can know about the work of N.G.O
- Students can learn and aware about human right.
- Students know about social movement and social reform and socialism.

SYLLABUS

Unit-1 Social work – meaning, nature and scope – Entity Framework – objectives preamble, meaning and definitions of social work, social work, the nature, scope of social work social work, objectives, values and principles of social work, social work in India.

Objectives of social work- Social Work values and principles and at different times – Unit Outlines- objectives, preamble, objectives of social work, social work and the basic principle of social work in India, in ancient India, social work, social work in the middle Ages, the English rule in social work , social work education in India development.

Social work role in the conception of the relationship and requirements – Unit Outlines objectives, introduction, the concept of role, the concept of conformance, Characteristics of human requirements, classification of human requirements.

Unit-2 The meaning of the concept, social welfare and social service- Unit Outlines- objectives, preamble, the meaning of the concept, social welfare, social planning and social welfare, social welfare in India, priorities for social welfare, labor welfare, in India, the gap in social welfare and social work, social service.

Empathy, and spirituality concept ego- Unit Outlines- objectives, problems, the meaning of empathy, the role of empathy in Social Work, the concept of ego strength, sense of ego

strength, power, the role of ego in Social Work, Spirituality and Social Work, Social Work and function of the target.

Voluntary organization – Entity Framework – objectives, introduction, the concept of organization, type to organization, meaning NGOs, the role of NGOs voluntary organizations evaluate.

Unit-3 Non government organization – Entity Framework – meaning non- government organizations, non- governmental organization in the process of building, type of non- governmental organizations, non- governmental organizations and social work, non- governmental organizations evaluate, five-year plans and non- governmental organizations, democracy and NGO.

Human Rights- Entity Framework human rights, what is the narrative human rights, human rights discourse- West vs. third world and indivisibility of human rights.

Unit-4 Human rights in India- Entity Framework – the human rights situation in India, the National Human Rights Commission, Human Rights Court, Human Rights and Social Work.

Welfare state, social legislation and social work- Entity Framework – Introduction, state of concept characteristics of the state, the emergence of the idea of the welfare state, the welfare state's special, main functions and problems of the welfare state, the welfare state and social work, social welfare and social legislation: social legislation in India.

Unit-5 Social reform, development and security – Entity Framework – introduction, social reform, social reform, meaning and definition, social reform in India, the deference between social development, social development cofactor, Social Security.

Social Movements, Social Reforms and socialism – Entity Framework – objectives, introduction, the concept of social movement, social movement nature of the condition of the development of social movement, social reform movements in India, social reforms, characteristics of socialism, socialism state functions.

Outcomes :-

- Students should be able to do social work in society and can do some welfare programs for society. They know about the function of non government organization. They should be aware for human rights they know about social reform.

Book Recommended

1. समाज कार्य – ओजस्कर तेजस्कार पांडे
 2. समाज कार्य— राजाराम शास्त्री
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AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 102	Social Research	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objective :-

- There are many problems in our Society . Student can know them with their causes and process to solve them.
- They can know about corruption, poverty and unemployment.
- They can know about corruption, poverty and unemployment with areas and causes .
- Student can know about pollution with causes .
- They can get complete knowledge about communism.

SYLLABUS

Unit-1 Social Research – Entity Framework – the meaning of social research, social research objectives, the phase of social research, social research scope and significance of the study conclusions.

Type of Social Research – Entity Framework social research exploratory, descriptive social research, experimental social research pure social research applied social research, practical social research, and social evaluative research.

Research format – Entity framework – the study objectives, introduction, research format meaning and definitions of format research objectives, the research component part of the format the importance of research, research methodology of compilation format versus fact research the type of format.

Hypothesis: meaning characteristics, type and construction – Entity Framework – objectives, preamble, meanings and definitions of hypothesis characteristics of hypothesis type of hypothesis characteristics hypothesis construction resources, the importance of hypothesis, hypothesis boundaries.

Unit-2 Observation – Entity Framework – objectives, preamble, sense of observation and observation characteristics, the process of observation, observation types and their merits and demerits, the usefulness and limitations of observational method.

Schedule, Entity Framework – objectives, preamble, schedules type, manufacturing process schedule, schedule, quality, schedule, defects or limitations, summary.

Questionnaire Entity Framework – objectives, introduction, major types of Questionnaire Viseshnaan of Questionnaire, Questionnaire the creation, use Questionnaire Reliability of Questionnaire, Questionnaire properties. Questionnaire limits.

Case Study- Entity Framework – the study objectives, preamble, as a method of personal study, baseline values of individual studies, used under individual study phase/ procedure individual study under the information (data) of the source, the importance of individual study personal Limitations of the study.

Unit-3 Sampling nature and method sampling refers to the essential characteristic of the great sampling usefulness and limitations of sampling.

Entity Framework – objectives, preamble, census and sampling, sampling refers to the essential characteristic of the great sampling, select sampling, sampling utility, sampling limitations, problems sampling, sampling determine the size and reliability.

Unit-4 Sampling method: random sampling Purposeful sampling, sampling stratified, multi layered sampling specific sampling and self – selected sampling Entity Framework – objectives, introduction, methods sampling, Shri system as potentially divine sampling unlikely.

Interview: meaning and definition, Interview phase of the utility of Interviews and Interview instructions – Entity Framework – objectives, preamble, Interview. Meaning and definition, objectives of the interview, the interview, the Interview stage of the process, Interviews problems, precautions to be taken during the Interview, the usefulness of Interviews, Interviews limitations, instructions interview.

Unit-5 Primary and secondary sources of information – Entity Framework – objectives, introduction, source of information, primary materials, utilization of primary materials, primary material limitations, primary source materials, secondary materials, utilization of secondary materials, secondary materials, limitations, source materials, utilization of secondary materials, secondary materials limitations source of secondary materials, materials, primary and differences in secondary materials.

Tabulations of Data- Entity Framework – objectives, introduction, materials characterization, classification, objectives and basic of classification, content analysis levels: singling, tabulation and interpretation, tabulation of materials, various types of tabulation, table

creation, methods of tabulation, tabulation of the utility, limitations of tabulation, interpretation of content.

Outcome:-

- Students should be able to control corruption Alcoholism pollution because they able to their bed effect. They can know about corruption, poverty and unemployment. with areas and causes .

