

M.S.W. – IV
SEMESTER (CBCS)



C. U. SHAH UNIVERSITY

WADHWAN CITY



Faculty of Social Sciences

VBT's Institute of Social Work

Semester: 4

Code: 5SS04OBD1

Name: Organizational Behaviour and Employee Development

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
5SS04 OBD1	Organizational Behaviour and Employee Development	3	0	0	3	3	30	1.5	70	3	--	--	--	100

Unit-1: Foundations of Organizational Behaviour

- Historical Background; Hawthorns Studies;
- Nature and critical bases of organizational behaviour;
- Organizational behaviour model;
- Emerging organizations; Information base; total quality and organizations.

Unit-2: Global and cultural diversity:

- Contemporary challenges; diversity and ethics;
- Managing diversity;
- Ethics and ethical behaviour in organizations.

Unit-3: Micro- Perspective of Organizational behaviour:

- Perceptual processes Impression management;
- Personality attitudes and values;
- Motivation; Needs, Content and processes;
- Motivation performance through job design and goal setting;
- Learning processes, Reward System and Behavioral Management

Unit-4: Macro perspective of organizational Behaviour:

- Communication Technology and Interpersonal Process;
- Decision making;
- Organizational theory and design
- Organizational Culture.

References:

1. Luthans, Fred (1995) Organizational Behaviour (VII ed) New Delhi : McGraw Hill
2. Robbins, Stephen P. (1996) Organizational Behaviour (VII ed) New Delhi
3. Korman K. Abraham, Organisational Behaviour,
4. Engene Sehneider, Industrial Sociology
5. Gangadhara Rao & VSP Rao, Organisational Behaviour, Konark Pub. Pvt. Ltd, New Delhi, 1987.



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Faculty of Social Sciences
 VBT's Institute of Social Work
 Semester: 4
 Code: 5SS04CSW1
 Name: Social Defense and Correctional Services

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
							Theory				Practical (Marks)			Total
		Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	
		Marks	Hrs	Marks	Hrs		Pr/Viva	TW	Pr					
5SS04 CSW1	Social Defense & Correctional Services	3	0	0	3	3	30	1.5	70	3	--	--	--	100

OBJECTIVES:

- To develop understanding of the concept of social defense and correctional services
- To relate the knowledge of social problems, crime & delinquency to the practice area
- To understand the role of a social worker in various correctional settings and crime prevention programmes.
- To sensitize for learning through practice in institutional and community based correctional and preventive programmes.

COURSE CONTENTS:

UNIT – I: Social Defense:

1. Concept and its historical development, services and programmes in India Crime and its Consequence.

UNIT – II Criminal Justice: System, Process and Perspectives

1. Social defense legislations: Introduction to Indian Penal Code (IPC), Criminal Procedure Code (Cr. P.C.), Prison Act, Juvenile Justice Act, Anti beggary Act, Immoral Traffic Prevention Act (ITPA), Child Labour Act, Laws relating to atrocities against women and drug-abuse etc
2. Problem of Juvenile Delinquency, destitution, child abuse and child labour; female criminality and atrocities against women; youth deviance, alcoholism, drug-abuse, beggary, sex trade etc

UNIT – III: Institutional Correctional Services:

1. Prisons, remand homes, observation homes, special schools, beggar homes, rescue homes, short-stay homes, protective homes, half-way homes, de-addiction centres.

UNIT – IV: De- Institutionalization of correctional & non-institutional services:

1. Probation, parole, adoption, fosters care, sponsorship, child guidance, family counseling, crises intervention centres, neighborhood and self-help groups etc.
2. Aftercare, rehabilitation and re-integration of offenders
3. Victimology – functionaries
4. Role of Social Work in institutional, non-institutional services and programmes, Voluntary organizations and community participations in crime prevention
5. Role of Judiciary and police in crime prevention: Need for co-ordinated holistic approach to crime prevention and promotion of peace.
6. Emerging Discussions: Application of United Nations Standards and norms, Public Interest Litigation, Human Rights perspective and community corrections