Book Recommended

1. समाजाजिक अनुसंधान – राम अहूजा
2. समाजाजिक अनुसंधान और शोध प्रविधिया- डॉ. आर.एन. श्रीवास्तव

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Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 103	Indian Social Problems	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :

- Students can understand the problems of society. They can know about crime with sectors and prevention.
- Student can learn about corruption poverty and unemployment with causes and treatment.
- Student can learn the evil effects of alcoholism and aids and its causes.
- They can know about beggary and various types of pollution.
- Student can learn about communism and regionalism.

SYLLABUS

Unit-1 Social Problems – Entity Framework – objectives, Introduction meanings and definition of social problems, social problems characteristics, the origin of social problem. Type of the sources of solution of social problems, methods of study the perspective of the study of social problems.

Civil Society and Crime – Entity Framework – objectives Introduction, civil society of ecology, meaning and definition of the crime, classification crime, crimes common factor theory of crime, crime in India.

Group conflict and juvenile delinquency – entity Framework – objectives, preamble, group conflict, juvenile delinquency, juvenile delinquency the nature of the factors of juvenile delinquency, juvenile delinquency treatment, prevention of juvenile delinquency.

Unit-2 Corruption – Entity Framework – objectives, preamble, meanings and definitions of corruption, corruption sociology, psychology of corruption, format for corruption, Areas of courses of corruption, corruption result achieved against corruption measures, to protest corruption suggestion.

Poverty – Entity Framework – objectives, introduction, the concept of poverty measurement, extension and magnitude of poverty, causes of the poverty the problems of poverty, poverty prevention plans.

Unemployment – Entity Framework – objectives, preamble, meaning and definitions of unemployment, types of unemployment in India, unemployment measures adopted for the control, treatment of unemployment.

Unit-3 Alcoholism- Entity Framework – objectives, introduction, the concept of result of alcoholism the process of becoming alcoholic, alcoholism bad effect due to problems with alcoholism, treatment and control of alcoholism.

Aids- Entity Framework – objectives, introduction, the concept of AIDS, the magnitude of AIDS, the emergence of the AIDS epidemic, AIDS development step, the result of AIDS, AIDS Care, AIDS control, non- governmental organizations, the role of protective programs.

Unit-4 Beggary and Prostitution - Entity Framework – objectives, preamble, begging, beggars type begging, due to the elimination of beggary, antisocial group, beggary meaning and definitions, the leading cause of prostitution type of Result of prostitution, major types of major results, prostitutions control efforts in India.

Pollution – Entity Framework – objectives, introduction, pollution, types of pollution, pollution expand in India, Causes of pollution in India, the measures adopted to remove the pollution.

Unit-5 Community – Entity Framework – objectives preamble, the meaning of communism, communism, problems, tensions and disturbances caused communism Discovery the cause of communism, communism, of sociology communal violence, measures to prevent communalism,

Regionalism – Entity Framework – objectives, preamble meaning of regionalism, regionalism characteristics, objectives of regionalism in India Tips for disposal.

Outcomes :

- Students should be able to learn about social problem and corruption in society. Evil effect of alcoholism, aids, beggary student should raise for pollution. Student should know about communism and characteristics of regionalism.

Book Recommended

1. भारतीय समाजाजिक समस्याएँ
2. समाज कार्य के क्षेत्र—संगीता तेज

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AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 104	Sociology & Social work	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :-

- Students can able to know the correction of Society and social work .
- Students can learn about community committee.
- Students can get the knowledge of women children welfare programs.
- Students can able to understand the problem of backward cast and they can know about settlement.

SYLLABUS

Unit- 1 Sociology – Meaning and Definition, Nature and Scope- Entity Framework – objectives, preamble, sociology meaning and definitions, the nature of sociology. Sociology the scope.

Sociology and social work – Entity Framework – objectives, introduction, contents of sociology, sociology and social work Applied Sociology.

Society and Animal Society – Entity Framework – objectives, introduction, meaning and definition of society, the basic element of society, society and a social, human and society, animal society, human and difference in society.

Unit- 2 Social group – Entity Framework – objectives, introduction, social group, meaning and definition of the group characteristics social group classification, the concepts of primary, secondary group concept, the primary and secondary group. Coalition of P.& S.G.

Community – Entity Framework – objectives, preamble, community – meaning and definition, Basic element of Community, Rural and Urban Communities, the difference between community and society.

Committee – Entity Framework – objectives, preamble, the Committee the committee deference in society, institution- meaning and definition, characteristics of institute, type of institutions, social work and the importance of institutions, committee and differences in the organization.

Unit – 3 Culture and Civilization – Entity Framework objectives, preamble, culture, meaning and definition of culture, the culture of the characteristics major dimensions, of culture, culture, nature, meaning and definition of civilization, differences in culture and civilization.

Social change – the concept, attribute and detailed pattern- Entity Framework – objectives, introduction, the concept of social change, meaning and definition of social change, social change characteristics. Factors of social change, social versus cultural change.

Unit- 4 Secularization social wide pattern Entity Framework – objectives, preamble, the meaning of secularization, secularization of the characteristics, secularization and social change in India, secularization factors that promote, in Indian society characteristics secular state, India as a secular state.

Women and society – Entity Framework – objectives, parshvcitr demographic changes in the status of women, the specific problems of women, dowry, torture, discrimination, welfare programs for women and children.

Unit-5 Backward castes, tribes and classes- Entity Framework – objectives, preamble, backward castes, scheduled tribes, scheduled castes, other backward classes, backward castes, tribes and sections of the current situation.

Malinl settlements and asprishyta – Entity Framework – objectives, preamble, meaning and definitions of slums, the growth of slums in India, Origin and evolution of slums due to the effects of slums, slum improvement and elimination, Asprishyta, Rniogytaa, of Asprishyta, Nirयोगtaor, The result in India Asprishta Niewarn Asprishyarta suggestins for the Nirwarn.

Outcome:-

Students should be able to do difference between human and animal society. They should do women welfare. Student should be able to know the evil effect of slums.

Book Recommended

1. समाज कार्य – ओजस्कर तेजस्कर पांडे
2. नातेदारी, विवाह व परिवार का समाजशास्त्र – डॉ. माधवी लता दुबे

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AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

SEMESTER-II

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 201	Social Psychology, Communication and Social work	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objective :-

- Students can understand Social Psychology.
- Students can learn about motivation aptitude and leadership and can know their communication characteristics.
- Student can get knowledge of different type of communication.

SYLLABUS

Unit –1 Social Psychology an Introduction, Out line (design), Objectives, Introduction, Nature of Social, Psychology, Field of Social Psychology, Importance of Social Psychology

Basic Social Psychology Process, Design, Objectives, Introduction, Manifestation, Attribution, Learning, Socialization, Motivation, Attitude

Out Line, Objectives, Personality and human behavior, Introduction, Concepts, Personality, Approach to the Study, The determinants of Personality, Behavioral Problem at various stages of development, Measurement of personality

Suffix of mind and psychology - Out line, Objectives, Introduction, Mind Implies, States of mind, Side of mind, Conscious mind, Unconscious mind, Subconscious mind, Unconscious, Conscious, Subconscious Comparative Study of Mind, Dynamic mind, Ego, Naitik Man, Relation between Ego and moral mind

Unit –2 Importance of Psychology in Social Work Practice and Mano Rechange psycho literature)- Outline, Objectives, Introduction, Importance of Psychology to social work practice, psycho literature, type of psycho let, man psycho let, invisible psycho let

Aptitude – Outline, Objective, Introduction, The concept of aptitude, Characteristic of aptitude, Construction of aptitude, Aptitude Content, element, Difference between hypothesis and aptitude

Motivation-Outline, Objective, Introduction, Inspiration, Features of necessity, require the Socio-culture, Determinants, Adjustment, Adjustment of label, The social label adjustment, Stress, Stress-effect on Personality, Depression, Impact on Personality of Despair, Struggle, Conflict, Impact of Personality

Unit –3 Inheritance and Environment- Out lines, Objectives, Introduction, vanshanukram (heredity) Bio structure, Law of heredity, Impact of heredity on personality, pre- reaction habit, Impact of heredity education types of environment, Impact on environment, importance of environment.

Leadership – Outlines, Objectives, Introduction, Lead, Lead Generation, Necessary Conditions, Definition of Leadership, Main characteristics, Leadership Style, Function of Leadership, School, Type of Leadership, Leadership Properties

Communication & Introduction – Outline, Purpose, Introduction, Definition, Importance of communication, Planning of Communication, Organization and Communication, Motivation and Communication, Coordination and Communication, Control and Communication, Decision making and Communication, Effectiveness, Minimum Expenditure and Maximum output, The phase/stapes of communication, Ways of Communication, Factor of Communication, Communication the process and substance of communication network, Communication, Deliberated Process, Dispatch Communication as Communication, As a culture Producer in each of effective communication, characteristics.

Unit –4 Outline – Objective, Introduction, Formal Communication, The benefits of Formal Communication, Flats of formal Communication, Informal Communication, Informal Communication benefits, Defect of informal Communication, Written Communication, Benefit of written communication, Defect of writing Communication, Verbal communication, Benefits of verbal Communication, Defect verbal Communication, Nonverbal Communication, Benefits of nonverbal communication, Benefits of public communication, Internal communication, Benefit of Internal communication, Public Communication, Theory of Communication

Communication of Direction – Outline, Objective, Introduction, Upward Communication, Horizontal Communication, Through the Scenario in India, Traditional Medium, Modern Mass Media, Print, Audio, Visual, Audio-Visual Media, Ltd., Effective Writing, Print Media Audio-Visual Medium, Ltd., Writing, Press, Special Event Templates, Documents, Press Conference, Press Release

Unit –5 Communication Barriers or obstacles – Outline, Objectives, Introduction, Organizational Structure Barriers, Personal or Psychological Barriers, Technical Barriers, Linguistic or Meaning Barriers, Barriers in Communication Skills of Listening and understanding, Communication barriers to Correct Manner, Measurement of effective communication, To built more effective communication, Crisis, The role of media, Public relation campaign communication management, Crisis prevention, Management Communication, Puppet, Folklore, Folk literature, Drama, Cranny, Posters, Logo

Outcome:-

- Students should be able to learn different type of mood of mind. They understand effect of motivation and stress on mind. They will able to do different type of communication and its management listening communication skill. They know about defferent type communication as puppet, drama, posers, logo etc.

Book Recommended

1. सामान्य मनोविज्ञान – मीना, माथुर
2. मनोविज्ञान तथा सामाजिक व्यवहार– आर.के.गुप्ता

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Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 202	Social Case Work and Counseling Services	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objective :-

- Students can understand the individual Social Work and they able to learn Social individual service in community.
- Students can get the knowledge of social process, method of personal studies
- Students can learn process of Social Therapy.
- Students can learn their role in individual Social Work.

SYLLABUS

Unit –1 Individual Social work – Introduction, Outline, Objectives, Introduction, Function of Social Work, Characteristics of Individual Social work, Aims of individual Social Work, Nature of Individual Society, Fundamental beliefs of individual Social work, History of individual social work, new interest in Individual social work in twentieth Century

Approach of individual social work - Frame work, Objective, Introduction, Approach of individual Social Work, Psychosocial approach of social work, The associated response of pavlar principles, Psychiatric social work, Medical Social work, Problem and nature of Individual service work, Diagnosis and treatment

The Social individual service work of communicating – Outline, Objective, Introduction, The diagnostic community, Functional Community, The basic assumptions of community, Difference between functional and diagnostic communicating, Difference between system of functional and diagnostic Community, Relationship of client and workers, Question of practice, Terminology, Reference book list

Unit –2 Social Process – Design, Purpose, Concept of Social process, Cooperation, Competition, Conflict, Administration, Individual Social Work and Counseling

Techniques and Skills in Social Personal Service - Frame Work, Objectives, Introduction, Techniques Method and Skills in Social personal Service work, Method of personal individual studies, Abstracting

Personal Social work - Diagnosis and Evaluation frame work, The process of diagnosis, Aims, Type of diagnosis, Treatment/ Therapy, The aim of therapy, Type of Treatment, Method of direct Treatment, Evolution

Unit –3 Advisory – an Introduction – Outline, Objectives, Introduction, Negotiation, Negotiation- Process, Process of Guided Consultation, The process of unguided consultation, Importance of negotiation