References

1. Menefee Singh, Andrea The Urban Slum, Manohar, Delhi, 1980, De Souza, Alged.
2. Neshla (ed.) Atrocities Against Women, Herman Publishing House, New Delhi, 1997.
3. Ahuja Ram, Youth and Crime , Rawat Publication, Jaipur, 1996
4. Tandon, R.K. and Sudarshan, K. N. Child Prostitution, APH Publishing Corporation, New Delhi
5. Hampton, Robert L. And Associates (eds.) Family Violence: Prevention and Treatment, Sage, New Delhi, 1993
6. Chakrabarti, N.K. (ed.) Administration of Criminal Justice (Vol. 1), Deep and Deep Publication, New Delhi, 1997
7. Lavania, M.M. and Jain, Shashi K. Social Problems in Contemporary India, Research Publication, New Delhi, 1997
8. Mohan, Brij, India's Social Problems
9. Hassinat, Mohammad, M. Leisure and Crime, Rawat Publications, Jaipur, 1997
10. Reckless, W.C., Crime Problem, Vakils, Feffer and Simons, Bombay, 1987
11. Teeters N.K. and Barnes H. E., New Horizons in Criminology, Prentice-Hall, New York, 1996
12. Chang, D.H. Criminology – A Cross-Cultural Perspective (Vol. 1), Vikas Publishers, Delhi, 1976
13. Bhattacharya, S.K. Social Defence: An Indian Perspective, Manas Publications, Delhi, 1985
14. Siddique A. Criminology, 2nd Ed. Eastern Book Co., Lucknow, 1983
15. Chadha, K., Indian Jail: A Contemporary Document, Vikas, New Delhi, 1983
16. Jeya Singh, J.V. Deviant Children, Visuthamby Publishers, Madras, 1987
17. Shekar, Sanobar, the Delinquent and the Educational Process, TISS, Bombay, 1987
18. Khan, M.Z., Work by Jail Inmates, Inter – India, Pub., New Delhi, 1978
19. Sarkar, Chandran, Juvenile Delinquency in India – At Etrological Analysis, Daya Publishing House, Delhi



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Semester: 4

Code: 5SS04PSW1

Name: Clinical Psychiatry and Community Mental Health

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
5SS04 PSW1	Clinical Psychiatry and Community Mental Health	3	0	0	3	3	30	1.5	70	3	--	--	--	100

OBJECTIVES:

- To understand the concept of clinical psychiatry AND to know the historical perspective of psychiatric social work across the globe & India.
- To study the need for clinical psychiatry & the role of psychiatric social worker.
- To understand the different types of psychiatric illness/ disorder in child & adult.
- To understand the diverse causes contributing towards the psychiatric problems.
- To know the different kinds of intervention in the treatment & rehabilitation of patients.
- To develop skills in Interviewing, History taking & formulating psycho social diagnosis, understand the process of clinical assessment & testing.
- Research based on action & monitoring cum evaluating practice or field.

Unit 1

Definition, concept & Historical development of Psychiatric Social Work in India & Abroad

Unit 2

Role of Psychiatric social worker in Psychiatric set up, Psychiatric social worker & patient relationship

Unit 3

Importance of case history taking & mental status examination in psychiatry, Interviewing techniques & focus of diagnosis

Unit 4

Concept of mental health & mental illness, mental health problems in other fields & services Provided, community psychiatry, rehabilitation services for mental health.

Unit 5

Mental Health Act 1987

Unit 6

Classification in psychiatry DSM- 4 –TR.

Unit 7

Schizophrenia

Unit 8

Mood disorders

Unit 9

Adjustment disorder & personality disorder

Unit 10

Biological therapy

Unit 11

Psychotherapies and counseling, Alternative methods of treatment

Unit 12

Child psychiatry – eating disorders, sleeping, somatoform, anxiety

References

- 1) Amador & Et.Al .(1998) — Awareness Of Illness In Schizophrenial American Physiatric Association
- 2) Bessel. R. (1971) Interviewing And Counselling. London: B.T. Botsford
- 3) Kaplan & Saddock — Synopsis Of Psychiatry Waverly International Baltimor Usa. (1992)
- 4) Stephens Jh — Psychological Management Of Depression American Physiatric Association.(1995)



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Faculty of Social Sciences

VBT's Institute of Social Work

Semester: 4

Code: 5SS04CDP1

Name: Urban and Rural Community Development

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
5SS04 CDP1	Urban & Rural Community Development	3	0	0	3	3	30	1.5	70	3	--	--	--	100

UNIT-1

Rural development-concept, definition, meaning, need, objectives, nature, assumptions, approaches and principles

Rural development in India - Origin and background -early experiments like Srinekethan, Sevagram, Marthandam, Gurugeon experiment, Baroda experiment, Nilokheri experiment, Etawah pilot project (Rural development programmes since independence)

UNIT-2

Rural backwardness- causes and the need for planned change. Rural poverty -causes, consequences, measurement

Five year plans and major rural development programs- objectives, characteristics, strategies, organization and administration