Social work Personal Service - Counseling and psychotherapy, Outline, Objective, Introduction, Meaning and definition of Conspiracy, Meaning and nature psychiatry, The goal of psychiatry, Method of psychotherapy, Supportive psychotherapy, Meaning of evaluation, Field of evaluation, The need of evaluation, The purpose evaluation, Type of evaluation, Evaluation method, Difference between evaluation and monitoring

Unit –4 Role of Social worker in individual social work – Outline, Objective, Introduction, Relationship between individual social worker and client, Principle of personal social work, Phase of diagnosis, Direct treatment, Treatment, Practical Services administration, Subject area of individual social work

Interrelationship between systems of social work – Outline, Objective, Introduction, Individual service work, The main method of treatment, Social group work, Community Organization, Social welfare administration, Social work research

Unit –5 The field of social, individual service work in india, Outline, Objective, Introduction, Correct action of Individual service, Area of corrective action in individual service too, Juvenile delinquency, The improvement system of juvenile delinquency in India, The problem of individual Social worker in School, Family Planning Function, Population and Economic growth, The role of personal social worker

Interview and individual study in social service work – Outline, Objectives, Introduction, Individual Study in social individual social work, Characteristics of individual study, Interview in social individual service work, Characteristics of interviewer, Aims of interview, Use of methods in Interviews, Use of method in Recording, Process of Recording

Outcome:-

Student Should able to understand relation of client and Social treatment to learn various methods of it. Student can able to counseling and give psychotherapy. Student can do social work research.

Book Recommended

1. समाज कार्य – ओजस्कर तेजस्कर पांडे
 2. भारत में समाज कल्याण – डॉ. प्रीति दुबे
 3. भारत में समाज कल्याण – डॉ. डी.के. सिंह
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AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 203	Social Group- An Introduction	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :

- Students can learn about group work.
- They can able to work with groups easy.
- Students can get the knowledge of groups skills and planning.
- Students can learn about group process and relationship of group.
- They can learn how to do documentation and supervision in groups work.
- They know about team building and employee service in social group work.

SYLLABUS

Unit –1 The Social Group – Outline, Objective, Introduction, Social Group Service work, Aims of social group service work, Development of social group service work, Development of social group service work, Format of social group service work, Relation between social work and social group service work

Historical Development of group social work – Framework, Objective, Introduction, Historical development of group social work, Development of group work, Development of group social work in U.S., Development of group social work in India

The Social group work theory and Skills – Outlines, Objectives, Introduction, Principle of group social work, Skills, Group Process, Role of worker, Superintendence of primary workers, Administration, Community planning

Unit –2 Principle of self group work - Frame work, Objective, Introduction, Self-Group, Value, Suffixes, Principle of self- group work, Growth phase of self group work, Group's aspiration, Training

Format of Social Group work – Outline, Objectives, Introduction, Format of Social Group work, Role of Social Worker at Various levels, Need of group work in India

Social Group Work- Programme, Planning and Development – Outlines, Objectives, Introduction, Programme Planning and development, Approach of programme Planning, Social Group work and workers, Social work efficiently achieve collective measures, Characteristics and qualities of group workers, Skills of workers, Role and function of social group worker, Development of group leadership process, Qualities of good leadership,

Unit –3 Group Process – Design, Objective, Introduction, Group practices, Group Planning and decision, The principle of group planning, Polarization and social relationship, Mobility

Relationship between social work and social group work in other system – Outline, Objectives, Introduction, Concept, Relationship between social work and social group work in other system, Case study, Study of problem, Social group work, Community Organization, Social welfare administration, Method of democratic administration, Social work research, Social action

Unit –4 Documentation and Supervision in Social group work – Outlines, Objectives, Introduction, Record in Social group work, Process record, Evaluation in group work, Supervision in social group work, Leadership, Dominance and leadership

Groups in Social Group work – Outlines, Objectives, Introduction, Group building, Type of Group, Work of worker, Characteristics of group creation, Necessity, Importance, Planning, Programme, Level of Group Development

Unit –5 Team Building in Social group work - Frame work, Objectives, Introduction, Corporate team building in social work, Level of community development, Circumstance leadership by worker

Role of institution in social group work, Outline, Objectives, Introduction, Role of institution in social group work, Group work system, Type of social institution, The main features of social group work organization, Parts of institution, Work of institution, Employee related service

Outcomes :

- Students should be able to do work in groups and able to do work with skills in groups. They can learn how to make groups and leadership of workers.
- They can create a group and run its work easily.

Book Recommended

1. समाज कल्याण व समाज समूह सेवा कार्य – संदीप सिंह

भारत में समाज कार्य के क्षेत्र – प्रो. सुरेन्द्र सिंह

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AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 204	Social welfare and Legislation	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :

- Students can learn about complete knowledge of social welfare administration.
- Students can get the knowledge management on government level and its policy.
- Students can learn the role of social worker, personal policies and about human resources.
- They can know about the role of N.G.O and knowledge of social justice.

SYLLABUS

Unit – 1 Social welfare administration- an Introduction – Introduction, Outline, Objectives, The definition of social welfare administration, Major fields of social welfare administration, Classification of social welfare administration, Process of social welfare administration, The history of social welfare administration

Social Welfare administration concept and nature - Outlines, Objectives, Introduction, The concept of Social welfare administration, Nature of social welfare administration, Works of social welfare administration, the theory of social welfare administration, Monitoring and evaluation in social welfare administration, Personnel management

Unit – 2 The Management of social welfare administration – Outline, Objectives, Introduction, Social welfare administration at government level, Administrative organization, Social welfare administration and non-government institution, Community Organization

Main Components of social welfare administration – Outlines, Objectives, Introduction, Women welfare, Child welfare, Aged welfare, Welfare of schedules cast and tribes, other backward classes welfare, Disabled welfare, Labor welfare

Social Policy - Frame work, Objective, Introduction, Concept, Region, Objectives of social policy, Value and ideology in social policy, Difference between social policy and economic policy, Format and approach of social policy,

Unit – 3 Social Legislation and role of social worker – Outlines, Objectives, Introduction, Concept of social legislation, The field of social legislation, Neediness, Different Roles of social workers

Policy Formulation – Outlines, Objectives, Introduction, Policy Formulation, Decision, Planning, Budgeting, Financial Control, Communication, Organizational Development, Coordination

Project Management – Outlines, Objectives, Introduction, Project Management, Aims of Project, All Specialized needs- Identifying, Monitoring, Evaluation, Accountability

Unit – 4 Personnel Policies and Human Resource Development – Outlines, Objectives, Introduction, Required Personnel Policy, Development and Law, Human Resource Planning and Development, Planning in the Context of Social Welfare, Staff Development, Training, Employee Counseling

Role of N.G.O. / Organization in Social Development and Welfare – Outlines, Objectives, Introduction, Rules and Regulations of N.G.O., Voluntary Organization and grant recognition to the various criteria, Features, Functions, Responsibilities, Weakness and Transparency of Organization, Voluntary Organization and State Government Aid

Unit – 5 Social Legislation and the Constitution - Social Legislation, The Constitution- Importance, Director of State Policy Element, The Basic Duty, The constitution and Legislation

Social Justice- The Role and Benefits Subject - Social Justice, Respect of Social Law, Social Justice and Civil Rights, Social Justice and Human Rights, Social Justice and Its Definite

Safety Related Social Legislation - Relating to Social Protection, Social Security- Related Legislation, Related to Assistance, Disability Related Legislation, Health Related Act.

Outcomes :

- Students should be able to work in administrative rule. They should be able to know about policies and rule of administration. They should able to learn basic duty about social justice they will aware for health related act.

Book Recommended

1. Social welfare Administration in India – Dr. D.R. Sachdeva
2. लोक प्रशासन – ए.पी. मलहोत्रा

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AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

SEMESTER-III

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 301	SOCIAL DEVELOPMENT & SOCIAL WORK	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :-

- Students can learn about institutional development, and they can learn format of development.
- Students can Understand about charity.
- Students can learn social changes development and Economic growth.
- Students can understand human development and panchatati Raj.
- Students can learn about human right.
- Students can able to learn about urban and tribal development.

SYLLABUS

Unit – 1 Purpose, Concept, Characteristics, Factor, Study of Social Development, Nature

Development Principles and Design – Meaning, Definitions, Principles of Adam Smith, Principles of Rikordo, Principles of Thomas Robert Matus, Principles of John Stuart Gill, Principles of Karl Marx, Principles of Schumpeter, The Principle of W.W. Rostow, Institutional Development, Reflective and Universal Principle, Deniel Frnn-“ Passing of Traditional Society”, Macliland “ Achieving Society”, Format of Development

Social Development - The cooperative Movement, Concept of Sarvodaya, Features of Sarvodaya, Cooperative Movement, Cooperative Act., Reserve Bank Survey, Cooperative Staff Training, Rural Credit Survey Committee, The Level of the Cooperative Movement, The Primary Committee, Central Committee, Land – Charity , Village Charity, Public Power, Globalization and Human Development

Unit – 2 Various Areas of India Social Change and Development - The Concept of Social Change, Characteristic of Social Change, Modernization and Development, Social and Economic Development, Inhibition of Economic Growth

Human Development – Concept, Aims, Importance, Objective of Human Development, Importance of Human Development, Index of Human Development, Principles of Human Development

Unit –3 Human Development – Policies and Programmes - Child Development, Women Empowerment, Youth Welfare, Aged Welfare, Education, Health, Housing, Social Securing, Scheduled Castes and Tribes, Other Backward Classes, Minorities

Unit – 4 Panchayati Raj- Concept and Development – Concept, Purpose, Gram Panchayat History before Independence, Panchayati Raj after Independence, Balwant Rai Mehta committee Report, Structure of Panchayati Raj, Work of Panchayati Raj, Community Participation in Social Development

Development- Human Rights Perspective – Purpose, Concept, Measurement, Human Development and Human Rights, Social Norm of Indian Constitution, Fundamental Rights, Structure of Fundamental Rights, Critical Review (Appraisal)

Rural Development – Concept, Reconstruction Approaches and Strategies, Gandhian Approaches, Assessment of various programmes, The role of Cooperatives, Issue Related Environmental Degradation, Illiteracy, Poverty, Rural Indebtedness and Rising Inequalities

Unit – 5 Urban Development - Concept of Urbanity and Urbanization, Town Planning, Urban Policy and Urban Development, Urban Social Groups, Ltd., Welfare Programmes, Problems Associated with Urban Development, Critical Appraisal

Tribal Development – Concept, Approaches and Policies, Tribes of Uttarakhand, Indian Constitutional Tribal Development effort, Different Programmes Tribal Development , Issues and Challenges of Tribal Development

Factor and Effect of Change – Objective, Factor, Urbanization, Migration, Industrialization, Nature and Variable nature of Human Relation, Liberalization, Privatization, Privatization, Globalization effects

Outcomes :-

- Students should be able to learn about traditional society. They should be able to understand human development. They should be able to learn about welfare of all age groups and backward classes. Student can understand different types of development.

Book Recommended

1. भारत में समाज कार्य के क्षेत्र – प्रो. सुरेन्द्र सिंह
2. भारत में समाजिक समस्याएँ – अरूण मिश्रा

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AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 302	COMMUNITY ORGANIZATIONS AND SOCIAL OPERATIONS	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :-

- Students can able to know about community org.
- They can able to learn the process and skills of community organization.
- Students can be able to learn approaches, shalteyies and community development programme.
- Students can learn the social action with its methods.

SYLLABUS

Unit – 1 community and community organization –introduction,purpose,nature and features the concept of community, community organization ,meaning ,purpose ,principles and organ

Historical Development of Community Organization & its relevance of Social Work- Its significance – outline, introduction, objectives, historical development in Social work community organization in community. Sense of organization, community planning & community development, community organization, community development & community relation to work.

Unit – 2 Methods & Procedures of Community Organization – Outline, introduction, purpose, community organization performing or system, the phase of community organization, community welfare employment and community, Danpeti community council, community Development and community organization

Process of Community Organization – design, introduction, purpose, the process of community organization , community planning, impact on rural life, democratic decentralization, economic growth, changes in attitude, health & sanitation, increasing literacy, communication, consciousness, rural leadership development, maternal & child welfare.