UNIT-3

Agrarian relations and movements in India with special reference to Bhoodan
Role of NGOs, Industries in rural development (CSR), and Voluntary efforts in rural community development - case studies on specific rural development projects

UNIT-4

Administrative and organizational arrangement for rural development from block to National level. Panchayati Raj - origin, philosophy and characteristics - Constitution 73rd amendment and its implications

URBAN COMMUNITY DEVELOPMENT

UNIT-5

Urbanization: Concept, Causes, Process and Significance of urbanization for human development. Characteristics of urban communities, consequences of rapid urbanization

UNIT-6

Urban community development - meaning and scope

Urban development programs in India: Origin, major achievements, drawbacks and present status.

Barriers to urban community development in India

UNIT-7

Cities as centers of power, role of cities in national development: Need for guided urban development

Slums in India: theories, causes and conditions, poverty in urban areas, poverty alleviation programmes

UNIT-8

Administrative and policy arrangements for urban development with reference to municipalities, corporations, metropolitan development authorities, housing and slum clearance boards

References:

1. K.C. Sivaramakrishnan, A. Kundu and B.N. Singh Handbook of Urbanisation in India by, 2007, Oxford University Press, New Delhi.
2. Rao VLS Prakasa Urbanization in India, Concept Publishing Company, New Delhi
3. R Ramachandran, Urbanization and Urban Systems in India By , Oxford University Press
4. Urban social geography: an introduction Paul L. Knox, Steven Pinch
5. Urbanization and Governance in India by Hust, Evelin & Mann, Michael(Eds), Place of Publication, New Delhi, 2005
6. Pillai P Gopinadhan , Rural Development in India, Pointer Publishers, New Delhi
7. Behera, M. C, Globalising Rural Development, Sage Pubns
8. Singh Katar Rural Development, sage pubns pvt ltd
9. Lea, D.A.M. and Srivastava, R.K., Rural Development and the state: Contradiction and Dilemmas in Development countries, Methun: London, 1983
10. Roy, Ramasahray and Srivastava, R.K. Dialogues on Development, Sage Publication London, 1986
11. Singh, K., Rural Development: Principles, Policies and Management, New Delhi, Sage Publication, 1986
12. Desai, Vasant, Rural Development (Vol 1 & 4), Himalaya Publishing House, Bombay, 1988
13. Misra, R.P., Rural Development (Vol 1&5), Concept Publishing Company, New Delhi, 1985
14. Chandra, Subhash, Social Participation in Urban Neighbourhoods, National Publishing House, New Delhi, 1977
15. Kasambi Meera, Urbanisation and Urban Development in India ICSSR, New Delhi, 1994
16. Chandrashekhara, C.S. and Deva Raj (eds.) Urban Perspectives-2000, Nation Institute of Urban Affairs, New Delhi, 1978



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Faculty of Social Sciences
 VBT's Institute of Social Work
 Semester: 4
 Code: 5SS04FOM1
 Name: Fundamentals of Management

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
5SS04 FOM1	Fundamentals of Management	3	0	0	3	3	30	1.5	70	3	--	--	--	100

Unit - I

1. Management: Concept, Nature, Importance; Management: Management as a Profession, Management Vs. Administration, Management Skills, Levels of Management, Characteristics of Quality Managers.
2. Evolution of Management: Early contributions, Taylor and Scientific Management, Fayol's Administrative Management, Bureaucracy, Hawthorne Experiments and Human Relations, Social System Approach, Decision Theory Approach
3. Business Ethics and Social Responsibility: Concept, Shift to Ethics, Tools of Ethics.

UNIT II

1. Introduction to Functions of Management
2. Planning: Nature, Scope, Objectives and Significance of Planning, Types of Planning, Process of Planning, Barriers to Effective Planning, Planning Premises and Forecasting, Key to Planning, Decision Making.
3. Organizing: Concept, Organisation Theories, Forms of Organisational Structure, Combining Jobs: Departmentation, Span of Control, Delegation of Authority, Authority & Responsibility, and Organisational Design.

UNIT III

1. Staffing: Concept, System Approach, Manpower Planning, Job Design, Recruitment & Selection, Training & Development, Performance Appraisal
2. Directing: Concept, Direction and Supervision
3. Motivation: Concept, Motivation and Performance, Theories Of Motivation, Approaches for Improving Motivation, Pay and Job Performance, Quality of Work Life, Morale Building.

UNIT IV

1. Leadership: The Core of Leadership: Influence, Functions of Leaders, Leadership Style, And Leadership Development.
2. Communication: Communication Process, Importance of Communication, Communication Channels, Barriers to Communication.
3. Change and Development: Model for Managing Change, Forces for Change, Need for Change, Alternative Change Techniques,

References

1. Stoner, Freeman & Gilbert Jr - Management (Prentice Hall of India, 6th Edition)
2. Koontz - Principles of Management (Tata McGraw Hill, 1st Edition 2008)
3. Robbins & Coulter - Management (Prentice Hall of India, 8th Edition)
4. Robbins S.P. and Decenzo David A. - Fundamentals of Management: Essential Concepts and Applications (Pearson Education, 5th Edn.)
5. Hillier Frederick S. and Hillier Mark S. - Introduction to Management Science: A Modelling and Case Studies Approach with Spreadsheets (Tata McGraw Hill, 2nd Edn. 2008)
6. Wehrich Heinz and Koontz Harold - Management: A Global and Entrepreneurial Perspective (Mc Graw Hill, 12th Edn. 2008)



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Faculty of Social Sciences
 VBT's Institute of Social Work
 Semester: 4
 Code: 5SS04NGM1
 Name: NGO Management

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
5SS04 NGM1	NGO Management	3	0	0	3	3	30	1.5	70	3	--	--	--	100

OBJECTIVE

The objective of this course is to familiarize students with the concept of NGOs and civil society, its role in bringing about social change and also its various dimensions. The course would help students understand various development issues and how the knowledge related to NGO management would help in resolving these issues. It would also help the students in formulating strategies in various social contexts, in order to empower the underprivileged sections of the society. Students would also be informed about various programmes and schemes of the Government and the role of NGOs in their implementation.

UNIT I: Introduction to NGO

Concept and background, role of NGOs, types of NGOs, history of NGOs in India

UNIT II: Voluntary Action and Civil Society

Concept of Civil Society, Role of Civil Society in Social Change, Civil Society Movement in India

UNIT – III Advocacy and Social Mobilization

Tools for Advocacy, Policy Formulation, Role of different agencies. Media Advocacy, Preparation of Advocacy kits, Public hearings, Concept and Impact of Social Mobilization, Programme Communication.

UNIT IV Laws Related to NGOs

Registration of NGOs

- (a) Society Registration Act
- (b) Bombay Public Trust Act and Foundation Act
- (c) Companies Act

Income Tax Act

Incentives given by the government to NGO for the promotion of NGO Activities. Taxation of NGOs, Tax exemptions V/S 11 and 12 Incomes entitled for exemption Income Applied to charitable or religious purposes, donations deduct able under Section 80G, conditions for deduction under Section 80G.

Income Tax Exemption available to NGOs under:

- (i) Section 35A of Income Tax Act.
- (ii) Section 80G

Tax deduction at source; liability to deduct tax at source, payment on which TDS is to be deducted, rates of TDS when TDS is not deducted.

FCRA

Foreign Contribution Regulatory Act Introduction, defining foreign contribution, foreign source, prohibition of receiving foreign contribution by certain persons, FCRA Registration procedure, obligations under FCRA Registration. Documents to be submitted for registration organizations to which the act is applicable.

UNIT V Project Management

- Project designing; Community needs assessment; developing a conceptual model; developing a logical framework; project goals; project objectives; project activities; project indicators
- Writing Concept Papers, Proposal writing;
- Project budgeting and accounting;
- Project monitoring;
- Project evaluation; stages in the process of programming, preparation and execution of evaluation; guide to Procedures and methodology of evaluation

UNIT VI Fund Raising

- Introduction to Fund Raising
- Fund Requirements & Types of Funds (Donors Management, Membership, Donations, Grants)
- Understanding the role of funding agencies
- Techniques & sources of fundraising
- Sustainability

References

1. NGO Management : The Earth scan Companion, Alan Fowler, Chiku Malunga, Earthscan Publishers, 2010
2. Management of Non-Governmental Developmental Organisations (2nd Edn), David Lewis, Routledge Press, 2001.
3. International Non-Governmental Organisations, Lyman Cromwell White, Rutgers University Press, 1951
4. Principles of NGO Management, Phiroshaw Camay, Anne J. Gordon, CORE, 1997.
5. Fund Raising, Julie Haydon, Macmillian Education Australia, 2006
6. Project Management, Dennis Lock (9th Edn), Gower Publishing Ltd., Hampshire, UK, 2007
7. The AMA Handbook of Project Management, P. C. Dinsmore, , American Management Association, 2010