Unit -3 Skills in Community Organization – design, introduction, purpose, impact of community organization skills, interviewing & counseling skills, recording & reporting skills, proficiency in research methods, policy formulations, programme planning, welfare equitable allocation of resources, committee, organization, administrative procedures, skills, knowledge of social policy making vidhayik levels, the role of community organization workers as a pioneer, as a samrthedata, as an expert, as a social therapist.

Approaches, Models And Strategies of Community Organization – outline, introduction, purpose, sense of community organization, community organization approach, the format oif community organization, community organization Rnnitiyo

Unit- 4 Community Development Programme – Framework, introduction, purpose, the concept of community development, community development planning purpose, the organization plan, evaluate the progress of plan.

Social Action : an introduction, purpose, definition and features of social action, the fundamental fact of social action, social action theory.

Scope of Social Action outlines – introduction, the field of social action, social action to implement social legislation.

Unit -5 Models of Social Action- introduction, objective, social action format

Strategies & Techniques of Social Action – introduction, objectives, strategies and techniques of Social action

Social Action as a Technique of Social Work – introduction, social action, social action as a method of social work definitions, characteristics of social action, social action aimed at, Fundamentals of social action, social action phase, respectively theory of social action, particularly systems & methods of social action, social approval.

Outcomes :-

- Student should be able know about community. The should know the what is impact of community on human life. They should know about social action and technique of social work. They should be know social action pase.

Book Recommended

1. भारत समाज के प्रमुख मुद्दे- डॉ. संजीव महाजन
 2. भारत में समाजिक परिवर्तन – सौरभ उपाध्याय
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AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 303	N.G.O. Management	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :-

- Students can able to know the concept of N.G.O .
- Students can understand strategy and legal process of N.G.O.
- Students can learn great account receipt legal books .
- Students can know the various schemes of gov. of India and know what is the process for development programmers.
- They can learn to run the programme for social work and reform.

SYLLABUS

Unit – 1 NGO – Introduction, Objective, Meaning, Concept, Necessity, Type

Issue - Concept of Management Issues, Development Issue, Poverty and Development Challenges of Management, Challenges of Management, Indication of Development, In View of the United Nations Worldwide Development, Poverty and Exploitation

NGO- Problems and Solutions - Identify Problems, Facing and Solving Problems, Public Management, Governance, Good Governance, Governance and Management, Operation and Leadership

Unit – 2 NGO Strategy and Planning – Elements, Strategic Goals, Organization, SWAT analysis, Important Skills, Capacity Building

NGO Established Legal Process - The Essential Elements of Trust, Trust Registration, NGO Exemption under the various acts, Income Tax Act Section (u/s) under 11 and 12, 80 Received Tax Payer Privilege under the Law, Essential Conditions for Registration under 80-G, Subsection 35-exemption to entitled NGO, Voluntary Organization – Registration, Registration of Institution,

Process of Registration of NGO, Registration Certificate, Trusts, Companies Act, Tax Exemptions under Different Law

Procedures and Documentation - Critical Documents for Trust, Trust deed of Elements, Necessary Documents for the establishment of the Society, Association Ltd., Memorandum, Society of Regulations, The Registration of Company under the Act.

Unit – 3 NGO – Creating Accounts and Financial System Preparation - Create Accounts, The Record of Accounting, Vouchers, Journal, Ledger Account, Financial Statement Preparation, Receipt and Account Payment

Prepare different stage of income and expenditure on the time of receipt and payments

- a) Analyzing income and expenses related to the special times.
- b) Schedules
- c) Legal books
- d) Ltd of government Aid
- e) Accounting

N.G.O. and Pill - Purpose of PIL, Constitution Provisions, To appoint counsel ,Fund grant of staff government, Grant from government of India. General conditions.

N.G.O. and R.T.I – Purpose, Scope and detail, The process of obtaining information, Information relating, Depending on person, Authority under the act.

Unit – 4 Project management – Management concept, Process of project management, Management process, Identification of project, Project Construction, Cycle of project, Factor that determine the success of project, Theory of project management.

N.G.O. Various schemes of Government of India - Plans of the ministry of agriculture, Munising of human resource development plans, Planning of government due to backwards, Planning of government due to backwards, New and renewal schemes of the ministry of energy, Ministry of overseas Indian affairs, Planning of rural Development ministry, Schemes of the ministry of science and technology, Ministry of shipping, Road transport and highways schemes of ministry, Ministry of SSI plans, Plans of ministry of social justice and empowerment, Tribe plans of ministry, Ministries of water recourse plans, Plans of ministry of woman and child Development, Youth affairs and sports ministry plans, Plan of agriculture and renal Development Bank

Unit – 5 N.G.O. Aid Programme - Child welfare, Child labour act. (prohibition and Regulation), 1986 Hindu adaptation and Guardianship Act, 1986 Indian adulthood Act, 1875 teenagers Ltd, Justice, care and protection of children Act, Child marriage prevention Act. 1929, Women welfare, Equal remuneration Act 1976, Dowry prohibition Act. 1961, Sati prohibition Act. 1987, D.N.C. Act. 1971, Aged people, Criminal procedure code 1973, Mentally ill parsons, Consumer rights, Prevention of food adulteration Act. 1954, Human rights, Narcotic drugs, Animals treated with crusty, Wild life and the environment, Prisoners, Poor Ltd., Legal aid, Public property , Right to information

Outcomes :-

- N. G. O is most beneficial and favourite of student. Student should learn how to registered NGO what its process. They should learn to get aid from government. They should how to do RTI and management in N G O. student should leazrn about many welfare programmes and their benefits.

Book Recommended

1. समाज कल्याण विभाग व सामाजिक समूह सेवा कार्य – संदीप सिंह
समाजिक नियंत्रण एवं परिवर्तन – डॉ. आर .एस. वाष्णेय

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AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 304	Social Work Area & Introduction	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :-

- Students can about distance education and how to work an field.
- Students can learn about social work institute.
- Students can learn to do supervision
- Students can learn to do social work practice in family organization and they learn psychotherapy and child care

SYLLABUS

Unit – 1

An Introduction - social work field practice - an introduction, overview, purpose, introduce the concept of social work practice field, the field of social work practice, global and national scenario, the relevance of open and distance education practice in the field of social work.

Unit –2

Orientation towards social work sector, roles and expectations - outlines, objectives, introduction, orientation towards the field of social work, social work roles-an4-expectationsjji the direction of the field, Social Work Social Work Training Institute in roles and expectations, Theories of social work and related institutions, expectations and skills.

Unit – 3

The format and methods of social work supervision - outlines, objectives, introduction, format and methods of social work supervision, administrative and environmental aspects of social work supervision, supervision of assistant functions, distance education system practiced in the field work supervision.

Unit – 4

Social work field work in practice individual, family, community and organization - outlines, objectives, introduction, individual practice social work field, the field of social work practice in the family, the community social work practice, social work organization in practice

Unit – 5

Therapy, psychotherapy , Child Care, Education and Research, corrective services, corporate sector, donor agencies, non-governmental organizations

Outcomes :-

- Students can able to learn field work because its essential for social work. Student can do social work on family and organization. They should be able for a supervisor. Student should able to do psychotherapy.

Book Recommended

1. भारत में समाज कल्याण – डी.के. सिंह
2. समाज कार्य – सुरेन्द्र सिंह

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AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

SEMESTER-IV

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted						Duration of Exam.	
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 401	Research Methodology	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :-

- There are many problems in our Society . Student can know them with their causes and process to solve them.
- They can know about corruption, poverty and unemployment.
- They can know about corruption, poverty and unemployment with areas and causes .
- Student can know about pollution with causes .
- They can get complete knowledge about communism.

SYLLABUS

UNIT I

Nature of Social Research: Importance and uses, Difference between Pure and Applied Research, Identification of Research Problem, Research Design.

UNIT II

Hypothesis, Concepts and Variables, Typologies, Hypotheses Formulation and testing, Sampling Method.

UNIT III

Tools and Techniques of Data Collection,

Observation: Characteristics of observation, Kinds of observation, merits and Demerits, Questionnaire, Scheduled and Interviews, Sampling and Survey technique.

UNIT IV

Nature of study: Case study, technique, Role and importance of case studies, Pilot studies and pannel studies.

UNIT V

Theory Formation in Social Sciences , Survey Analysis, Types, Merits, Demerits, Report writing, Purpose and contents of a Report.

Outcomes :-

- Students should be able to control corruption Alcoholism pollution because they able to their bed effect. They can know about corruption, poverty and unemployment. with areas and causes .

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Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 402	HUMAN RESOURCES AND INDUSTRIAL RELATIONS MANAGEMENT	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :-

- Students can learn human resource planning job evaluation and functional analysis.
- They can learn human resource planning job evaluation and functional analysis .
- Students can understand about job placement and promotion.
- Students can learn about employee training and management development.
- Students can learn industrial relation, dispute and anflit.
- Students can learn industrial communication.

SYLLABUS

Unit – 1 Human Resources and Industrial Relations management – Concept, Major features, Functions, Purpose, The properties of human resource manager.

Human resource planning and evaluation – Methods and techniques of human resource planning, Human resource planning in terms of demand and supply forecasts, Human resource information system in organizing, Human resource planning and cost calculations and auditing, Concept of productivity gains and incentives, Incentives and obstacles to gain criterion, The concept of job evaluation methods functional analysis and description.

Work job analysis – Concept, Systems, Objective, Information airing form job analysis, Source of job information, Process of job analysis, Utility, Role, Impact concept, Fictional design evolution

Unit – 2 Selection project job placement, job identification and promotion – Objective of selections, Characteristics, Importance, Policy, Process, Modern trends, Job placement, Job introduction, Promotions, Promotions purpose, Promotions type, Promotions basic.

Employee training –Meaning, Definition, Characteristics of training, Training and education, Training and development, Training objective, Training needs, Training area, Principles, Ltd. Of

different categories of employee, Type of training, Training method, Training procedures, Evaluations to training programme

Management development – Concept, Needs, Ltd. For different level, Management development programme, Subject matter, Management development methods, Work isolated methods used, Method used separately from work, Management development process, Management development area

Unit – 3 Performance evolution frame work – Evolution meaning, Definitions, Characteristics, Purpose, Need, Propose evolution of subject matter who will evaluate? Time related how often? Performance evolutions traditional method, Modern method, Process of performance evaluation, Performance counseling, Interviewing, Essentialener of an effective evaluation programme

Industrial relation – Defilation, Meaning, Industrial relation partner, Worker and their organization, Managers and their organization, Role of state or government, The purpose of industrial relations, Determinates of industrial relations, Scope of industrial selection.

Managerial Industrial relation - The guiding regularity mechanisms, Employee discipline, Industrial employment Act. (standing orders), Employee grievance and settlement, International trade union and India, The work of international harbor organization, The structure of international labour union, The international labor organization impact on labor law.

Unit – 4 The industrial dispute and conflict resolution – Meaning, Effect of industrial dispute, Precaution and settlement of industrial dispute, Industrial peace proposal, Settlement of industrial disputes, The role of labour administration , State organization, Meaning of collective bargaining, Content of collective bargaining, Industrial disputes act. 1947, Section of industrial disputes, Store government of industrial relation, The state corporation

Grievance – Concept, Sense, Purpose, Required grievance addressable mechanism, Prerequisite grievance addressable mechorishm, Prerequisite redressel (main element), Grievance redrersal law, Labour union grievance, Grievance redressal procedure in India, Idea grievance redress process, The benefits of systematic grievance redress process

Unit – 5 Compensation –Concept, Definition of wages, Salaries wages and salaries, Format, determinates and concept of in centime and purpose, The concept of attendant benefits, The concept of the commission and its work, The meaning and role of C.P.C.(वेतन आयोग)

Participation of workers in management – Sense of participation of workers in management, Objectives, Level or Volume of participation, Participation of workers in management plans in India, Worker in industry infraction of verma committee suggested, Participation of employees in management bill 1990, Workers participation in management in India due to failure of schemes.

Industrial Communication – Derain, Purpose, Importance, Objectives, Method of Communication, Type, Means of Communication, Process, Barriers of effective Communication, Network analysis, Industrial Communication system

Outcomes :-

- After read this student should able to understand human resources planning and function. Student can learn employee training needs. They should be able do management development they should be able to know the participation workers in management. They able to know about communication system of industries.

Chairman
(Board of studies)
Seal

Dean (Academics)
(Academic Council)

(Registrar)

AISECT UNIVERSITY, Bhopal, (M.P.)

Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 403	LABOUR WELFARE AND LAWS	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :-

- Students can learn about labour welfare. Labour welfare administration and education.
- Students can learn about poor housing industrial housing housing policy, industrial health principle insurance, population and population control.
- Students Can learn about ways policy, working hours bonus social security.

SYLLABUS

Unit – 1 Labour - Labour- concept and features, The national Labour Communication, Recommendation for the unorganized sectors, Absence, Labour refund, Concept of productivity, Productivity and output gap, Labour welfare – concept, scope and classification, Definition, Labour featuring welfare, Purpose of welfare, Point of welfare, Welfare to work, The question bank for self evolution, Multiple choice (objective type), Vary short, Classification of labor welfare, Causes of failures of welfare program, Importance of Labour welfare, Welfare officers duty, Other duties non applied

Labour welfare theory and Governance –Principles of Labour welfare, Administration Labour welfare, State government, Labour administration, Labour education, What is Labour education, The purpose of Labour education

Unit – 2 Important measures relating to Labour welfare –Importance of housing, Sides of housing problem, Poor housing defects, Workers cooperative societies, Characteristics of labour cooperative action committees, Participation in other areas, Industrial housing policy and housing programmer.

Automation and its effects – Concept, Effect, Loss by automation, Globalization, Its impact on Labour welfare, Effect of liberalization on Labour welfare, The role of Labour union in Labour welfare,

Industrial Accidents – causes and prevention - Industrial accidents, The accidents privation, Industrial health principle, Industrial health, Occupational diseases, Treatment, Vocational diseases, Pollution control environmental protection.

Unit – 3 Wage and Salary administration- Meaning, Definition, Wage and salary administration & purpose, Principles of wage & Salary administration, Wages policy in India, Bonus, Difference between relative wages and wage, Fringe, Laws and regulation related to employee benefits.

Social Security- Meaning, Social security, Social security essential element of social sector schemes, The importance of social protection, Social security purpose, Social security, Needs, Social insurance and social support.

Unit – 4 Labour – legislation- Meaning of legislation, Meaning of labour legislation, Purpose, Important principle

Legislation relating to working condition an safety - Factories act. Important definitions, Health provision, Security provisions, Welfare provisions, Work hours of adult worker, Important provision of miners act, The important provision of plantation labour act, The provision of motor transport labour act, Important provision act of store and institute

Unit – 5 Wage related legislation – Payment of wages act. 1926, 1936 expanded and definition of wages, The obligation to pay wages, Wage- period & wages payment ltd, Time, Minimum wages, Fixation of normal working hours, Equal remuneration act, 1976, 1970 extends the contract labour regulation act, Payment bonus act. 1965

Legislation relating to social security- Employee compensation act 1923, Employee state insurance act 1948, The employee provident fund miscellaneous provision act 1952, Employee pension scheme 1995

Outcomes :-

- After read this student should able to learn labour management they know about welfare administration and many industrial pricies. They should know about Indian wayes policy and working hours. Student should able for their rights and responsibilities for industries. Student know about social security.

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Scheme of Examination

Department: Masters of Arts

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 404	CLINICAL SOCIAL WORK	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Objectives :-

- Students can learn how can we do social work in Medical line.
- Students can learn social work practice, medical team work.
- Students can understand the problems of physical disabled person.
- Students learn about different type of diseases and to solve them role of a social worker.
- Students can learn causes and evil effect.

SYLLABUS

Unit – 1 Medical social work an introduction: - Outline, Introduction, Purpose, Scope of medical social work, the scope of medical social work in Abroad, The scope of medical social work in India

The medical social work and health hygiene morbidity :-Frame work , Introduction, Purpose, Health of concept and definition, Hygiene, The divination and concept of illness, Infection and low infection diseases, The medical social work practice and method used by the social worker

Medical social work – practice :-Frame work, Introduction, Objective, Clinical social work and social workers, Definition and meaning of clinical social worker, The function of clinical social work, The history of clinical social work in India, Hospital and health function of social worker in welfare center

Unit –2 Clinical social work practice and deferent statement –Bahing Department, Saghan Medical General hospital, The role of social worker, The health of community ares in problems, The prahlems faced by medical social worker

Medical team work – practice – Framework, Introduction, Purpose, Meaning and dedication of medical team work, The role of main members of the medical team work, Team relationship between medical team member at work, The principles of medical team at work, The main prahlems of the medical team work, The main prahlems in prevalent in medical team work, The role of medical team

work, Summary of the medical team work, Re settlement, Role of social worker and emotions of family members for physical disabled person, The main problems of need (physical disabled person)

Unit – 3 The concept of patient :- Outline, Introduction, Purpose, Retention of a person as a normal person, The patients right to health care, Social and emotional factor related to various sorts of disease T.B., destiny cancer, high blood pressure, sexually transmitted diseases the role of social worker.

Physical disability :- Outline, Introduction, Purpose, Concept, Types of physical disability, The role of technology advances on the rehabilitation of the disabled, The new apparatus for deaf and dumb, The new tools of bone disabled, Working of government agencies in physical handicapped, The role of social worker for physical handicapped, The role of social worker for the deaf and dumb.

Public health :- The concept of public health, The effect of health, The health system of India, The prevention medicine

Unit – 4 Diet & nutrition :- The concept of diet and nutrition, Imbalance diet, Features and losses, Malnutrition, Due steps to overcome the problems of mal nutrition in India, Measures to prevent

Family planning and family welfare :- The concept of family welfare and family planning, The definitions and methods of family planning and family welfare, The importance of family planning and family welfare and sex, reeducation, The school health programs, The various of national health programs.

Normal & abnormal Psychology :- The concept of abnormal psychology, The reason of abnormality, Assessment, The abnormal psychology in adults.

Unit – 5 Alcoholism and drug addiction :- Definitions and characteristic clinical features of drinking, The alcohol and drug addiction, Cause and effect, Treatment and prevention of alcoholism and drug addiction, The drug addiction alleviation and social worker in prevention role

Mental disability of child hood :-Introduction, Aims, Types, Symptoms, Cause, Prevention and treatment, Psychology therapy community

Outcomes :-

- Students should be able to work in hospital. They should be able to know all the medical policy and know hospital health function. They should be able to know the problems of disabled person and can know about many diseases, and be able to know how to do this mental health.

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